



SCI-MUNCY

MAINTENANCE/CONSTRUCTION CONTRACTORS ORIENTATION PACKAGE

**6.3.1 MUN
SECTION 6**

ATTACHMENT A

EFFECTIVE January, 2013

CONTRACTOR ORIENTATION PACKET

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The contract Foreman/Superintendent will be responsible for ensuring compliance with all provisions contained herein. Applicable to all contractors, sub-contractors, sub-sub-contractors and Department of General Services work or SCI Muncy contract work.

1. It is the responsibility of the contractor's project manager, superintendent, foreman, or person in charge to ensure that NO personal vehicles or commercial vehicles are allowed into the institutional grounds without specific equipment attached to perform work on a daily basis, or if necessary to haul equipment, tools or materials into the institution on a daily basis. Only one commercial vehicle will be permitted inside the secure perimeter at any one time. It is the intent of the institution to maintain open roadways for fire or other emergency access to all institution buildings. Subsequently, vehicles that are brought into the institution must allow sufficient room for the largest conceivable emergency vehicle that could enter the institution. The vehicle bringing in tools shall be returned outside the fence once tool delivery is made. Vehicles and toolboxes must remain locked. No unattended vehicles shall be left unlocked or with the engine running. All vehicles that come inside the institution for work will have locking gas caps. Any vehicles that will remain on DOC property during non-working hours must be disabled. The item that is removed to disable the vehicle must not be housed with the equipment. Let the Construction Security Lieutenant know how this will happen.

It will be the responsibility of the contractor's superintendent, foreman, or person in charge to ensure completion of a REQUEST FOR VEHICLE ENTRY TO SCI MUNCY (SCIM #2) which shall be delivered to the CFMM 2 for proper submittal to the Deputy Superintendent for Facilities Management. The form is to be completed in its entirety and submitted to the contractor escort prior to vehicle entering the institution or being allowed to park in parking lot. The request will be forwarded to the CFMM 2 who will notify the Gatehouse Sergeant of approval/disapproval.

2. The contract foreman shall be responsible for completing the CONTRACTOR TOOL INVENTORY FORM (DOC ADM 6.3.1 Section 6, Attachment A) on the first day of each week and updated daily as tools are removed/broken or new tools are added. Form SCIM #3 is to be turned into the contractor escort upon arrival at the institution before entering the grounds. Tools must have the owner's mark upon them.
3. The CONTRACTOR TOOL ACCOUNTABILITY FORM (DOC ADM 6.3.1 Section 6, Attachment B) must be completed on the last workday of each week, if no tools are missing on the daily tool inspection as required under the special requirements. If a tool is missing on the daily inventory, immediately, upon discovery, inform the Corr. Staff at the work site. Then form SCIM #4 shall be dispatched to the Shift Commander and the CFMM 2 immediately. If a tool is missing on approved overtime or weekend work, a report shall be given to the Shift Commander on duty in the Administration Building.
4. A copy of these guidelines (SCIM #1) is to be given to each Contractor's representative who will acknowledge receipt of the same by signing and dating the form. A copy of this form shall be maintained in the CFMM 2's office until the project is completed.
5. Site security is the responsibility of the Department of Corrections and/or the Department of General Services Construction Inspector and the approved contractor's representative on the job. Major security violation by the contractors/workmen on the site will be just cause for removal of the contractor from the site. Major violations are considered infractions which by their seriousness could result in injury to an inmate/staff, an inmate escaping, an inmate obtaining a tool which could be used as a weapon, an inmate being able to drive a vehicle large enough that a person could not be apprehended, or it is a violation of the Criminal Code Section 5122, Weapons or Implements of Escape, or Section 5123, Contraband. A copy of the Code is contained in the SPECIAL CONDITIONS FOR CONTRACTORS PERFORMING SERVICES AT STATE CORRECTION INSTITUTION (SCIM #5A). Form SCIM #5B is to be signed by each contract worker and returned to the CFMM 2's office where it will be maintained.
6. Any worker approached by an inmate for the purpose of illicit activity shall report the incident immediately to the Correctional Officer or CFMM 2 or his designee. During non-administrative working hours, the incident shall be reported to the Shift Commander in the Administration Building.
7. No photographic equipment will be allowed into the institution without prior written permission of the SCI Muncy Superintendent. Permission for photographic equipment may be obtained by the completion of the REQUEST FOR PHOTOGRAPHIC EQUIPMENT TO ENTER SCI MUNCY (DOC ADM 6.3.1, Section 6, Attachment D), which shall be delivered to the CFMM 2 for proper submittal to the Superintendent. All pictures must only be of the work site and must be reviewed by the Construction Security Lieutenant or designee.

CONTRACTOR GUIDELINES & RESPONSIBILITIES
FOR WORK AT SCI MUNCY

8. Workers and material suppliers shall be required to provide at least one (1) form of Photo ID. The PERSONAL DATA SECURITY CHECK FORM (DOC ADM 1.1.4, Centralized Clearances, Attachment C) shall be completed by the contractor and sent to the CFMM 2. This form needs to be filled out in its entirety and faxed to SCI Muncy at least two weeks in advance of the scheduled start date. After approval, a list of approved workers (SCIM #11) will be forwarded to the Gatehouse Sergeant. Exceptions will be delivery personnel and individuals that will be escorted by the institution security staff.

In the event criminal history information is discovered, the SCI Muncy Superintendent will make the determination if entry is to be denied or approved. Specific information as to the nature of the information discovered will not be disclosed.

The contractor is obligated to notify all potential vendors, sub-contractors, architectural/ engineering firms, photographers, and/or any other potential visitors of their requirement to provide the information requested in (DOC ADM 1.1.4, Centralized Clearances, Attachment C). This information will be held in confidence and only those with a need to know will be given the information of proposed work persons.

The contractor's representative will also be responsible for completing the REMOVAL FROM GATE CLEARANCE FORM (SCIM #8). This form shall be used by the contractor for routine removal of workers' names no longer required to perform services, from the master listing maintained at the Gatehouse.

9. Due to limited parking, it will be necessary for contractors and their employees to obtain permission from the DSFM to park on the blacktop lot. Form SCIM #2 will be completed or vehicle will be removed at the owner's expense. It should be noted that if space is not available, the institution assumes no responsibility for providing same, and alternate (more distant) areas will be assigned in the area of the SCI Muncy outbuildings.
10. Work that will require interruption of the utility services to the institution must be requested, in writing, **five (5) working days in advance of the shutdown**. All proposed interruptions must be engineered to minimize the utility interruption. Contractor will be responsible for completing the UTILITY INTERRUPTION REQUEST (6.3.1, Section 6, Attachment E) and forwarding to the CFMM 2.
11. Work hours for SCIM Muncy will be determined in advance, Monday through Friday only. Overtime and Holiday work at times other than previously mentioned shall be permitted only in unusual circumstances, and then only after prior written request to and permission from the Corr. Facility Maintenance Manager II, in consultation with the Deputy Superintendent for Facility Management.
12. Special security arrangements will be necessary to ensure that no inmate contact will occur to items such as combustibles, fuels, tools, heavy equipment, keys or security devices and equipment, and other items that must be stored at the job site. Off site storage is to be used as much as possible due to security concerns, which is the responsibility of the contractor's ranking representative.
13. No food or liquid refreshments will be brought inside the perimeter fence. Food is available in the vending machines located in the Administration Building. Meals can be provided at the Staff Dining Room for a fee. The price will be provided to you in advance.
14. All fuels, i.e., gasoline, diesel fuel, or LP gas tanks, shall be secured in a lockable box. No fuel cans shall be left unsecured. All fuels will be secured outside the perimeter fence. Re-fueling should be done outside the perimeter fence, if possible.
15. Temporary heat, if supplied inside the perimeter fence, fuel will be LP gas. Maximum tank size 1000 gallons with security fence encompassing tank.

CONTRACTOR GUIDELINES & RESPONSIBILITIES
FOR WORK AT SCI MUNCY

16. Contractors and their employes shall conduct themselves professionally at all times. Fraternalization with inmates, profanity, whistling or cat calling will not be tolerated. Contract workers shall wear appropriate safety gear. No shorts, sleeveless T-shirts or T-shirts with inappropriate writing, pictures, or designs are permitted. The Institution will define what is appropriate attire.
17. Failure to abide by the above regulations will terminate the right to enter the institution.

I have read and received a copy of these Special Security Provisions.

_____		_____
Contractor or Foreman		Date
_____		_____
SCI Muncy's Designee		Date
	OR	
_____		_____
DGS - Construction Inspection Supv.		Date

PROJECT FILE

SECURITY RULES AND REGULATIONS
FOR OUTSIDE CONTRACTORS PERSONNEL

The Contractor will be responsible for ensuring each contract worker reviews a copy of the **SPECIAL CONDITIONS FOR CONTRACTORS PERFORMING SERVICES AT STATE CORRECTIONAL INSTITUTIONS (SCIM #5A)**, and acknowledge same by reviewing and signing this form. Upon completion, the form will be forwarded to the Facility Maintenance Manager 2.

1. All personal cars will be parked in the back row of the employes' parking lot, west side, or the designated contractor area. All vehicles **must** be locked and Form SCIM #2 must be completed.
2. All personnel will sign the visitors log upon reporting and leaving work. (DOC ADM 1.1.4, Centralized Clearances, Attachment C must be completed for entry). Forms should be filled out completely and faxed to SCI Muncy at least two weeks in advance
3. All personnel will stay at their designated work area and will not travel around the institution grounds unescorted.
4. Prior approval must be obtained before any car or truck is brought into the work site. The Contractor will be responsible for obtaining approval through the Deputy Superintendent for Facilities Management.
5. No outside personnel will engage in conversation with inmates. If approached by an inmate for the purpose of illicit activity it shall be reported immediately. Fraternalization of any sort will not be tolerated.
6. All unusual incidents will be reported to your supervisor, who will in turn immediately report the incident to the construction escort, the Construction Security Lieutenant or the Facility Maintenance Manager II or his designee and Control Center **within one hour** of the incident.
7. Nothing will be taken from nor brought into the institution for inmates.
8. **Any lost or missing tools shall be reported immediately to the construction escort, then to the Facility Maintenance Manager 2 and the Construction Security Lieutenant, or their designees, and Control Center immediately!**
9. All personnel and vehicles are subject to search at all times while on institution grounds.
10. Sections 5122 and 5123 of the PA Crimes Code, contained in SCIM #5A, will be followed accordingly. Violators will be prosecuted.
11. A written weekly **CONTRACTOR TOOL ACCOUNTABILITY FORM (DOC ADM 6.3.1, Section 6, Attachment A)** which contains an accounting of tools and equipment shall be turned into the contractor escort each week on the last day of work by each Contractor Foreman.
12. No firearms/weapons or controlled substances are permitted on institution property.
13. No food or liquid refreshments will be brought inside the perimeter fence.
14. Prescribed medications must have approval before being brought onto institution grounds.

I have read the form SCIM #5A, and agree to abide by all set forth. Failure to do so will terminate my right to enter the institution.

EMPLOYEE NAME (printed): _____ DGS PROJECTNO: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

CONTRACTOR WITNESS

SCI - MUNCY WITNESS

Contractors are responsible for disseminating and informing their employees of the following special conditions:

1. HOURS OF WORK

Regular hours of work will be determined in advance. Contractor Permission for overtime, holiday, or weekend work must be obtained in advance from the CFMM 2 in consultation with the Deputy Superintendent for Facility Management.

2. VEHICLES

Construction vehicles as well as employees' personal vehicles will be parked in an area designated by the institution and locked at all times. If any vehicles are to be left overnight, the license number or numbers of vehicles shall be reported to the institution Gatehouse on a daily basis. Vehicles are subject to being searched.

3. TOOLS

Tools shall be kept in a secure (locked) area when not in use and inventoried on a daily basis to ensure proper accountability. When being used, tools shall be kept in view or on person. Broken or non-usable tools are to be disposed of away from institutional property. Any missing tools are to be reported immediately to the construction CO escort, the Construction Security Lieutenant and the CFMM II. Particular attention shall be paid to tools which may be used as weapons or instruments of escape. Special procedures will be developed with the SCI Muncy Maintenance Department concerning cutting pliers, bolt cutters, hacksaws, and welding or cutting equipment. **Under no circumstances will cutting torches or welding equipment be left inside the secure perimeter of the institution overnight or on weekends and holidays. Ramset guns or tools which require power discharge to operate are not permitted!**

4. FRATERNIZATION

There shall be no fraternization, conversation, i.e., speaking, joking, or private relationships of contractor's employees with inmates. This includes trading, bartering, or receiving gifts, money favors from the inmate or the inmate's friends, relatives or representatives.

5. ALCOHOL AND CONTROLLED SUBSTANCES

Alcoholic beverages and controlled substances shall not be carried, stored or consumed on institutional property nor left in any vehicle on institutional property at any time.

6. GAMBLING

Gambling or wagering of any type is not permitted on institutional property.

7. SECTION 5122 WEAPONS OR IMPLEMENTS FOR ESCAPE

(A) OFFENSE DEFINED

- (1) A person commits a misdemeanor of the first degree if the person unlawfully introduces within a detention facility, correctional institution, or mental hospital, or unlawfully provides an inmate thereof with any weapon, tool, implement, or other thing which may be used for escape.
- (2) An inmate commits a misdemeanor of the first degree if the inmate unlawfully procures, makes or otherwise provides herself with, or unlawfully has in her possession or under control, any weapon.
- (3) An inmate commits a misdemeanor of the second degree if the inmate unlawfully procures, makes or otherwise provides herself with, or unlawfully has in her possession or under her control, any tool, implement or other thing which may be used for escape.

(B) DEFINITIONS

- (1) As used in this section the word "unlawfully" means surreptitiously or contrary to law, regulation or order of the detaining authority.
- (2) As used in this section the word "weapon" means any implement readily capable of lethal use and shall include any firearm, knife, dagger, razor, other cutting or stabbing implement or club, including any item which has been modified or adapted so that it can be used as a firearm, knife, dagger, razor, other cutting or stabbing implement or club. The word "firearm" includes any unloaded firearm and the unassembled components of a firearm.

8. SECTION 5123 CONTRABAND

- (A) Contraband to confined persons is prohibited. A person commits a misdemeanor of the first degree if the person sells, gives or furnished to any convict in a prison, or inmate in a mental hospital, or any building appurtenance thereto, or on the land granted or owned or leased by the Commonwealth or County for the use and benefit of prisoners or inmates, or puts in a place where it may be secured by a convict of a prison, inmate of a mental hospital, or employee thereof, any kind of spirituous or fermented liquor, drug, medicine, poison, opium, morphine, or other kind of narcotics (except the ordinary supply of the prison or mental hospital), without a written permit signed by the physician of such institution, specifying the quantity and quality of the liquor or narcotic which may be furnished to any convict, inmate, or employee of the prison or mental hospital, the name of the prisoner, inmate, or employee for whom, and the time when the same may be furnished, which permit shall be delivered to and kept by the Warden or Superintendent of the prison or mental hospital.
- (B) Money to inmates is prohibited. A person commits a misdemeanor of the third degree if the person gives or furnished money to any inmate confined in a state or county correctional institution, **provided notice of this prohibition is adequately posted at the institution.**

- 9. Any person entering this facility is subject to a search of their person at any time. While the person may refuse, that action shall be cause for denial of further entrance.
- 10. The institution agrees to provide an orientation program for covering security rules and regulations for the contractors personnel.
- 11. No food or liquid refreshments are allowed inside the perimeter fence. .

DGS PROJECT NO: _____

CONTRACTOR'S COMPANY & NAME

PROJECT FILE

CENTRALIZED CLEARANCE CHECK INFORMATION REQUEST

Please print the following information legibly. Enter N/A in any space that does not apply. All information will be maintained confidentially, but **must be provided** in order to complete a clearance check. Falsification or omission of pertinent information will be considered as justification for disapproval. It is the responsibility of the requestor to initiate renewal of all clearances. Applicant shall submit this request form to the facility or respective Central Office moderator. Use additional sheets if necessary.

SECTION "A" (CANDIDATE) (Check one) I am requesting a Single Facility Clearance Identify Facility _____
 I am requesting a Multi-Facility Clearance (Circle all facilities that you require access to during clearance period)

ALB BEN CAM CBS CEN CHS COA DAL FRA FRS FYT GRA GRN HOU
(Camp Hill)
HUN LAU MAH MER MUN PIT PNG QBC RET ROC SMI SMR TRA WAM CCC

I am requesting a Statewide Clearance (Access required at every DOC facility within the clearance period)

Category: (Check one)

<input type="checkbox"/> VENDOR (Construction, Food delivery, Service, Repairs, IT, etc)	<input type="checkbox"/> COMMONWEALTH EMPLOYEE Employee # _____
<input type="checkbox"/> CONTRACT SERVICE PROVIDER (Medical, Mental Health, Therapeutic or Contract Chaplaincy)	<input type="checkbox"/> OFFICIAL VISITOR (PA Prison Society)
<input type="checkbox"/> VOLUNTEER PROGRAM	<input type="checkbox"/> OFFICIAL VISITOR (Govt)
<input type="checkbox"/> PUBLIC VISITOR (Ministry)	<input type="checkbox"/> ORGANIZATION
<input type="checkbox"/> PUBLIC VISITOR (Government)	<input type="checkbox"/> INTERN/EXTERN
<input type="checkbox"/> PUBLIC VISITOR (Criminal Justice Agency)	<input type="checkbox"/> REENTRY SERVICES
<input type="checkbox"/> PUBLIC VISITOR (Entertainment, Activities, Sports, Guest Speaker)	<input type="checkbox"/> AGENCY TEMP SERVICES
	<input type="checkbox"/> OTHER (identify) _____

Have you ever worked in a prison, jail, lockup, community confinement facility, juvenile facility or other institution? YES/ NO

Initial Clearance Request:
Renewal Request:

Purpose of Visit _____

Organization/Agency/Company/Program Name: _____ Abbreviation if applicable (_____)

Subcontracted to: _____ Title or Position _____

Last Name _____ First Name _____ Complete Middle Name _____

List all previously used names : _____

Date of Birth: _____ Social Security Number: _____ - _____ - _____ or

Passport # _____ Alien Registration # _____ Visa # _____

Gender ____ Race (circle) W B I A Height ____ft ____in Weight ____lbs Eye Color _____ Hair Color _____

Current Address: _____, City _____, State _____ Zip Code _____

Place of Birth _____, _____

Home Phone: () _____ - _____ Alternate Phone: () _____ - _____

Current Driver's License Info: State Operator ID only license List OLN Number _____ Valid: Yes No

Identify names, relationships and locations of any relatives or close friends confined in any DOC Facility _____

I confirm that all information contained on this clearance request has been verified by me to be complete and accurate. I also agree to abide by all Department rules and assume all risks which may result from the normal operation of a Department facility.

Signature Date

SECTION "B" (REQUESTING DOC STAFF MEMBER)
Requesting Staff Member: _____ Emp #: _____ Date of Request _____

Describe Specific Event or Access: _____ Specific Period of Access Required _____

Security Office approving staff member signature _____ Emp # _____ Facility _____ Date _____

Contractor Tool Inventory

A copy of this form is to be maintained at the Sally Port/Gate, after approval.

Contractor's Name: _____
 D.G.S. Project Number: _____

Date: _____

**TOOL LIST
 INCLUDING SMALL EQUIPMENT**

**LOCATION WHERE TOOLS ARE SECURED
 WHEN NOT IN USE**

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

CONTRACTOR'S Authorized Representative:

NAME PRINTED

SIGNATURE

	APPROVED		DISAPPROVED	Date: _____	
	APPROVED		DISAPPROVED	Date: _____	Corrections Facility Maintenance Manager _____ DSFM/DSIS

Comments:

Distribution (After Approval/disapproval)
 Facility Manager
 Deputy Superintendent for Facilities Management
 Deputy Superintendent for Internal Security, if applicable
 Major-of-the-Guard

Intelligence Captain
 Facility Maintenance Manager
 Facility Safety Manager
 Tool Control Officer

NOTE: Deliveries of short duration - two (2) hours or less - NEED NOT be requested in advance

FORM MUST BE COMPLETED FOR ALL VEHICLES ON INSTITUTION GROUNDS (INCLUDING THOSE ONLY BEING PARKED IN THE PARKING LOT).

INDIVIDUALS DRIVING ONTO THE INSTITUTION GROUNDS MUST POSSESS A CURRENT OPERATOR'S LICENSE OF THE CLASS APPROPRIATE TO THE VEHICLE OPERATED

DATE: _____ DGS PROJECT NUMBER: _____

VEHICLE OWNERS NAME OR CONTRACTOR REPRESENTATIVE _____

VEHICLE OWNERS NAME OR CONTRACTOR REPRESENTATIVE SIGNATURE: _____

DATE AND TIME OF EXPECTED ARRIVAL: _____

LOT PARKING ONLY

REASON FOR REQUEST TO BE INSIDE INSTITUTION: _____

VEHICLE YEAR, MAKE, AND COLOR: _____

LICENSE NUMBER: _____ VIN NUMBER: _____

SCI MUNCY ORIENTATION BY: _____ ON _____

CONTRACTOR ESCORT: _____ DATE _____

APPROVED

DISAPPROVED

Deputy Superintendent for Facilities Management

DATE

DISTRIBUTION (AFTER APPROVAL/DISAPPROVAL)

SECURITY OFFICE
CONSTRUCTION LIEUTENANT
GATEHOUSE
REAR SALLYPORT
CONTRACTOR ESCORT _____
PROJECT FILE

CONTRACTOR UTILITY INTERRUPTION REQUEST

CONTRACTOR IS RESPONSIBLE FOR SUBMITTING THIS FORM TO THE FACILITY MAINTENANCE MANAGER AT LEAST FIVE (5) WORKING DAYS BEFORE THE PROPOSED INTERRUPTION.

DATE: _____ D.G.S PROJECT NUMBER: _____

CONTRACTOR'S NAME: _____

REQUESTING OFFICIAL: _____

UTILITY REQUESTED TO BE INTERRUPTED: _____

REASON FOR INTERRUPTION: _____

LENGTH OF TIME OF INTERRUPTION: _____

DATE OF PROPOSED INTERRUPTION: _____

CONTRACTOR'S DESIGNATED EMPLOYEE WHO WILL ENSURE THAT THE INTERRUPTION IS HELD ON THE PROPOSED DATE AND TIME:

NAME: _____
(PRINTED)

TELEPHONE NUMBER AFTER WORKING HOURS: _____
(INCLUDING AREA CODE)

WEEKEND TELEPHONE NUMBER: _____
(INCLUDING AREA CODE)

APPROVED DISAPPROVED _____
FACILITY MAINTENANCE MANAGER

APPROVED DISAPPROVED _____
DEPUTY SUPERINTENDENT FOR FACILITIES
MANAGEMENT OR INTERNAL SECURITY

APPROVED DISAPPROVED _____
FACILITY MANAGER

Distribution (After Approval/Disapproval)

- Facility Manager
- Deputy Superintendent for Facilities Management
- Deputy Superintendent for Internal Security
- Facility Maintenance Manager
- Major-of-the-Guard

- Intelligence Captain
- Shift Commander
- Sally Port/Gate
- Facility Safety Manager
- Project file

CONTRACTOR
NAME: _____

DGS PROJECT NUMBER: _____ DATE: _____

CONTRACTOR'S AUTHORIZED REPRESENTATIVE (PRINT): _____

CONTRACTOR'S AUTHORIZED REPRESENTATIVE SIGNATURE: _____

REQUEST TO HAVE THE FOLLOWING NAMES REMOVED FROM THE APPROVED MASTER LIST:

	NAME	SS #	or	DRIVER'S LIC. NO.
1.	_____	_____		_____
2.	_____	_____		_____
3.	_____	_____		_____
4.	_____	_____		_____
5.	_____	_____		_____
6.	_____	_____		_____

REASON FOR REMOVAL FROM APPROVED MASTER LIST: _____

ROUTING: CONTRACTOR TO CORR. FACILITY MAINTENANCE MANAGER II TO GATEHOUSE SERGEANT

DISTRIBUTION

IG CAPTAIN CONSTRUCTION LIEUTENANT
PROJECT FILE