

IAN Regulations for User-Institute Contact Persons Governing Construction Work

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1 Objective and purpose

These Regulations outline the responsibilities of staff members who are charged with representing the interests of the institutes or units affected by construction projects at the University of Bonn (“users”).

These regulations concern construction projects typically conducted by the BLB, the real estate service provider of the state of North Rhine-Westphalia (Bau- und Liegenschaftsbetrieb NRW), as builder. These regulations apply mutatis mutandis to other construction projects. These regulations create a framework for cooperation, including particularly user communications before and during construction projects with Central Administration, in this case specifically Division 4, Facility Management, as well as the BLB and other parties involved in construction projects.

2 Scope of application

These Regulations govern any and all construction work performed on University-owned properties, including new buildings and major renovations.

3 Terms and definitions

Institute contact IAN	A user’s representatives and contact persons, from the institute or organizational unit.
Institute BD	The Business Director of an institute.
UNI Coordinator	Representative of Central Administration serving as project manager responsible for coordinating a construction project and related internal communications at the University. The UNI Coordinator also serves as contact for interactions with the BLB and with other builders or building owners in construction-related matters. The UNI Coordinator is generally a staff member of the administrative Section 4.5, Construction.
Fire Safety Officer	The fire safety officer appointed by the University Provost, who is a staff member of administrative Section 4.5, Construction, Fire Safety desk.
Security specialists	Occupational safety specialists appointed by administrative Section 4.2, Occupational Safety and Environmental Protection. These specialists are to be involved in all matters relevant to occupational safety, in both the planning and execution phases.
Radiation protection	Staff members of the administrative Section 4.4 Radiation Protection and Laboratory Services who are responsible for matters involving the handling of radioactive substances, ionizing radiation, X-rays and laser radiation.
Builder	The Cologne branch of BLB NRW (the building and real estate management organization of the state of North Rhine-Westphalia), is

generally the builder. The builder may however be the respective property owner where leased properties are concerned.

BLB	The Cologne Branch of BLB NRW (the building and real estate management organization of the state of North Rhine-Westphalia).
BLB Coordinator	Representative of the BLB charged with coordination around construction project planning and/or execution. The BLB Coordinator serves as direct contact for the UNI Coordinator.
PM BLB	Property manager who represents the BLB's interests as owner of existing buildings under lease.
AM BLB	BLB Asset Management staff member who represents the BLB's commercial real estate interests, principally with new buildings and major renovations.
P&C BLB	BLB Planning and Construction staff member who represents the BLB in regard to the specific planning and structural implementation of construction projects involving existing or new buildings.
BM BLB	BLB Building Management staff member who contracts for repair work via SMC BLB.
Construction Manager (engineering firm)	BLB Planning and Construction staff member or employee of an independent planning/engineering firm contracted by the BLB who is responsible for scheduling-related oversight and coordination for external companies contracted to perform construction work, and for managing the construction site.
Construction contractor	Construction firm subject exclusively to oversight and direction by the Site Manager, except in cases of imminent danger (<i>periculum in mora</i>).
HSC	Health & Safety Coordinator appointed by the Builder.

4 Specification of project participants

The institute or unit appoints its user- institute contact person (IAN) and defines its representation and substitution policies.

Central administration appoints the Uni Coordinator unless an individual already holds this role, and adopts corresponding representation and substitution policies. The Uni Coordinator generally oversees a given construction project for its entire duration.

The BLB appoints its responsible staff members from Asset Management (AM), Property Management (PM), Building Management (BM) or Planning and Construction. Continuity policies are in place for these roles.

The BLB appoints the Construction Manager at construction project start, who is either internal or from a contracted engineering firm.

At the actual work start date for a construction project, an organizational chart is to be drawn up as documentation showing the contact data for the parties involved and their representatives. Unavoidable changes in roles and responsibilities must be announced promptly and the organizational chart updated accordingly.

5 Rights of the IAN

- With regard to the construction project, the IAN has controlling authority over the premises, delegated by the responsible Business Director of the institute or unit.
- The IAN has comprehensive authorization in relation to the construction project, empowered by the BD.
- The IAN controls the locking and unlocking of the premises.
- The BD shall ensure that the IAN is granted sufficient time to perform the latter's duties in connection with a construction project.
- The IAN is entitled to receive adequate training to perform his duties in connection with construction projects, and shall be released from work in order to take part in such training.
- The IAN is entitled to be comprehensively informed of the latest developments concerning the construction project, across all project management areas.
- The IAN may demand to be informed on a daily basis of which specific employees of contractor firms enter and exit the construction site, and thus the building, and at what times.
- The IAN may contact the safety specialists regarding any issues pertinent to occupational safety, including particularly matters relevant to risk assessment.

6 Qualifications of the IAN

- The IAN is familiar with the premises and their functioning, particularly regarding restricted areas of the institute.
- The IAN has basic experience in and is to receive support in the following areas:
 - Occupational safety: The IAN receives support from the safety specialists before construction start by way of a revised risk assessment.
 - Fire safety: The IAN receives relevant support from the Fire Safety Officer of Central Administration.
 - Basic experience with regard to the relevant construction issues, including particularly continuing operations during construction work: The IAN is to receive additional activity-specific support from the responsible UNI Coordinator from Section 4.5, Construction.
 - Basic experience regarding radiation, X-ray and/or laser protection, as necessary: Section 4.4 provides support in this regard.

7 Responsibilities of the IAN

- The IAN represents the interests of users in coordination with the UNI Coordinator.
- The IAN is the direct contact person for the UNI Coordinator, the BLB's PM, AM, BM and P&C coordinators, and for the construction manager regarding project execution, or the construction manager of the contracted engineering firm, as applicable.
- The IAN serves as contact and liaison within the institute or organizational unit, and is responsible for obtaining decisions from the BD or institute director when necessary.
- The IAN is responsible for the flow of information, particularly to and from officers at an institute or unit specially appointed for these safety-relevant areas: Occupational safety and fire safety plus radiation, X-ray and/or laser safety as applicable.
- Communication with the IAN's representative under the representation and substitution regulations.
- On-site support for the UNI Coordinator.
- Informing and instructing the foremen of contractor firms regarding operational procedures at the institute.
- Verifying whether all employees of the work-performing contractor firms have received necessary on-site instruction from their foremen.
- Informing the UNI and BLB Coordinators and the contracted planners and construction firms regarding special areas at the institute. This pertains in particular to: laboratories, hazardous materials storage areas, genetic engineering facilities, radiation protection areas and the keeping of animals.
- Collaborative preparation of work plans and schedules and the joint reviewing of these with the UNI Coordinator.

- Organizing the reviewing of planning regarding user requirements.
- General supervision of construction work on site (in relation to order, cleanliness of operating areas outside the construction site, etc.), reporting any deficiencies or irregularities to the UNI and BLB Coordinators; except in cases of: imminent hazards (*periculum mora*).
- Informing the safety officer and UNI Coordinator regarding any obvious safety issues posing a potential risk for employees or the public.
- Attending planning and construction meetings, regular update meetings relating to the above and one-on-ones.
- Providing documentation and immediate information to the UNI Coordinator regarding any arrangements made with the construction manager or other parties involved in the construction project, if there was no prior coordination with the UNI Coordinator (mandatory documentation).
- The IAN is not responsible for the specific planning for and work at the construction site, nor for occupational health and safety related matters in and around the construction site vis-a-vis employees of the work-performing contractor firms.
- Reporting to the UNI Coordinator is mandatory regarding the following in particular:
 - Deviations from schedule
 - User requests for changes and modifications
 - Apparent or potential irregularities concerning the construction work (order, cleanliness),
 - Identified safety issues potentially affecting the institute employees
 - Work requested by the construction manager outside of regular working hours (weekends, overnight, etc.)
- Direct intervention by the IAN in cases of imminent hazards (*periculum in mora*), suspending construction work as necessary. Banning parties from the premises when necessary, subsequently notifying the UNI Coordinator thereof.

8 Primary responsibilities of the UNI Coordinator

- Project responsibility representing the University regarding planning, finance, execution, deadline adherence and budget.
- Involving University users, administrative departments and/or other organizational units of the University in construction project planning.
- Serving as liaison between the University and the BLB, thus being
- the primary direct contact and go-to for project-related information, responsible for communicating all relevant information on desired and planned construction work to the IAN, users from the institutes and other organizational units of the University
- Serving as primary go-to representing University project management vis-a-vis BLB, serving as direct contact for BLB PM, AM, BM and P&C staff and for construction management employees of engineering firms contracted by the BLB.
- Involving the IAN in day-to-day on-site management of the construction project.
- Notifying the safety officer of any obvious safety issues posing a potential hazard risk to employees or members of the public, and notifying the builder if the builder has appointed an HSC.
- Expert review of planning, organizing reviews by the departments.
- Enforcing operator responsibility requirements imposed upon the respective builder by Central Administration.
- Confirming that completed construction work is ready for acceptance.

9 Concluding notes

Reference is made to the Contractor Guidelines for Contractors Engaged by the University in regard to construction work, and to the separate Contractor Guidelines for Contractors Engaged by the BLB.

Please direct any questions or and suggestions you may have to the administrative Section 4.5, Construction Management.