Lake Highland Preparatory School regards safety for its students, families, employees, and guests as primary concern. Therefore, contractors are requested to adhere to some guidelines while performing work on the facilities of Lake Highland Preparatory School.

- Contractors are requested to conduct level 2 (FL Statute 435.04) criminal history checks of their personnel. Provisions should be made to allow the school to review the checks, if requested.

- Contractors must have appropriate safety measures in place to address job specific hazards. Safety measures should address but are not limited to those protections prescribed by OSHA, federal/state/ and local regulations, and industry best practices.

- Contractors must notify campus security of their arrival to and departure from any of the Lake Highland Preparatory School facilities. Contractors performing work during a regularly scheduled school day (6:00 a.m. until 3:45 p.m. Monday thru Friday) must appear in person to either the campus security office in the foyer of the Harrell-Williams Gymnasium or to the Charles Clayton Campus main office. Contractors working during the school day must display a ID badge issued by Lake Highland Preparatory School. Contractors performing work during school holidays, weekends and/or after regular school hours must announce their presence either by calling campus security at (407) 402-9181(Charles E Bradshaw Jr. Campus) / (407) 468-3427(Charles Clayton Campus).

- Contractors working during a regularly scheduled school day should be prepared to present either a driver’s license, state ID card, or passport to a member of campus security.

- Contractors are to provide a current certificate of liability insurance (Liability & Workers Compensation) of $1,000,000 minimum or more and workers comp coverage or proof of exemption from workers comp must be on file in the Facilities Office, Rm. 102 Guernsey Building. Lake Highland Preparatory School must be named and listed on the certificate as an additional named insured. These documents must be obtained prior to commencing work assignment on Lake Highland Preparatory School properties, please fax to the attention of Ms. Paula Torres at (407) 206-1941.

- Lake Highland Preparatory School serves a community of children ranging from pre-kindergarten through the twelfth grade. As such, contractors must act in a professional and ethical manner. Contractors are requested to seek permission from a school administrator prior to interacting with students, families, and employees.
Minor children of contractor employees are prohibited unless the child attends Lake Highland Preparatory School and is on campus as a student. Contractor hereby certifies that they are in compliance with all child labor laws in association with minor employees.

Contractor certifies that they are in compliance with all immigration and naturalization laws and that all personnel assigned to Lake Highland Preparatory School are eligible to work in the United States.

Contractor certifies that their business license is current and conforms to all of the requirements of the Florida Department of Business and Professional Regulation and must be on file with the Lake Highland Preparatory School Facilities Office.

Deliveries may be made from between 4:30 a.m. and 7:00 a.m. and again between 8:30 a.m. and 1:30 p.m.

Appropriate professional “Company” attire, including shirt and shoes, is required.

Possession and/or use of alcohol and/or illegal drugs are prohibited on campus.

Smoking is prohibited on campus.

Eating, drinking and/or gum chewing is prohibited in buildings.

Possession and/or use of a weapon as defined by Florida Statutes are prohibited on campus.

Pets are prohibited on campus, unless the pet is a service animal.

Drivers must adhere to LHPS vehicle regulations and safety personnel instructions. All drivers must hold a valid current driver’s license.

Drivers operating golf carts or neighborhood electric vehicles on campus must adhere to all vehicle regulations. Golf carts or neighborhood electric vehicles must be equipped with a windshield and a horn. Golf carts or neighborhood electric vehicles operating at night on the campus must run with headlights and taillights lit. Operators negotiating blind corners should sound the horn on approach. Operators must yield the right of way to pedestrians.

All injuries/accidents sustained on campus must be reported immediately to Security at time of incident.

A signed and dated copy of these guidelines must be returned to the Facilities Office, Rm. 102 Guernsey Building, prior to commencement of work.
I HAVE READ THE ABOVE CONTRACTOR GUIDELINES AND HEREBY CERTIFY OUR COMPLIANCE WITH SAME.

Company Representative:

________________________________   ___________________
Signature                                   Date

________________________________   ________________ _____________________
Printed Name                               Company Name & Phone Number