



LOUISIANA LICENSE # 42197

Proposal for:



**Resurfacing of Football Field Turf at
Westlake High School**

Bid Number 2019-22PC

Due: June 4, 2019 at 2:00 PM

Hellas Construction, Inc.
12710 Research Blvd., Suite 240
Austin, TX 78759

Office: (512) 250-2910
Fax: (512) 250-1960
www.hellasconstruction.com



LOUISIANA LICENSE # 42197

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TAB 1

LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: Calcasieu Parish School Board
PO Box 800
Lake Charles, Louisiana 70602

(Owner to provide name and address of owner)

BID FOR: Resurfacing of Football Field at
Westlake High School
2017 All Districts Capital Projects Funds
Bid Number 2019-22PC

(Owner to provide name of project and other identifying information)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: King Architects, Inc.

and dated: May 2019

(Owner to provide name of entity preparing bidding documents.)

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA**: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) 1.

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

five hundred twenty thousand eight hundred forty-five and zero cents Dollars (\$ 520,845.00)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

N/A

Dollars (\$ _____)

Alternate No. 2 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

N/A

Dollars (\$ _____)

Alternate No. 3 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

N/A

Dollars (\$ _____)

NAME OF BIDDER: Hellas Construction, Inc.

ADDRESS OF BIDDER: 12710 Research Boulevard, Suite 200
Austin, Texas 78759

LOUISIANA CONTRACTOR'S LICENSE NUMBER: 42197

NAME OF AUTHORIZED SIGNATORY OF BIDDER: Tommy McDougal

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: VP of Estimating

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: 

DATE: 06/03/2019

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with La. R.S. 38:2212(B)5.

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218.A is attached to and made a part of this bid

BID BOND

CONTRACTOR: (Name, legal status and address)

Hellas Construction, Inc.
12710 Research Blvd., Suite 240, Austin, TX 78759

SURETY: (Name, legal status and principal place of business)

Liberty Mutual Insurance Company
175 Berkeley Street, Boston, MA 02116

OWNER: (Name, legal status and address)

Calcasieu Parish School Board
PO Box 800
Lake Charles, Louisiana 70602

BOND AMOUNT: Five Percent of Total Amount of Bid (\$5%TAB)

PROJECT : (Name, location or address and Project number, if any)

Resurfacing of Football Field Turf at Westlake High School
Calcasieu Parish School Board, 2017 All Districts Capital Projects Funds, Bid No. 2019-22PC

The Contractor and Surety are bond to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

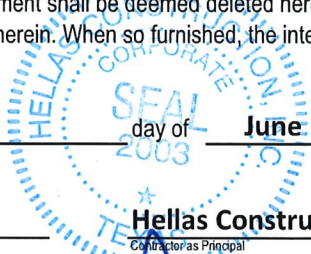
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirements shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 3 day of June, 2019.


Witness


Witness

Jacqueline Kirk, Witness as to Surety



Hellas Construction, Inc.

Contractor as Principal

Title

Liberty Mutual Insurance Company

Surety


Title

Ginger Hoke, Attorney-In-Fact

To confirm the validity of this Power of Attorney call
1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.

ATTESTATION AFFIDAVIT (R.S. 38:2227)

RESURFACING OF FOOTBALL FIELD TURF AT WESTLAKE HIGH SCHOOL
2017 ALL DISTRICTS CAPITAL PROJECTS FUNDS, BID NO. 2019-22PC

Before me, the undersigned notary public, duly commissioned and qualified in and for the Calcasieu parish and State of Louisiana aforesaid, personally came and appeared Affiant, who after being duly sworn, attests as follows:

LA. R.S. 38:2227 PAST CRIMINAL CONVICTIONS OF BIDDERS

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:

- | | |
|---------------------------------------|-----------------------------------|
| (a) Public bribery (R.S. 14:118) | (c) Extortion (R.S. 14:66) |
| (b) Corrupt influencing (R.S. 14:120) | (d) Money laundering (R.S. 14:23) |

B. Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- | | |
|--|---|
| (a) Theft (R.S. 14:67) | (f) Bank fraud (R.S. 14:71.1) |
| (b) Identity Theft (R.S. 14:67.16) | (g) Forgery (R.S. 14:72) |
| (c) Theft of a business record (R.S. 14:67.20) | (h) Contractors; misapplication of payments (R.S. 14:202) |
| (d) False accounting (R.S. 14:70) | (i) Malfeasance in office (R.S. 14:134) |
| (e) Issuing worthless checks (R.S. 14:71) | |

LA. R.S. 38:2212.10 VERIFICATION OF EMPLOYEES

- A. At the time of bidding, Appearer is registered and participates in a status verification system to verify that all new hires in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Appearer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
- C. If awarded the contract, Appearer shall require all subcontractors to submit to it an affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

LA. R.S. 23:1726(B) CERTIFICATION REGARDING UNPAID WORKERS COMPENSATION INSURANCE

- A. R.S. 23:1726 prohibits any entity against whom an assessment under Part X of Chapter 11 of Title 23 of the Louisiana Revised Statutes of 1950 (Alternative Collection Procedures & Assessments) is in effect, and whose right to appeal that assessment is exhausted, from submitting a bid or proposal for or obtaining any contract pursuant to Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 and Chapters 16 and 17 of Title 39 of the Louisiana Revised Statutes of 1950.

KING ARCHITECTS, INC

SECTION 00 45 21

B. By signing this bid /proposal, Affiant certifies that no such assessment is in effect against the bidding / proposing entity.

Hellas Construction, Inc.

NAME OF BIDDER

Tommy McDougal


NAME OF AUTHORIZED SIGNATORY OF BIDDER

06/03/2019

DATE

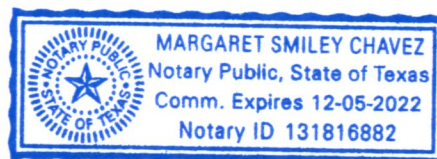
VP of Estimating

TITLE OF AUTHORIZED SIGNATORY OF BIDDER


SIGNATURE OF AUTHORIZED
SIGNATORY OF BIDDER/AFFIANT

Sworn to and subscribed before me by Affiant on the 3rd day of June, 2019


NOTARY PUBLIC



KING ARCHITECTS, INC.

SECTION 00 45 20

STATE OF LOUISIANA

PARISH OF CALCASIEU

PROJECT NAME: RESURFACING OF FOOTBALL FIELD TURF AT WESTLAKE HIGH SCHOOL
CALCASIEU PARISH SCHOOL BOARD
2017 ALL DISTRICTS CAPITAL PROJECTS FUNDS, BID NO. 2019-22PC

PROJECT NO: 1917

LOCATION: WESTLAKE, LOUISIANA

Before me, the undersigned authority, duly commissioned and qualified within and for the state and parish aforesaid,

personally came and appeared Tommy McDougal

representing Hellas Construction, Inc.

who, being by me first duly sworn deposed and said that he has read this affidavit and does hereby agree under oath
to comply with all provisions herein as follows:

PART I

Section 2224 of Part I of Chapter 10 of Title 38 of the La. Revised Statutes of 1950 as Amended.

- (1) That affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for affiant; and
- (2) That no part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction of the public building or project were in the regular course of their duties for affiant.

PART II

Section 2190 of Part I of Chapter 10 of Title 38 of the Louisiana Revised Statues of 1950 as amended.

That affiant, if he be an architect or engineer, or representative thereof, does not own a substantial financial interest, either directly or indirectly, in any corporation, firm, partnership, or other organization which supplies materials for the construction of a public building or project when the architect or engineer has performed architectural or engineering services, either directly or indirectly, in connection with the public building or project for which the materials are being supplied.

For the purposes of this section, a "substantial financial interest" shall exclude any interest in stock being traded on the American Stock Exchange of the New York Stock Exchange.

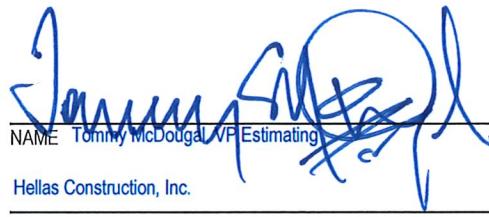
KING ARCHITECTS, INC.

SECTION 00 45 20

That affiant, if subject to the provisions of this section, does hereby agree to be subject to the penalties involved for the violation of this section.

PART III

That affiant does hereby state that he has read and agrees to comply with and be subject to the provisions of Part V of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, being Sections 2290 through 2296 of Title 38 as amended.


NAME Tommy McDougal VP Estimating
Hellas Construction, Inc.
COMPANY

Sworn to and Subscribed Before Me This 3rd day of June, 2019.


NOTARY PUBLIC



CORPORATE RESOLUTION

WHEREAS, the Corporation desires to grant signing and authority to certain person(s) described hereunder.

RESOLVED, that the Board of Directors is hereby authorized and approved to grant signing and authority to conduct business to any one of the following person(s): Tommy McDougal, Vice-Estimating. The foregoing signing and authority granted shall include, but shall not be limited to, the execution of Deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates, and other instruments of whatever nature entered into by this Corporation.

The undersigned hereby certifies that he/she is the duly elected and qualified Secretary and the custodian of the books and records and seal of Hellas Construction, Inc., a corporation duly formed pursuant to the laws of the state of Texas and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors and that said meeting was held in accordance with state law and the Bylaws of the above-named Corporation on November 1 , 2018, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation this 1st day of October, 2018.



Frank Petrini

Secretary

KEMP W. GORTHEY

Attorney At Law

*604 West 12th Street
Austin, Texas 78701-1718
kempgorthey@austin.rr.com*

Tel: (512) 236-8007

Fax: (512) 479-6417

Texas law is as follows:

A [Texas] governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Tex. Government Code § 2252.002).

TEXAS RESIDENT BIDDER PREFERENCE:

Procurement: Preferences, 1 Tex. Admin. Code § 113.8. Texas bidders given preference when cost and quality of goods or services equal. Texas agricultural products offered by Texas bidder given preference if cost and quality is equal. Services offered by Texas bidder given preference if meet state requirements, quality is equal, and cost does not exceed nonresident bid of equal quality. (Nonmissionrelated procurements made by Texas National Research Laboratory Commission follow this rule, 1 Tex. Admin. Code § 303.1.)

Procurement: Preference to Texas services, Tex. Gov't Code § 2155.444. For goods, preference given to Texas bidders if cost and quality are equal. For agricultural products, second preference given to Texas Bidders if cost and quality equal.

Should you have any questions or comments, please contact me.

Sincerely,



Kemp W. Gorthey

TAB 2



WHO WE ARE



Hellas leads the sports construction industry by producing and installing the best synthetic turf, track systems, and court surfaces, with precise quality and long-term durability, while always keeping the safety of athletes in mind. Hellas constructs these projects all across the nation, in time frames that some find impossible, always ready for game day and always on budget.

Hellas Construction takes great pride in its innovations in the sports construction industry. From our development of Helix Technology for Matrix® Turf, to the utilization of all-organic GeoPlus® infill, Hellas continues to elevate the standards in the industry.

Hellas Polymers, Hellas Fibers, and Hellas Textiles manufactures 80% of the products we use, ensuring precise quality control and timely delivery. We use our own fleets of construction equipment and experienced crews to complete every project.

Hellas emphasizes safety, quality, hard work, and dedication in everything we do. We believe our people set us apart from the rest. We hire, train and develop talented individuals, to ensure our quality in manufacturing and construction continues as the company grows and expands.

Hellas offers the best customer service, even after the sale. Our dedication is apparent in each step of your project. That is why Hellas Construction is the first choice of school districts, universities and professional organizations nationwide.



WHY HELLAS



01 SUPPLY CHAIN CONTROL

If there is one thing that has ensured Hellas' top position in the market, it is the ability to control the entire supply chain. Being the only vertically integrated company in the market gives us the advantage and ability to provide clients and partners quality control and cost effectiveness, from manufacturing to completion and after-sale service. By controlling the supply chain, Hellas delivers quality from start to finish.





WHY HELLAS



02 CAPABILITIES

Hellas Construction prides itself on being made up of experts who have been involved in the sports construction industry for decades. They bring in-depth knowledge in athletic performance, product durability, and unique project specifications. Hellas employs over 700 individuals, in over 50 crews across the nation. Additionally, Hellas controls its delivery by owning more than 750 pieces of heavy construction equipment, giving it the ability to get the work done on budget and on time.





WHY HELLAS

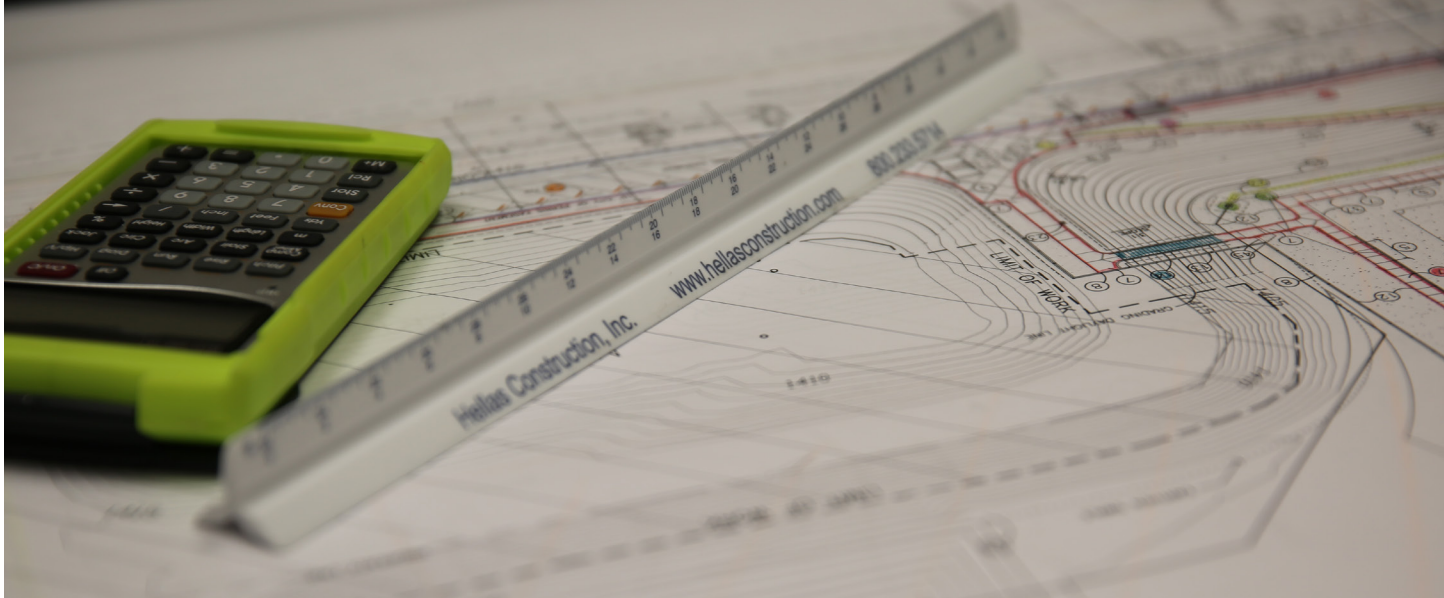


03 BEST PRODUCTS ON THE MARKET

Hellas' manufactures and produces a variety of types of artificial turf, running track systems, and acrylic court surfacing products that are unmatched in the industry in terms of performance, longevity, appearance, and return on investment. Made in America, Hellas' products are the result of years of research and consistent focus on innovation in the sports construction industry. Hellas Construction is the trusted turf provider of the Dallas Cowboys and first choice of schools and universities nationwide.

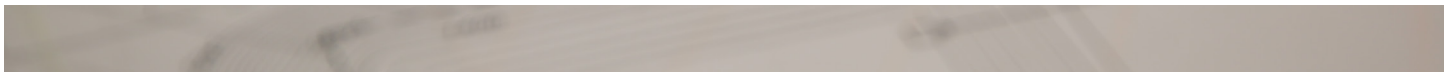


WHY HELLAS



04 DESIGN-BUILD DELIVERY

Hellas' Design-Build delivery method brings together the best in athletic facility design and construction into one team and one point of contact. By letting Hellas manage the entire project, partners and clients rest assured that their project will be completed on time and on budget. Hellas delivers superior quality from start to finish, meeting the needs of schools and facilities nationwide. Hellas is changing the way sports construction is built.



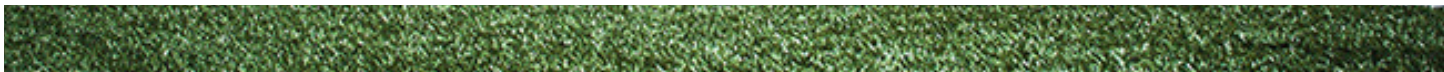


WHY HELLAS



05 AFTER THE SALE SERVICE

Project completion is only the beginning. Hellas' dedication to delivering outstanding quality also sets in motion a great ambition to ensuring the athletic facilities are maintained at an optimal level long after their completion. Hellas has established a service and maintenance team that delivers everything necessary to keep athletic turf surfaces and running tracks in top-notch condition. Additionally, Hellas is always available to clients and partners to answer questions and quickly resolve their needs.



ABOUT HELLAS

HELLAS CONSTRUCTION is the complete, one-stop solution for sports construction, offering long-term durability and unparalleled customer commitment. Since the company's inception, Hellas has managed to impact more than 5.5 million students across the nation. With clients ranging from elementary schools and local parks, to the Home of the Dallas Cowboys, Houston Texans, Las Vegas Raiders, Los Angeles Rams & Chargers, Miami Dolphins, and Jacksonville Jaguars. Hellas Construction delivers on time, every time, for every client.



DADEVILLE, AL
FIBERS PLANT



CHATSWORTH, GA
TEXTILE PLANT



LIBERTY HILL, TX
POLYMERS PLANT



MANUFACTURING



DESIGN / BUILD



CONSTRUCTION



TURF



TRACK



TENNIS



SERVICE &
MAINTENANCE



AUSTIN, TX HEADQUARTERS



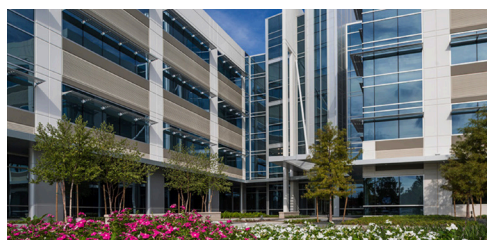
SAN ANTONIO, TX
SITE OFFICE



SEATTLE, WA OFFICE



FRISCO, TX OFFICE

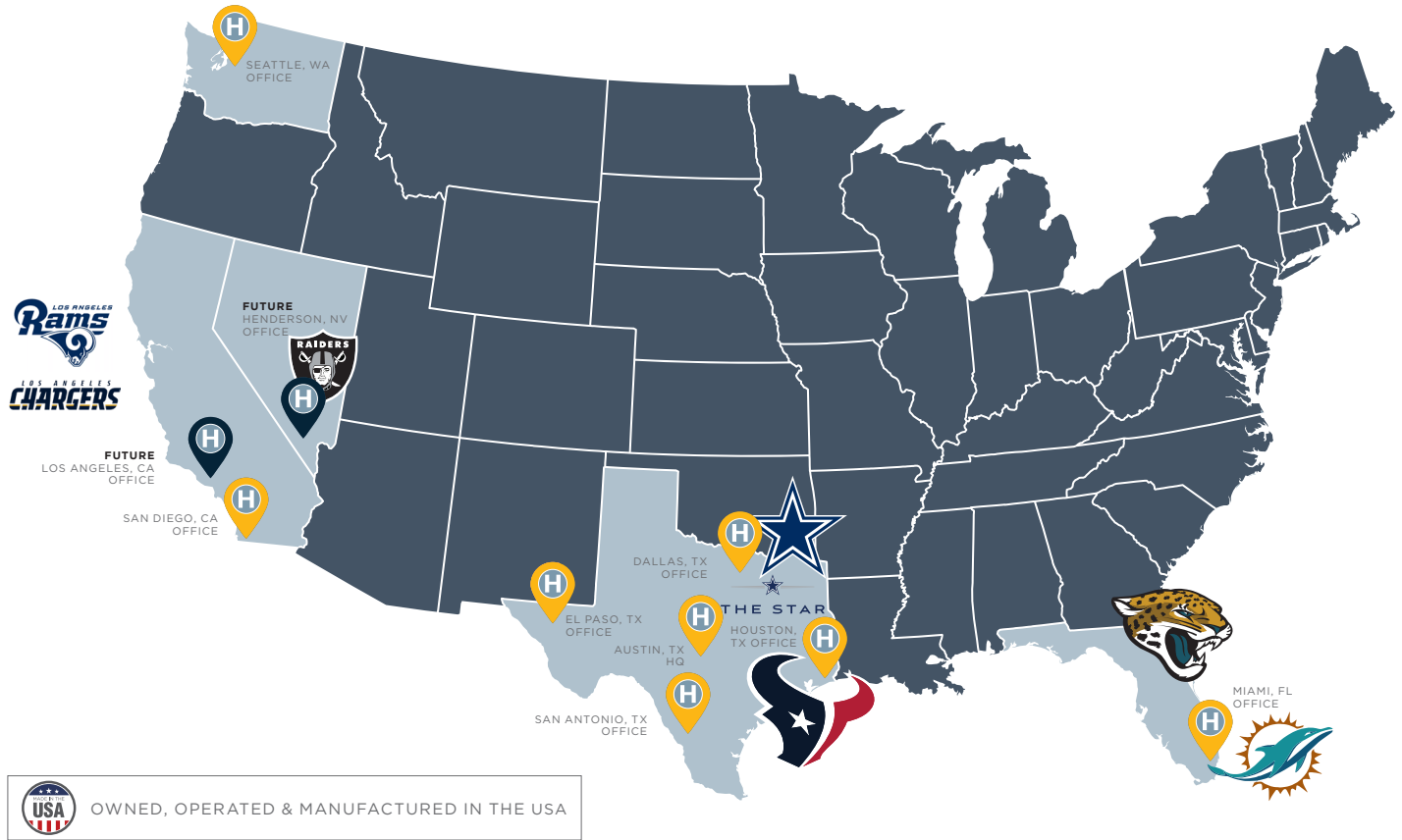


HOUSTON, TX OFFICE

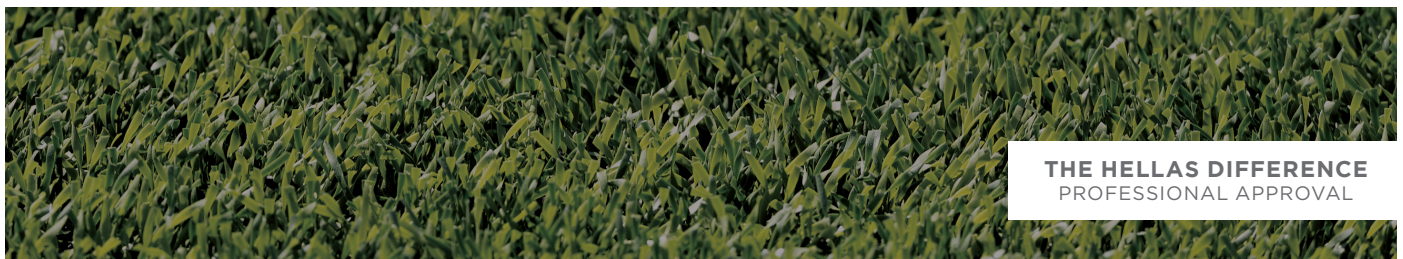


SAN DIEGO, CA OFFICE

HELLAS CONSTRUCTION IS THE
LARGEST SPORTS CONSTRUCTION COMPANY
IN NORTH AMERICA



LOS ANGELES STADIUM



\$220 MILLION REVENUE

850+
EMPLOYEES



THE ABILITY TO HANDLE MORE THAN
100+ PROJECTS
AT THE SAME TIME

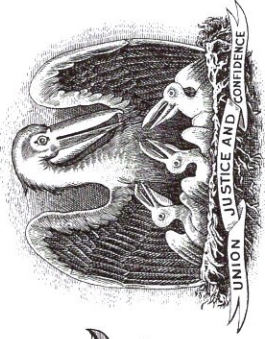


\$40 MILLION

OF HELLAS OWNED
CONSTRUCTION EQUIPMENT



State of Louisiana



State Licensing Board for Contractors

This is to Certify that:

HELLAS CONSTRUCTION, INC.
12710 Research Boulevard, Suite 240
Austin, TX 78759

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; SPECIALTY: RECREATION & SPORTING FACILITIES & GOLF COURSES



November 18, 2020

Expiration Date:

42197

License No:

Witness our hand and seal of the Board dated,
Baton Rouge, LA 19th day of November 2017

Will S. McCall

Director

Lee Malott

Chairman

Andy Dumas

Treasurer

This License Is Not Transferrable

SYNTHETIC TURF COUNCIL

Be it known that

HELLAS CONSTRUCTION

is a Member in good-standing until January 1, 2020 and agrees to abide
by the STC's Bylaws, Code of Ethics, and Code of Conduct.



By authority of the STC
Board of Directors

A handwritten signature in black ink, appearing to read "Dan B...", is written over the printed text "By authority of the STC Board of Directors".



Hellas Construction Inc.

Member 2004 - Present

WOMAN BREAKING BARRIER IN SPORTS CONSTRUCTION

FIRST WOMAN TO ACHIEVE CERTIFIED BUILDER IN THREE CATEGORIES

Tianna Flores Vice President of Design Build for Hellas Construction passed her Certified Tennis Court Builders Exam, early December at the American Sports Builders' Association (ASBA) Technical Meeting, making her the first Woman in the industry holding all three certifications for Synthetic-Field, Track and Tennis Court Building.

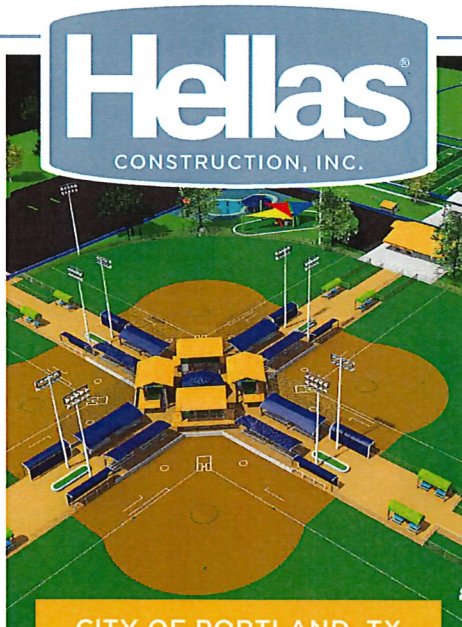
Flores started at an entry level position with Hellas Construction in 2010 and has since worked her way up in the organization while continuing to educate herself and take on more responsibilities. Tianna received her BS in Industrial and Construction Technology from Texas State University in San Marcos, while working full time at Hellas. "Our people are our most important assets at Hellas, and Flores exemplifies what makes our company great; the drive and dedication to always improve," said Reed J. Seaton President and CEO of Hellas Construction.



*Tianna Flores Vice President of Design Build
for Hellas Construction*

To earn ASBA certification candidates are required to have a certain amount of experience on specific types of construction projects in each area. The certification requires a four-hour comprehensive exam on construction, surfacing, design, administration, and renovation. "Without my experience at Hellas, there is no way I could have passed the tests," Flores said. She attributes her success to the great amount of knowledge and support management and staff at Hellas has shared with her.

The ASBA certification programs were developed to help raise professional standards and to improve the practice of sports construction. It assists the general public in evaluating experience and expertise and distinguishes those who have met a designated level of experience and demonstrated amount of knowledge.



2018 SPORTS PROJECT OF THE YEAR AWARD



2018 MULTI-FIELD FACILITY AWARD WINNER



AMERICAN SPORTS BUILDERS ASSOCIATION

*Through Its Certification Board
Has Conferred Upon*

Tianna Flores

The Designation

CERTIFIED FIELD BUILDER - Synthetic Turf



FOR EFFORTS TO RAISE THE PROFESSIONAL
STANDARDS OF FIELD CONSTRUCTION AND
FOR HAVING SUCCESSFULLY FULFILLED THE
CONDITIONS OF ELIGIBILITY AND PASSED THE
REQUIRED EXAMINATION.

In witness whereof we have set our hands on
this 7th day of December, 2017.

Certification expires: December 31, 2020.

Executive Director

Certification Chairman



AMERICAN SPORTS BUILDERS ASSOCIATION

*Through Its Certification Board
Has Conferred Upon*

Brian Lee

The Designation

CERTIFIED FIELD BUILDER



FOR EFFORTS TO RAISE THE PROFESSIONAL
STANDARDS OF FIELD CONSTRUCTION AND
FOR HAVING SUCCESSFULLY FULFILLED THE
CONDITIONS OF ELIGIBILITY AND PASSED THE
REQUIRED EXAMINATION.

In witness whereof we have set our hands on
this 28th day of January, 2019

Certification expires: December 31, 2021

Executive Director

Certification Chairman



AMERICAN SPORTS BUILDERS ASSOCIATION

*Through Its Certification Board
Has Conferred Upon*

Bryan Judd

The Designation

CERTIFIED FIELD BUILDER - Synthetic Turf



FOR EFFORTS TO RAISE THE PROFESSIONAL
STANDARDS OF FIELD CONSTRUCTION AND
FOR HAVING SUCCESSFULLY FULFILLED THE
CONDITIONS OF ELIGIBILITY AND PASSED THE
REQUIRED EXAMINATION.

In witness whereof we have set our hands on

this 10th day of December, 2018

Certification expires: December 31, 2021

Executive Director

Certification Chairman



AMERICAN SPORTS BUILDERS ASSOCIATION

*Through Its Certification Board
Has Conferred Upon*

Zach Patterson

The Designation

CERTIFIED FIELD BUILDER - Synthetic Turf



FOR EFFORTS TO RAISE THE PROFESSIONAL
STANDARDS OF FIELD CONSTRUCTION AND
FOR HAVING SUCCESSFULLY FULFILLED THE
CONDITIONS OF ELIGIBILITY AND PASSED THE
REQUIRED EXAMINATION.

In witness whereof we have set our hands on
this 11th day of March, 2019

Certification expires: December 31, 2022.

Executive Director

Certification Chairman

TAB 3



BUILDING FOR SPORTS
FROM START TO FINISH

matrix^H TURF

SPORT APPLICATIONS



MATRIX TURF WITH HELIX TECHNOLOGY

Matrix® Helix Turf has Shape Memory Technology added during the manufacturing process, which twists each fiber, allowing it to secure the infill. Helix (H) Technology adds memory and strength to fibers, allowing them to spring back quickly after use. This highly favored turf consists of more fibers, less infill, and is made up of two different fiber colors that create a more natural-looking surface with enhanced playability. Its quality, performance, longevity, and aesthetics are unmatched.



AT&T STADIUM - HOME OF THE DALLAS COWBOYS
ARLINGTON, TX

matrix^H TURF

PILE WEIGHT 40 – 50 oz./sq. yd.

PILE HEIGHT 1.75" – 2.5" (+/- 1/8")

TURF FIBERS 8 monofilament twisted fibers

RESIN C8 LLDPE

BLADE SHAPE

1 blade shape (twisted,
2 sizes, 2 colors)



HELIX
SHAPE
MEMORY
TECHNOLOGY



MATRIX TURF WITH HELIX TECHNOLOGY

Matrix® Helix Turf is made from high-quality materials, known to be the strongest and most durable on the market. These spiral-shaped monofilament fibers have a natural look and feel, which are tufted into a durable, triple-layer backing and coated with high-quality polyurethane to secure them in place.



SHAPE MEMORY TECHNOLOGY (SMT)

SMT is the process used to make the helix shape of the fibers. During the manufacturing/extrusion process, each fiber is curled or twisted to retain shape and resiliency.

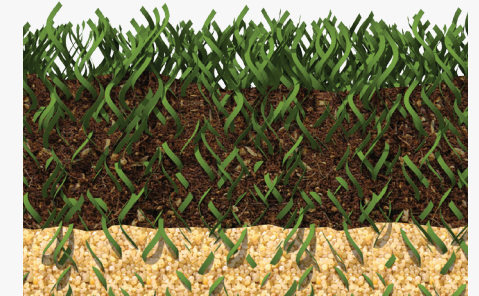
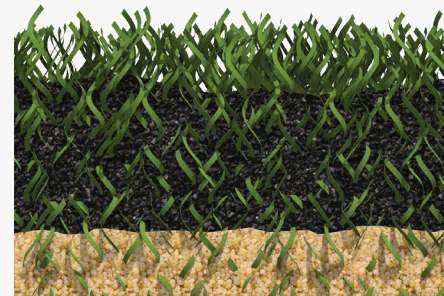
APPEARANCE AND PLAYABILITY

Helix Technology makes Matrix Turf spring up, not lay flat, making it stable while still soft and playable. The twist of the fiber gives the surface a uniform, lush appearance.



MINIMIZE "SPLASH-OUT"

The twisted monofilament fibers spring up to help secure and prevent migration or splash-out of the infill, creating better control and more stable footing.



REALFILL™
(U.S. Patent No. 6,800,339)

GEO PLUS™ | **40° cooler**

Hellas offers a variety of infill options including **Realfill™** infill made of dust-free SBR granules, **Geo Plus™** infill made of organic cork and coconut fibers, and **Ecotherm™** infill made of TPU and cellulose fibers.

*Helix Technology is available for Matrix® Turf, Matrix® Turf Baseball/Softball and Fusion H XP™





**BUILDING FOR SPORTS
FROM START TO FINISH**

REALFILL™

REALFILL INFILL

Realfill™ infill starts with a unique silica pea gravel base to provide proper fiber support, energy restitution, and enhanced shock absorption. The large granules won't compact under severe weather conditions or heavy use, allowing for rapid drainage. The top layer of the Realfill infill is dust-free SBR, cuboidal rubber that has a deliberate shape and size to minimize migration. The combination of rubber and pea gravel makes for a uniform, predictable playing surface with a consistent Gmax throughout the field's life cycle.

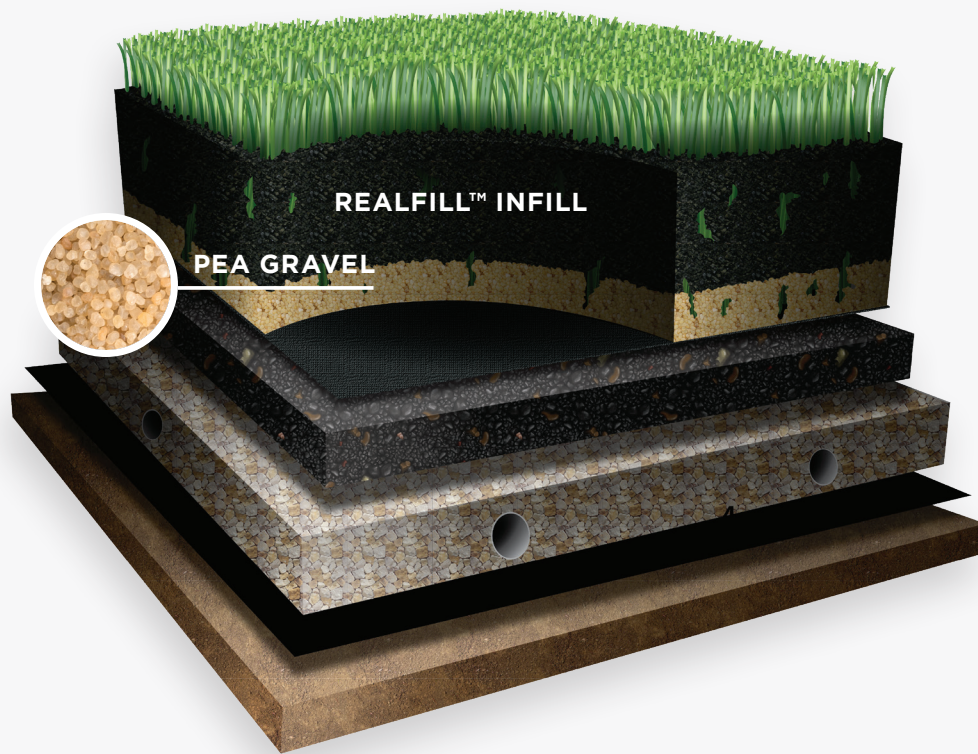


NEW YORK RED BULLS - HARVEY FIELD SPORTS COMPLEX
KEARNY, NJ



HOUSTON TEXANS - NRG STADIUM
HOUSTON, TX

REALFILL™



REALFILL™ INFILL

After the base layer of pea gravel is placed in the system, a layer of dust-free SBR, cuboidal rubber granules complete the Realfill™ infill system. The rubber granules have a deliberate shape and size to minimize “splash-out” and migration of the rubber, resulting in a uniform, predictable playing surface.

PEA GRAVEL

Pea gravel holds the system in place while assisting with shock absorption and drainage.

(U.S. Patent No. 6,800,339)



NON-TOXIC



CONSERVES WATER



ENHANCED GMAX



SUPERIOR FOOT STABILITY



PREDICTABLE SURFACE



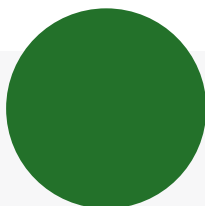
HIGHLY PERMEABLE





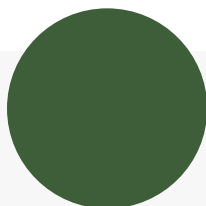
**BUILDING FOR SPORTS
FROM START TO FINISH**

**TURF COLOR
OPTIONS**



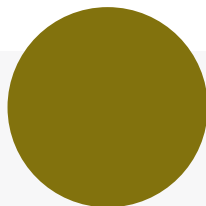
LIME GREEN

PANTONE 364C



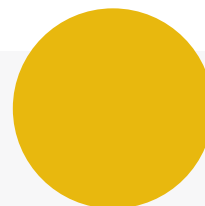
DARK GREEN

PANTONE 2410C



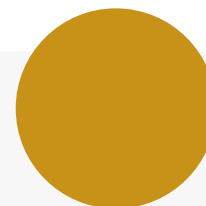
ARMY OLIVE

PANTONE 119C



YELLOW

PANTONE 110C



GOLD

PANTONE 1245C



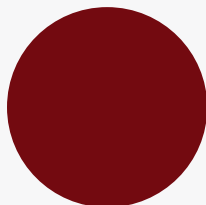
CAMEL

PANTONE 2319C



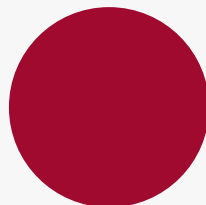
ORANGE

PANTONE 2349C



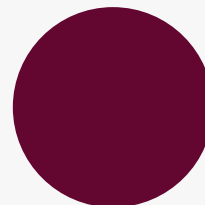
TERRA COTTA

PANTONE 1815C



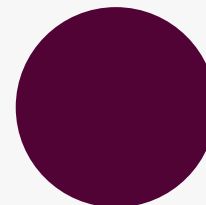
RED

PANTONE 7427C



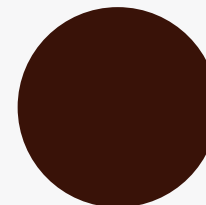
CRIMSON

PANTONE 7428C



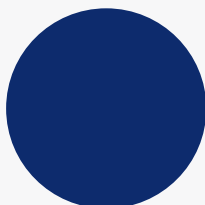
MAROON

PANTONE 690C



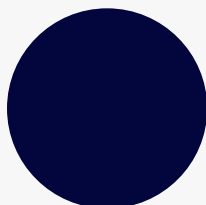
BROWN

PANTONE 476C



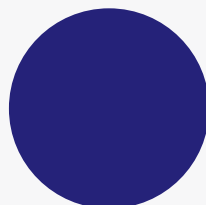
FLORIDA BLUE

PANTONE 281C



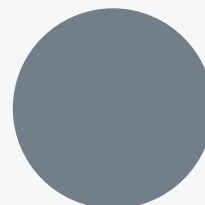
NAVY BLUE

PANTONE 282C



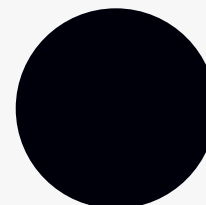
PURPLE

PANTONE 273C



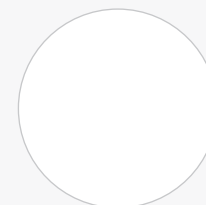
SILVER

PANTONE 430C



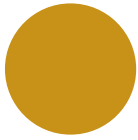
BLACK

6C



WHITE

1C



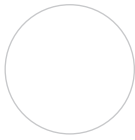
GOLD

PANTONE 1245C



CAMEL

PANTONE 2319C



WHITE

1C



BLACK

6C



TEAL*

PANTONE 2237C

**JACKSONVILLE JAGUARS
INDOOR PRACTICE FACILITY**
JACKSONVILLE, FL

* Custom colors available upon request.
Additional charges may apply.



SECTION 321823 - INFILLED SYNTHETIC TURF

1.0 GENERAL REQUIREMENTS

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions apply to this section.

1.2 SCOPE OF WORK

Furnish all labor, materials, tools and equipment necessary to install, in place, all synthetic turf material as indicated on the plans and as specified herein. The installation of all new materials shall be performed in strict accordance with the manufacturer's written installation instructions, and in accordance with all approved shop drawings.

- A. Prior to order of materials, the Turf Contractor shall submit the following:
1. Product Data including Independent Test Lab Results
 2. Installation Details
 3. Sample Warranty
 4. Field layout and striping plans
 5. Details on construction, especially any details that may deviate from plans and specifications.
- B. Prior to the beginning of installation, the Turf Contractor/manufacturer of the synthetic turf shall inspect the subbase and supply a Certificate of Subbase Acceptance for the purpose of obtaining manufacturer's warranty for the finished synthetic turf playing surface.
- C. Prior to Final Acceptance, the Turf Contractor shall submit to the Owner three (3) copies of Maintenance Manuals, which will include necessary instructions for the proper care and preventative maintenance of the synthetic turf system, including painting and striping.

1.3 SHOP DRAWINGS

- A. Shop drawings shall be prepared at the scale of the construction documents and contain all pertinent information regarding installation. These drawings shall be submitted to the Owner for approval prior to the manufacturing and shipment of materials.
- B. Submit drawings for:
1. Installation details; edge detail, goal post detail, other inserts and covers, etc.
 2. Striping plan; layouts showing any field lines, markings and boundaries, and field logos per project drawings.

1.4 QUALITY ASSURANCE

A. Manufacturer/Installer's Experience:

The synthetic turf installer/manufacturer shall have manufactured and installed at least fifty (50) acceptable installations of full-size football or soccer fields (minimum of 70,000 SF) in the United States within the past five (5) years with tufted, helix-shaped monofilament fiber synthetic turf infilled with a layered system of pea gravel and rubber. Provide this listing with the bid.

The Turf Contractor shall employ only qualified, experienced supervisors and technicians skilled in the installation of the specified system.

B. Turf Contractor shall meet the following criteria:

1. Turf Contractor must have proper Contractors license, authority to do business in the state bidding, in good standing, and have never had revocation of the same.
2. Turf Contractor must have been in business for ten (10) years under the same name and corporate organization.
3. Turf Contractor must have NOT had a Surety or Bonding Company finish work on any contract within the last ten (10) years.
4. Turf Contractor must have not been disqualified or barred from performing work for any public Owner or other contracting entity in the last ten (10) years.
5. Turf Contractor must not have any fields replaced under warranty.
6. Turf Contractor must not be currently involved with any patent or trademark litigation, specifically being sued or suing for patent infringement.
7. Turf Contractor must be a member of American Sports Builders Association (A.S.B.A) for more than 10 years and be in good standing with the association and must have a Certified Field Builder on staff during the bidding and construction process.
8. Any Turf Contractor which has been in business for less than 10 years, had a name change within that time period, had a legal structure change or any business that has had a 35% change in ownership in the last 10 years, will not be considered as a contractor or supplier.
9. Turf Contractor must be a single source contractor. The contractor must install the synthetic turf and the base construction or repair with its own employees (not subcontractors) and must self-perform 100% of total scope of work.
10. Turf Contractor must utilize the Field Lock System US Patent #7,838,096 and have Field Lock certification.
11. Turf Contractor shall use Helix technology, patent pending, on the turf fibers during the manufacturing/extrusion process of the synthetic turf system.

-
12. Turf Contractor must manufacture its own fiber and synthetic turf, two-step distribution is not acceptable. Turf Contractors who do not manufacture their own fiber and synthetic turf shall be disqualified.
 13. Turf Contractor must have manufactured its own synthetic turf for at least 10 years.
 14. Turf Foreman must currently be employed by Turf Contractor and have been an employee not subcontractor of Turf Contractor for at least the last five years.
 15. Turf Contractor must be a member of the Synthetic Turf Council.
 16. Turf Contractor must self-perform the laser grading of the stone, curb work, drainage work and all other site work associated with the construction of the synthetic turf field.
 17. Turf Contractor must provide liability insurance policy with aggregate umbrella liability coverage of \$10,000,000.
 18. The synthetic turf system must have been in service in the U.S. for at least ten years.

C. Warranty:

The Turf Contractor shall submit the synthetic turf manufacturer's warranty. The warranty guarantees the usability and playability of the synthetic turf system for its intended uses for an eight (8) year period commencing with the date of Substantial Completion.

1. The warranty submitted must have the following characteristics:
 - a. Must provide coverage for eight (8) years from the date of Substantial Completion.
 - b. Must warrant materials and workmanship.
 - c. Must verify through a third party that the materials installed meet or exceed the product specifications.
 - d. Must have a provision to either make a cash refund or repair or replace such portions of the installed materials that are no longer serviceable to maintain a serviceable and playable surface.
 - e. Must be a manufacturer's warranty from a single source covering workmanship and all self-manufactured or procured materials.
 - f. Turf Contractor must provide a full eight-year third party insured warranty on the synthetic turf with an aggregate coverage of \$1,000,000.

1.5 EXISTING CONDITIONS

- A. If the surface on which the new synthetic turf system is to be placed is an existing asphaltic/concrete base, the Turf Contractor will be responsible for any damage to the concrete during removal/installation of the synthetic turf system. The football goal posts, if any, are to be removed and reinstalled by the Owner or Prime Contractor to facilitate the installation of the new synthetic turf system.
- B. If the surface on which the new synthetic turf system is to be placed is a new asphaltic concrete base or a new base of porous aggregate, the Turf Contractor will be responsible for any damage to the subbase during removal/installation of the synthetic turf system *after* the deficiencies (if any) have been corrected as noted on the Certificate of Subbase Acceptability. New football goal posts (if any) and/or infield dirt mix backfill within the contiguous turf limits or immediately adjacent thereto are not to be installed by the Owner/Prime Contractor until after the new synthetic turf system has been completed.

1.6 SCHEDULE

- A. Turf Contractor shall complete all work on the synthetic turf system in accordance with the published project schedule.
- B. The Turf Contractor will require unencumbered use of an area within thirty (30) feet of the synthetic turf area(s) being installed in order to complete its work. Turf Contractor shall also be afforded unencumbered access through the construction site to reach the turf field area being installed.

1.7 SURFACE AREA

- A. The Turf Contractor is to verify all measurements.

1.8 UTILITIES

- A. Owner/Prime Contractor will supply necessary water, adequate lighting and electricity for installation. Owner/Prime Contractor shall permit the use of toilet and wash up facilities.

2.0 PRODUCTS

2.1 MATERIALS

- A. Synthetic turf shall be comprised of helix-shaped dual color monofilament fibers tufted and coated with a secondary backing of high-grade polyurethane. The synthetic turf yarn shall be comprised of a C8-based linear low density polyethylene polymer (LLDPE) with a 10,000 PPM UV Stabilizer. The fibers shall be tufted to a finished pile height of approximately 1 ¾ - 2 ½ " (+/- 1/8"). The turf fabric shall be filled with a layered system of pea gravel and rubber.

-
- B. All components and their installation method shall be designed and manufactured for use on outdoor and indoor athletic fields. The materials, as hereinafter specified, should be able to withstand full climatic exposure in all climates, be resistant to insect infestation, rot, fungus and mildew; to ultra-violet light and heat degradation, and shall have the basic characteristic of flow through-drainage allowing free movement of surface run-off through the turf fabric where such water may flow to the existing subbase and into the field drainage system.
 - C. The finished playing surface shall appear as mowed grass with no irregularities and shall afford excellent traction for conventional athletic shoes of all types. The finished surface shall resist abrasion and cutting from normal use. The installed system shall be suitable for football, soccer, lacrosse, baseball, softball, physical education classes, intramurals and recreational use.
 - D. The pile yarn (polyethylene) shall be a proven athletic caliber yarn designed specifically for outdoor use and stabilized to resist the effect of ultraviolet degradation, heat, foot traffic, water and airborne pollutants.
 - E. Infill material shall be layered system of pea gravel and rubber in accordance with the manufacturer's recommendations and the owner's preference and shall be constructed in accordance with the United States Patent #6,800,339 B. No other infill will be accepted.
 - F. Perimeter and interior edge details, underground storm sewer piping and connections, and goal post foundations required for the system shall be as detailed and recommended by the manufacturer and as approved by the Owner.
 - G. Basis of Design: Matrix® with Helix shape memory technology as manufactured by Hellas Construction, Inc.

H.

	Standard	Property	Specification
1	ASTM D418/D5848	Pile Weight	40 - 50 oz. /Sq. Yd.
2	ASTM D5848	Primary and Secondary Backing Weight	7.9 oz. /Sq. Yd.
3	ASTM D5848	Secondary Coating Weight	22 oz. /Sq. Yd.
4	ASTM D5848	Total Weight	69.9-79.9 oz. /Sq. Yd.
5	ASTM D1907	Yarn Denier	12,400
6	ASTM D418/D5848	Pile Height	1 ¾ - 2 ½" (+/- 1/8")
7	ASTM D5793	Tufting Gauge	1/2"
8	ASTM D5848	Primary Backing	Tri-layer woven Polypropylene
9	ASTM D5848	Secondary Coating	Polyurethane
10	ASTM D1335	Tuft Bind without Infill	10 lbs. +/-
11	ASTM D1682/D5034	Grab Tear (length)	>300 lbs. Force
12	ASTM D1682/D5034	Grab Tear (width)	>350 lbs. Force
13	ASTM D4991	Carpet Permeability	>40 inches/hour
14	ASTM D2859	Flammability (Pill Burn)	Pass
15	ASTM F355	G-max (Impact Attenuation)	<130 at installation <190 over warranty life
16	ASTM E-11	Realfill™ Infill	4.5 - 6 lbs +/- per square foot
17		Fabric Width	15'
18		Perforation	3/16" Holes 4" X 4"
19	ASTM D3218	Yarn	Average thickness 170 microns C8 LLDPE Resin 10,000 PPM UV Stabilizer
20	All characteristics listed above nominal +/- 5%		

Matrix® turf incorporates life like individual blades of grass, tufted into the strongest and most dimensionally stable backing system available with a polyurethane pre-coat for the ultimate in tuft-bind.

Matrix is filled with a pea gravel (2-3 lbs) and cuboidal rubber infill (2.5-3.0 lbs) - Realfill™.

Infill will be a minimum of 75% of synthetic turf pile height.

Helix shape memory technology is added to **Matrix** fibers during the manufacturing/extrusion process which makes the fiber twist into a helix shape. This unique shape locks in and secures the infill to improve traction. The monofilament fibers twist to cover and trap the rubber granules preventing the system from expelling the infill upon impact. Matrix is a fully UV stabilized system ideal for outdoor use.

Due to the many variations in manufacturing dye lots, it should be expected that some variation in fiber color exists. Although we consider these variances to be minimal, there is no way to assure exact color and absolute uniformity of color hues.

Variances in color amongst fiber does not affect the performance or warranty of the fiber.

3.0 EXECUTION

3.1 GENERAL

- A. The installation shall be performed in full compliance with approved shop drawings.
- B. Only factory-trained technicians, skilled in the installation of athletic caliber synthetic turf systems working under the direct supervision of the synthetic turf manufacturer's installation supervisors shall undertake the placement of the system.
- C. The surface to receive the synthetic turf shall be inspected and certified by the turf manufacturer as ready for the installation of the synthetic turf system and must be perfectly clean as installation commences and shall be maintained in that condition throughout the process.

3.2 INSTALLATION

- A. The subbase and curbs shall be inspected by the Engineer or Sitework Contractor by means of a laser level and plotted on a 10-foot grid. Based upon the Turf Contractor's inspection of the topological survey, the Sitework Contractor shall fine grade the subbase suitably - including properly rolling and compacting the base to achieve a surface planarity within 1/4" in 10 feet (+0, - 1/4"0). OWNER, ENGINEER OR PRIME CONTRACTOR SHALL NOT APPROVE THE SUBBASE FOR TOLERANCE TO GRADE WITHOUT OBTAINING THE TOPOLOGICAL SURVEY.
- B. The Turf Project Superintendent shall thoroughly inspect all materials delivered to the site both for quality and quantity to assure that the entire installation shall have sufficient materials to maintain the schedule and proper mixing ratios.
- C. Synthetic turf shall be loose laid across the field and attached to the perimeter edge detail. Turf shall be of sufficient length to permit full cross-field installation. No head or cross seams will be allowed, except as required for inlaid fabric striping or to accommodate programmed cut-outs.
- D. All seams shall be flat, tight, and permanent with no separation or fraying. All seams and markings shall be adhered to a special tape with a single component, high strength polyurethane adhesive applied per the Turf Contractor's standard procedures for outdoor applications.
- E. Infill materials shall be properly applied in numerous thin lifts using special broadcasting equipment to produce a layered system of pea gravel and SBR rubber particles. The turf shall be raked and brushed properly as the mixture is applied. The layered system of pea gravel and rubber infill materials can only be applied when the turf fabric is dry.
- F. Weather/climatic conditions may be a factor in delay of installation but shall not warrant the accrual of additional liquidated damages. Should the ambient outdoor temperature fall below 45 degrees Fahrenheit, the Turf Contractor and Owner will discuss available options and/or stoppage of work. However, the final decision shall be at the Turf Contractor's discretion.

3.3 FIELD MARKINGS AND DECORATIONS

- A. Field markings and decorations shall be installed in accordance with approved project shop drawings.

3.4 CLEAN UP

- A. Turf Contractor shall provide the labor, supplies and equipment as necessary for final cleaning of surfaces and installed items.
- B. All usable remnants of new material shall become the property of the Owner.
- C. The Turf Contractor shall keep the area clean throughout the project and clear of debris.
- D. Surfaces, recesses, enclosures, etc., shall be cleaned as necessary to leave the work area in a clean, immaculate condition ready for immediate occupancy and use by the Owner.

4.0 OTHER MATERIALS AND EQUIPMENT

A. Maintenance Equipment

Provide one (1) towed, non-powered Turf Sweeper with hitch, excluding prime mover vehicle. The sweeper attachment shall be of sufficient size to cover a 36" wide swath in a single pass. The sweeper attachment shall be fitted with synthetic bristle brushes as recommended by the synthetic turf manufacturer and shall be used primarily to collect surface debris.

This document is for illustrative purposes and may change without notice. Purchaser should verify that a representative specification of the system to be installed has been received prior to the establishment of a project or contract.





Hellas Construction, Inc. - Matrix Helix Synthetic Turf Installations - Last 5 Years

Project Name	Owner Name	Completion Year	State	Project Scope	Contact Person	Phone
Carroll Senior High School	Carroll ISD	2019	TX	Turf, Track, Construction	Matt Miller	817-938-6269
Sheldon HS	Sheldon ISD	2019	TX	Turf, Track, Construction	Tim Garrison (GC)	2815586892
Cypress Woods High School	CFISD	2019	TX	Turf, Track, Construction	Joshua Solis	7136793496
Carroll Middle School	Carroll ISD	2019	TX	Turf, Track, Construction	Matt Miller	817-938-6269
Texas City Stadium Turf Replacement	Texas City ISD	2019	TX	Turf, Design/Build, Construction	Leland Surovik	9795495004
Sheldon ISD Stadium	Sheldon ISD	2019	TX	Turf, Construction	Tim Garrison	2815586892
New Conroe High School - Grand Oaks HS	Conroe ISD	2018	TX	Turf, Track, Construction	Danny Long- Athletic director	9367097888,
Grand Saline Facility Renovations	Grand Saline High School	2018	TX	Turf, Track, Construction	Micah Lewis	903-962-7546
Ereckson MS GC, TK, TF	Allen ISD	2018	TX	Turf, Track	Dr. Scott Niven - Superintendent	9727270511
Ganado ISD - Ganado High School	Ganado ISD	2018	TX	Turf, Track, Design/Build, Construction	John Hardwick	361-771-4200
Cumberland Academy Sports Complex	Cumberland Academy	2018	TX	Turf, Track, Construction	Brian Crawford	903-630-7670
Pond Creek GC,TF, TK	Pond Creek Hunter Public School	2018	OK	Turf, Track	Joel Quinn- Superintendent	5805324242
Prosper MS #3 - TF, TK, TS	Prosper ISD	2018	TX	Turf, Track, Tennis/Courts, Construction	Valerie Little- Athletic Director	4692192215,
Southlake Carroll Senior HS	Southlake Carroll ISD	2018	TX	Turf, Construction	David Falty	8179498222
Lowery Freshman Center	Allen ISD	2018	TX	Turf, Design/Build, Construction	Brandon Boyter	
Arlington ISD Workman Field	Arlington ISD	2018	TX	Turf, Construction	Kelly Horn	682-867-7615
Cypress Ranch HS	CFISD	2018	TX	Turf, Track, Construction	Dr. Mark Henry	6828677611
Lutheran South Academy	Crain Group L.L.C	2018	TX	Turf, Track, Construction	Mr. Gregg Pinich	5122502910
Cypress Lakes High School	CFISD	2018	TX	Turf, Track, Construction	Joshua Solis	7136793496
Byron Nelson HS	Northwest ISD	2018	TX	Turf, Construction	Randy Allen	8172150151
Pasadena ISD Memorial Stadium	Pasadena ISD	2018	TX	Turf, Construction	Steve Jamail	281-935-4894
George Dawson Middle School	Carroll Independent School District	2018	TX	Turf, Track, Construction	Matt Miller	817-938-6269
Crater High School Stadium	Central Point School District #6	2018	OR	Turf, Track, Construction	Samantha Steel-	512-494-6211
Univ of Central Oklahoma,Wendell Simmons Baseball Field	University of Central Oklahoma	2018	OK	Turf, Construction	John Martin	913-909-3537
Concordia HS Turf and Field Events	Concordia Public School	2018	KS	Turf, Track, Construction	Quentin Breese-Superintendent	785-243-3518
McKinney ISD New Stadium	McKinney ISD	2018	TX	Turf, Construction	Shawn Pratt	972-832-4028
Valley View HS	Valley View ISD	2018	TX	Turf, Track, Construction	William Stones	9407263659
Cypress Park High School	CFISD	2018	TX	Turf, Construction	Joshua Solis	7136793496
Plainview High School	Plainview ISD	2018	TX	Turf, Track, Construction	Rick Garcia	8062936137
S. Grand Prairie HS BB	Grand Prairie ISD	2018	TX	Turf, Construction	Dr. Susan Simpson Hull/ Superintendent	972-264-6141
McMillan Jr. HS Turf & Track	Wylie ISD	2018	TX	Turf, Track, Construction	David Vinson, PH.D	972-429-3005
Riesel High School Turf & Track	Riesel ISD	2018	TX	Turf, Track, Construction	Brian Garner/Superintendent	254-896-5000
McNeese State University	McNeese State University	2018	LA	Turf, Construction	Richard Rhodes	3373025889
Frontier Park-Football	Town of Prosper	2018	TX	Turf, Construction	Harlan Jefferson	972-346-2640
Slaton ISD Tiger Field	Slaton ISD	2018	TX	Turf, Design/Build	Julee Becker	806-828-6591
WRAL Soccer Center	NCFCY01-NCFC Youth	2018	NC	Turf	Gary Buete/ CEO	919-834-3951
Frontier Park-Football	Town of Prosper	2018	TX	Turf, Construction	Harlan Jefferson	9723462640
Pershing County HS, GC, TK, TF	Pershing County School District	2018	NV	Turf, Track	Russell Fecht	7752737899
Pershing County Athletic Facility	Pershing County School District	2018	NV	Turf, Track	Jon Winfield - Aspen Develops Corporation	775-786-3310
Alamo Heights HS	Alamo Heights ISD	2018	TX	Turf, Construction	Mike Hager	2109139100
Katy High School		2018	TX	Turf, Construction	Lance Carter	281-642-2025
Cinco Ranch High School	Katy ISD	2018	TX	Turf	Lance Carter	2816422025
Canadian High School Turf	Canadian ISD	2018	TX	Turf, Construction	Kyle Lynch	8063235373
Frontier Park -Baseball	Town of Prosper	2018	TX	Turf, Construction	Harlan Jefferson	972-346-2640
Midlothian Stadium Turf Replacement	Midlothian ISD	2018	TX	Turf, Construction	David Boswell	469-446-4677
Midlothian HS Turf Replacement	Midlothian ISD	2018	TX	Turf	David Boswell	469-446-4677
Midland Christian School	Midland Christian School	2018	TX	Turf, Construction	Greg McClendon	432-694-1661

Frontier park- Baseball	Town of Prosper	2018	TX	Turf, Construction	Harlan Jefferson	972-346-2640
Galena Park -Dement Field	Galena Park ISD	2018	TX	Turf	Dr. Angi Williams	8323861000
La Vega HS	La Vega ISD	2018	TX	Turf	Todd Gooden	2547153754
Frontier Park- Baseball	Town of Prosper	2018	TX	Turf, Construction	Harlan Jefferson	972-346-2640
Blue Star Sports Medicine	Blue Star Sports Medicine	2018	TX	Turf	Keiana Mitchell/ Medco Construction	214-820-1625
Early ISD FB - TURF	Early ISD	2018	TX	Turf	Wes Beck, Superintendent	3256467934
Miami Dolphins Indoor Practice Facility	Miami Dolphins	2018	FL	Turf	Scott Bullis	9544527182
C.E. King High School	Sheldon ISD	2018	TX	Turf	Karen Landry	281-727-2000
City of Victoria	City of Victoria	2018	TX	Turf	Colby Vangundy	9034133142
Parry Residence - Soccer Pitch	Kevin & Elizabeth Parry	2018	CA	Turf	Winters-Schram Associates	818-256-6640
Jourdanton Athletic Facilities	Jourdanton Independent School District	2017	TX	Turf, Track, Tennis/Courts, Design/Build	Theresa McAllister	830-769-3548
City of Portland Sports Complex (4SB,1FB,1MP)	City of Portland	2017	TX	Turf, Design/Build, Construction	Brian Delatte	361-777-4513
City of Portland Municipal Park (5 BB, 1 Bkball)	City of Portland	2017	TX	Turf, Track, Tennis/Courts, Design/Build	Brian Delatte	361-777-4513
Anna ISD Sports Complex	Anna Independent School District	2017	TX	Turf, Tennis/Courts, Design/Build, Const	Pete Slaughter - Anna ISD Superintendent	972-924-1000
Rains HS Baseball & Softball Complex	Rains ISD	2017	TX	Turf, Design/Build, Construction	John Rouse	972-679-1930
Cornerstone Christian Schools FB & Track	Global Evangelism, Inc.	2017	TX	Turf, Track, Design/Build, Construction	Darrell White	210-655-1031
PASCAGOULA HS	PASCAGOULA-GAUTIER SD	2017	MS	Turf, Track, Construction	WAYNE RODOLFICH, SUPERINTENDENT	228-938-6491
Ysleta High School	Ysleta Independent School District	2017	TX	Turf, Design/Build, Construction	Edgar Goytia - YISD Project Manager	915-434-0845
Lockney HS Track, Baseball & Softball	Lockney ISD	2017	TX	Turf, Track, Construction	Phil Cotham	8066522104
Riverside High School	Ysleta Independent School District	2017	TX	Turf, Design/Build, Construction	Edgar Goytia - YISD Project Manager	915-434-0845
Parkland High School	Ysleta Independent School District	2017	TX	Turf, Track, Design/Build, Construction	Edgar Goytia - YISD Project Manager	915-434-0845
Manor New Tech HS Stadium	Manor ISD	2017	TX	Turf, Track, Construction	DR. ROYCE AVERY, SUPERINTENDENT	512-278-4000
Westlake Village Soccer	City of Westlake, CA	2017	CA	Turf, Construction	Jessica Arden/Deputy City Engineer	805-220-3561
Weiss HS- Pflugerville High School #4	Pflugerville Independent School District	2017	TX	Turf, Track, Construction	Jason Snider - American Constructors, PM	512-740-0016
Paso Robles HS Track and Turf	Paso Robles Unified School District	2017	CA	Turf, Track, Construction	Anthony Morales-Athletic Director	8057691500
Northwest ISD- 2 Outdoor Fields	Northwest ISD	2017	TX	Turf, Construction	Ryder Warren (Superintendent)	817-215-0030
Tioga High School	Tioga ISD	2017	TX	Turf, Track, Construction	Charles Holloway/Superintendent	940-437-2366
McKinney North BB & SB	McKinney ISD	2017	TX	Turf, Construction	W. Greg Suttle	469-302-4113
Wylie East HS- BB SB	Wylie ISD	2017	TX	Turf, Construction	DAVID VINSON PH D, SUPERINTENDENT	972-429-3005
Cypress Creek HS Turf and Track	Cypress-Fairbanks ISD	2017	TX	Turf, Track, Construction	Mark Henry, ED.D	281-897-4077
Coppell East Middle School	Coppell ISD	2017	TX	Turf, Track	BRAD HUNT, SUPERINTENDENT	214-496-6000
Northwest HS - BB & SB	Northwest ISD	2017	TX	Turf, Construction	Randy Allen -Construction Mgr.	817-215-0151
Byron Nelson HS Practice Fields	Northwest ISD	2017	TX	Turf	Joel Johnson	325-372-8031
Wylie HS- SB BB	Wylie ISD	2017	TX	Turf, Construction	DAVID VINSON PH D, SUPERINTENDENT	972-429-3005
Ferris HS Tennis, Track, and Turf	Ferris Independent School District 0356	2017	TX	Turf, Track, Tennis/Courts, Construction	James Hartman	972-544-3858
Langham Creek HS Turf & Track	Cypress-Fairbanks ISD (Cy-Fair)	2017	TX	Turf, Track, Construction	MARK HENRY, ED.D	281-897-4077
Lockney Athletic Facilities Football and Tennis	Lockney ISD	2017	TX	Turf, Tennis/Courts, Design/Build	Phil Cotham	8066522104
Plano East HS-Turf & Track	Plano ISD	2017	TX	Turf, Track, Construction	Dr. BRIAN T. BINGGELI, SUPERINTENDENT	469-752-8122
Williams HS Turf & Track	Plano ISD	2017	TX	Turf, Track, Construction	Stephen Fortenberry	469-752-8113
San Marcos Academy	San Marcos Baptist Academy	2017	TX	Turf, Track, Construction	Les Davis	512-787-2271
Bellville HS Turf and Track	Bellville ISD	2017	TX	Turf, Track, Construction	MICHAEL COKER, SUPERINTENDENT	979-865-3133
Tenino High School Stadium- Turf	Tenino School District	2017	WA	Turf, Construction	Melody Bedford	360-264-3420
Sanger HS turf & track	Sanger ISD	2017	TX	Turf, Track, Construction	Chuck Galbreath, Athletic Director	940-458-7438
Katy ISD- Legacy Stadium	Katy ISD	2017	TX	Turf, Construction	Debbie Decker	281-396-6000
Grambling State Univ- Robinson Memorial Stadium	Grambling State University	2017	LA	Turf, Construction	David Aubrey- Chairman	3182948539
Plano Senior HS	Plano ISD	2017	TX	Turf, Track, Construction	STEPHEN FORTENBERRY, CFO	469-752-8113
Cypress Ridge High School	Cypress-Fairbanks ISD	2017	TX	Turf, Track, Construction	Dr. Henry	281-897-4000
Paso Robles High School	PASO ROBLES JOINT USD	2017	CA	Turf, Construction	NELSON PAYTON	805-769-1000
Cooper Jr High- Turf & Track	Wylie ISD	2017	TX	Turf, Track, Construction	DAVID VINSON, SUPERINTENDENT	972-429-3002
Burges HS- Turf, Track & Tennis	EL PASO ISD	2017	TX	Turf, Track, Tennis/Courts, Construction	JUAN CABRERA, SUPERINTENDENT	915-230-2577
Delta State University- McCool Stadium	Delta State University	2017	MS	Turf, Construction	James E. Rutledge	(662)846-4675
STEPHEN F AUSTIN MS	BRYAN ISD	2017	TX	Turf, Construction	DR. CHRISTIE WHITBECK, SUPERINTENDENT	979-209-1002
Plano West HS	Plano ISD	2017	TX	Turf, Track, Construction	STEPHEN FORTENBERRY, CFO	469-752-8115
Brentwood School	Brentwood Union School District	2017	CA	Turf, Track, Construction	MR. DANA EATON, SUPERINTENDENT	925-513-6349
Manor ISD Athletic Complex	Manor ISD	2017	TX	Turf, Design/Build	Jimmy Mitchell	361-877-7385
The King's Academy Softball Field	The King's Academy	2017	CA	Turf, Construction	Joe Maemone	408-887-0967
Hilliard Davidson HS Football	Hilliard City School District	2017	OH	Turf, Track, Construction	John Marschhausen	614-921-7000

Hutto High School Football	Hutto ISD	2017	TX	Turf	Steven Van Meter	5127594700
CALABASAS HS	LAS VIRGENES USD	2017	CA	Turf, Construction	DR. DAN STEPENOSKY	818-880-4000
CIGARROA HS	LAREDO ISD	2017	TX	Turf, Construction	GUS ALCANTAR	956-645-3897
Cy-Fair High School	CyFair ISD	2017	TX	Turf, Construction	Jody Doebele	2815176022
Cy-Fair High School	CyFair ISD	2017	TX	Turf, Construction	Jody Doebele	281-897-4108
Hilliard Darby HS Football	Hilliard City School District	2017	OH	Turf, Construction	John Marschhausen	614-921-7000
Wamego High School Turf & Track	Wamego Public Schools USD 320	2017	KS	Turf, Construction	Tim Winter	785-456-7643
Concordia University at Irvine- Turf	Concordia University at Irvine	2017	CA	Turf, Construction	Tim Odle-Facilities Manager	714-363-1771
Veterans Memorial Field	Paso Robles ISD	2017	CA	Turf, Construction	Duane Wolgamott/ Superintendent	805-769-1000
AGOURA HS	LAS VIRGENES USD	2017	CA	Turf, Construction	DR. DAN STEPENOSKY, SUPERINTENDENT	818-880-4000
Byron Nelson HS Turf and Track	Northwest ISD	2017	TX	Turf, Track, Construction	Randy Allen	817-215-0151
Westlake Village Baseball Field	City of Westlake, CA	2017	CA	Turf, Construction	Jessica Arden/Deputy City Engineer	805-220-3561
El Paso HS Turf	El Paso ISD	2017	TX	Turf, Track, Tennis/Courts, Construction	Juan Cabrera	915-230-2000
University of Idaho-Kibbie Dome turf	University of Idaho	2017	ID	Turf	Rob Spear-Director of Athletics	2088850243
Dinuba High School Turf	Dinuba Unified School District	2017	CA	Turf	Jeanne L. Johnson	5595957200
Franklin HS Turf, Track, Tennis	El Paso ISD	2017	TX	Turf, Track, Tennis/Courts	Juan Cabrera	915-230-2000
University of Louisiana- Cajun Field	University of Louisiana Lafayette	2017	LA	Turf	BRYAN MAGGARD	337-482-5393
NISD Northwest ISD Stadium	Northwest ISD	2017	TX	Turf, Construction	Dr. Ryder Warren	8172150047
University of Alabama Birmingham Practice Field #1	University of Alabama Birmingham	2017	AL	Turf, Construction	Cory Singley-MJ HarrisConstruction	205-280-6800
Grape Creek HS	Grape Creek ISD	2017	TX	Turf, Construction	ANGIE SMETANA	323-653-1852
University of Alabama Birmingham UAB Practice Field #2 (P	University of Alabama Birmingham UAB	2017	AL	Turf, Construction	Cory Singley- MJ Harris Construction	2053806800
Whitehouse High School football	Whitehouse ISD	2017	TX	Turf, Construction	Chris Moren	9035204001
Floresville HS Turf and Field	Floresville ISD	2017	TX	Turf, Construction	Andrew Rohrs/ Athletic Director	903-358-1284
Lake Highlands HS Wildcat-Ram Stadium	Richardson ISD	2017	TX	Turf, Construction	James Cason	4695930000
Berkner HS Football/Soccer Richardson ISD	Richardson ISD	2017	TX	Turf, Construction	James Cason	4695930000
Pearce HS- Richardson ISD Turf	Richardson ISD	2017	TX	Turf, Construction	James Cason	469-593-0000
Richardson HS -Richardson ISD Turf	Richardson ISD	2017	TX	Turf, Construction	James Cason	46905930000
Houston Texans-NRG Stadium Turf	NRG Stadium/SMG/Harris County	2017	TX	Turf	Karen Barber	832-667-1772
Cy Fair #12 Bridgeland HS	Cypress-Fairbanks ISD	2017	TX	Turf	Ray Zapatta-Athletic Director	281-894-3985
McKinney HS Indoor football	McKinney ISD	2017	TX	Turf	Dr. Rick McDaniel/Superintendent	469-302-4070
Byron Nelson HS Indoor practice field	Northwest ISD	2017	TX	Turf, Construction	Joel Johnson	3253728031
Northwest HS Indoor Turf	Northwest ISD	2017	TX	Turf	Randy Allen	817-215-0151
Freer Baseball & Softball Stadium	Freer Independent School District	2016	TX	Turf, Design/Build, Construction	Steve Van Matre	361-394-6025
The Star,Frisco TX - World Headquarters Dallas Cowboys- F	Blue Star Development &City of Frisco	2016	TX	Turf, Construction	Drew Worth - Manhattan Construction Co	214-438-6902
Habersham Central High School - Raider Stadium	Habersham County Board of Education	2016	GA	Turf, Track, Design/Build, Construction	Matthew Cooper - Superintendent	706-754-2118
Jersey Village High School	Cyperss-Fairbanks ISD	2016	TX	Turf, Track, Construction	Mark Henry - Superintendent	281-897-4077
Clinton High School	Clinton Public School District (PSD)	2016	MS	Turf, Track, Construction	Dr. Phillip Burchfield - Superintendent	601-924-7533
Del Valle High School	Ysleta Independent School District	2016	TX	Turf, Design/Build, Construction	Edgar Goytia - YISD Project Manager	915-434-0845
Bel Air High School	Ysleta Independent School District	2016	TX	Turf, Track, Design/Build, Construction	Edgar Goytia - YISD Project Manager	915-434-0845
Hanks High School	Ysleta Independent School District	2016	TX	Turf, Track, Design/Build, Construction	Edgar Goytia - YISD Project Manager	915-434-0845
Walker High School	Livingston Parish Schools	2016	LA	Turf, Track, Construction	William Rogers Athletic Director	225-664-4825
Viewpoint School	Viewpoint Educational Foundation	2016	CA	Turf, Construction	Lissa Sholty	818-340-2901
Norfolk Christian Schools	Norfolk Christian Schools	2016	VA	Turf, Construction	Daniel L. Tubbs - Head of School	757-423-5770
Allen Independent School District	Allen Independent School District	2016	TX	Turf, Construction	W. Greg Suttle - Executive Director of Facilities	972-727-0363
Braswell High School	Denton Independent School District	2016	TX	Turf, Track, Construction	Komail Abbas - Balfour Beatty Construction	469-450-8693
Barbers Hill High School	Barbers Hill Independent School District	2016	TX	Turf, Construction	Stan Frazier - Asst Supt Planning/Operations	281-576-2221
Eastwood High School	Ysleta Independent School District	2016	TX	Turf, Track, Design/Build, Construction	Edgar Goytia - YISD Project Manager	915-434-0845
Cypress Falls High School	Cypress-Fairbanks ISD	2016	TX	Turf, Track, Construction	Mark Henry - Superintendent	281-897-4077
Sul Ross State University - Intramural Field	Sul Ross State University	2016	TX	Turf, Construction	Jimmy Clouse	512-748-5459
Cypress Springs High School	Cypress-Fairbanks ISD	2016	TX	Turf, Track, Construction	Mark Henry - Superintendent	281-897-4077
Joe Machado Field- Avalon, CA	City of Avalon	2016	CA	Turf, Design/Build, Construction	Dan Huncke	310-510-0220
Brewer High School	White Settlement ISD	2016	TX	Turf, Design/Build	David Bitters - Assistant Superintendent	817-367-1300
Hirschi High School	Wichita Falls Independent School District	2016	TX	Turf, Track, Construction	Janet Powell	940-235-1000
Rider High School	Wichita Falls Independent School District	2016	TX	Turf, Track, Construction	Janet Powell	940-235-1000
Rosetta Canyon Sports Park	City of Lake Elsinore	2016	CA	Turf, Construction	Grant Yates - City Manager	951-674-3124
Wichita Falls High School	Wichita Falls Independent School District	2016	TX	Turf, Track, Construction	Janet Powell	940-235-1000
Wichita Falls ISD Baseball & Softball Fields	Wichita Falls Independent School District	2016	TX	Turf, Construction	Janet Powell	940-235-1000

Round Rock ISD - Dragon Stadium	Round Rock Independent School District	2016	TX	Turf, Track, Construction	Lee Penland - Asst. Athletic Director	512-844-6823
Ashland High School	Ashland School District	2016	OR	Turf, Construction	Jay Hummel - Superintendent	541-482-2811
Junipero Serra High School	Real Property Support Corporation	2016	CA	Turf, Track	Steve Kalpakoff	415-292-0800
Fairfield High School	Fairfield Independent School District	2016	TX	Turf, Track	John Bachtel - AD/Head Football Coach	903-879-4602
Big Sandy High School	Big Sandy Independent School District	2016	TX	Turf, Construction	Scott Beene - Superintendent of Schools	903-636-5117
James Nikki Rowe High School	McAllen Independent School District	2016	TX	Turf	Ruben Trevino	956-661-6887
The PFIELD-Pflugerville ISD Stadium	Pflugerville Independent School District	2016	TX	Turf, Construction	Thomas Bales - Bartlett Cocke	210-655-1031
Sul Ross State University - Jackson Field	Sul Ross State University	2016	TX	Turf, Construction	Jimmy Clouse - Associate Vice President	512-748-5459
Carthage High School Turf	Carthage Independent School District	2016	TX	Turf, Construction	Steve Zurline	903-693-3806
Lancaster High School Beverly D. Humphrey Tiger Stadium	Lancaster Independent School District	2016	TX	Turf	Chris Gilbert	972-218-1838
Wimberley ISD - Texan Stadium	Wimberley Independent School District	2016	TX	Turf	Dwain York - Wimberley ISD Superintendent	512-847-2414
Georgetown ISD Athletic Complex	Georgetown Independent School District	2016	TX	Turf	Fred Brent	512-943-5000
Ponder High School	Ponder Independent School District	2016	TX	Turf	Chance Allen - Assistant Superintendent	940-479-8202
Georgetown High School - Practice Field	Georgetown Independent School District	2016	TX	Turf	Fred Brent	512-943-5000
Sam Houston High School Indoor Facility	Arlington Independent School District	2016	TX	Turf, Construction	Kevin Ozee - Director of Athletics, Arlington ISD	682-867-1951
Mineral Wells High School - Rams Stadium	Mineral Wells Independent School Dist	2016	TX	Turf	Gerald Perry - Athletic Director	940-325-6404
Riverside Park Baseball Field	City of Victoria	2016	TX	Turf, Construction	Colby VanGundy	361-485-3200
Wylie East High School - Indoor IMPAC Center	Wylie Independent School District	2016	TX	Turf	Joe Lepsis - Head Football Coach	972-429-3150
Arlington High School Indoor Facility	Arlington Independent School District	2016	TX	Turf, Construction	Kevin Ozee - Director of Athletics	682-867-1951
Bowie High School Indoor Facility	Arlington Independent School District	2016	TX	Turf, Construction	Kevin Ozee - Director of Athletics	682-867-1951
Martin High School Indoor Facility	Arlington Independent School District	2016	TX	Turf, Construction	Kevin Ozee - Director of Athletics	682-867-1951
Lamar High School Indoor Facility	Arlington Independent School District	2016	TX	Turf, Construction	Kevin Ozee - Director of Athletics	682-867-1951
Seguin High School Indoor Facility	Arlington Independent School District	2016	TX	Turf, Construction	Kevin Ozee - Director of Athletics	682-867-1951
Krum High School Softball Field	Krum ISD (Independent School District)	2016	TX	Turf, Construction	Bobby Carey - Director of Maintenance	940-482-6000
Kearny Soccer Field - New York Red Bulls	New York Red Bulls	2016	NJ	Turf	Christina Giunta QuarinoNew York Red Bulls	973-776-8842
Jasper Independent School District Sports Complex	Jasper Independent School District	2015	TX	Turf, Track, Design/Build, Construction	Dr. Richard Skuza	not listed
Culberson County Van Horn Eagle Stadium	Culberson County Allamore ISD	2015	TX	Turf, Track, Design/Build, Construction	Debbie Engle	432-283-2245
Life High School	Life High School	2015	TX	Turf, Track, Construction	Shawn Thomas	972-274-7927
VR Eaton High School	Northwest Independent School District	2015	TX	Turf, Track	Gary Prescott Director of Athletics	817-698-1041
Jarrell High School	Jarrell Independent School District	2015	TX	Turf, Track, Design/Build, Construction	Jeremy Beutler	512-746-2188
Freer High School	Freer Independent School District	2015	TX	Turf, Track, Design/Build, Construction	Steve Van Matre	361-394-6025
Woodlands Christian Academy	Woodlands Christian Academy	2015	TX	Turf, Track, Construction	Randy Hollas	936-273-2555
South Kitsap High School	South Kitsap School District	2015	WA	Turf, Track, Design/Build, Construction	Paula Rossa	(360) 874-7023
Garland ISD - Homer B. Johnson Stadium	Garland Independent School District	2015	TX	Turf, Construction	Homer Johnson, Executive Athletic Director	972-494-8588
Sundown High School	Sundown Independent School District	2015	TX	Turf, Track, Construction	Mike Motheral	806-229-3021
Anna High School	Anna Independent School District	2015	TX	Turf, Track, Construction	Mr. Pete Slaughter, Superintendent of Schools	972-924-1000
Westwood High School Panther Stadium	Westwood Independent School District	2015	TX	Turf, Track, Design/Build, Construction	Dr. Kevin Hayes, Athletic Director	903-729-1773
Cotulla High School	Cotulla Independent School District	2015	TX	Turf, Track, Construction	Juan Marino	830-202-0030
Daingerfield High School	Lone Star Independent School District	2015	TX	Turf, Track, Tennis/Courts, Construction	Sandra Quarles	303-545-3465
Rick Reedy High School	Frisco Independent School District	2015	TX	Turf, Track, Construction	David Kuykendall, Athletic Director	469-633-6120
Farmersville High School	Farmersville Independent School District	2015	TX	Turf, Track, Construction	Sammy Burnett Athletic Director	972-782-6601
Woodville High School	Woodville Independent School District	2015	TX	Turf, Construction	John Mckee	409-429-0808
Northside ISD Gustafson Stadium	Northside Independent School district	2015	TX	Turf, Track, Construction	Mr. Eric Walls	210-397-8500
Ogden School District Multi-Purpose Field	Ogden School District	2015	UT	Turf	Ken Crawford	801-737-7300
Irving High School	Irving Independent School District	2015	TX	Turf, Track, Construction	Kelly Horn	972-215-5103
Lakeview Centennial High School	Garland Independent School District	2015	TX	Turf, Construction	Cliff Odenwald	214-729-7475
MacArthur High School	Irving Independent School District	2015	TX	Turf, Track, Construction	Kelly Horn	972-215-5103
North Garland High School	Garland Independent School District	2015	TX	Turf, Track, Construction	Cliff Odenwald	217-729-7475
South Garland High School	Garland Independent School District	2015	TX	Turf, Track, Construction	Homer Johnson, Executive Athletic Director	972-494-8588
Karnes City High School	Karnes City Independent School District	2015	TX	Turf, Track, Construction	Ms. Jeanette Winn	830-780-2321
Madisonville CISD Mustang Stadium	Madisonville Consolidated School District	2015	TX	Turf, Track, Construction	Keith Smith	936-348-1512
Henderson Independent School District Lion Stadium	Henderson Independent School District	2015	TX	Turf, Track, Construction	Phil Castles, Athletic Director	903-655-5015
Gregory Portland High School Wildcat Stadium	Gregory-Portland ISD	2015	TX	Turf, Construction	Matt Anastasio	361-533-1410
Rowlett High School	Garland Independent School District	2015	TX	Turf, Track, Construction	Homer Johnson, Executive Athletic Director	972-494-8588
City of Perris - Patriot Park	City of Perris	2015	CA	Turf, Construction	City of Perris	951-943-6100
Ogden Community Soccer Complex	Ogden School District	2015	UT	Turf, Construction	Ken Crawford	801-737-7300
Irving High School	Irving Independent School District	2015	TX	Turf, Construction	Kelly Horn	972-215-5103

Bells ISD - Panther Stadium	Bells Independent School District	2015	TX	Turf, Construction	Mr. Joe Moore, Superintendent of Schools	903-965-7721
Naaman Forest High School	Garland Independent School District	2015	TX	Turf, Track, Construction	Homer Johnson, Executive Athletic Director	972-494-8588
Sachse High School	Garland Independent School District	2015	TX	Turf, Track, Construction	Cliff Odenwald	214-729-7475
Tyler ISD Mike Carter Field	Tyler Independent School District	2015	TX	Turf, Construction	Greg Priest, Athletic Director	903-262-3079
Malakoff High School	Malakoff Independent School District	2015	TX	Turf, Construction	Mr. Jamie Driskell, Director of Athletics	903-489-1527
Mineola ISD Meredith Memorial Stadium	Mineola Independent School District	2015	TX	Turf, Construction	John Fuller	903-569-5155
Coppell High School	Coppell Independent School District	2015	TX	Turf, Track, Construction	Joe McBride, Athletic Director	214-496-7058
Sulphur High School	Calcasieu Parish School District	2015	LA	Turf, Construction	Wayne Savoy, Superintendent	337-217-4000
Shelbyville High School	Shelbyville Independent School District	2015	TX	Turf, Construction	Dr. Ray West	936-598-2641
Madera High School	Madera Unified School District	2015	CA	Turf	Rosalind Cox	559-675-4609
McAllen ISD Veterans Memorial Stadium	McAllen Independent School District	2015	TX	Turf	Tim Bentley	210-490-7600
Austin ISD - House Park Stadium	Austin Independent School District	2015	TX	Turf	Curtis E. Shaw, Director	512-414-1715
West Eagle Sports Complex	Western Eagle County Metropolitan Dist	2015	CO	Turf, Construction	Mike Gruber	970-328-3563
Northeastern State University Doc Wadley Stadium	Northeastern State University	2015	OK	Turf	Thad Tuman	918-444-2201
Southeastern Oklahoma State Paul Laird Field	Southeastern Oklahoma State	2015	OK	Turf	Ross A. Walkup	5880-745-2148
East Village Park	City of Oxnard	2015	CA	Turf	City of Oxnard, Public Works Administration	805-385-8280
Wylie High School Indoor Facility	Wylie Independent School District	2015	TX	Turf	Kyle Craighead	972-429-2405
Ranchview High School	Carrollton-Farmers Branch ISD	2015	TX	Turf, Construction	Renee Putter, Director of Athletics	972-968-5660
St. Margaret Mary	Catholic Diocese of Orlando	2015	FL	Turf, Design/Build	Bryan Joeseeph	407-246-4831
Prosper High School	Prosper Independent School District	2015	TX	Turf, Construction	Mr. Kent Scott Phone	972-346-3316
South Kitsap High School	South Kitsap School District	2015	WA	Turf	Paula Rossa	360-874-7023
Robert E. Lee High School	Midland Independent School District	2014	TX	Turf, Track, Construction	James Rikken	432-685-9533
Coppell Middle School North	Coppell Independent School District	2014	TX	Turf, Track, Construction	Louis Macias	214-293-1903
Grandview High School Zebra Stadium	Grandview Independent School District	2014	TX	Turf, Track, Construction	Joe Perrin	817-866-2450
Baylor University - McLane Stadium	Baylor University	2014	TX	Turf, Construction	Robert Sloan Jr.	254-710-1011
Flour Bluff High School Hornet Stadium	Flour Bluff Independent School District	2014	TX	Turf, Construction	Brian Schuss	361-694-9212
Nacogdoches High School	Nacogdoches Independent School District	2014	TX	Turf, Track, Construction	Grey Burton	536-569-5000
Ramiro Barrera Middle School	Roma Independent School District	2014	TX	Turf, Construction	Carlos Guzman	946-849-1377
Arp High School - Bill Herrington Tiger Stadium	Arp Independent School District	2014	TX	Turf, Track, Construction	Toney Lowery	903-859-8482
Cypress-Fairbanks ISD Berry Center Stadium	Cy-Fair Independent School District	2014	TX	Turf, Construction	Administrative Design EF	281-897-4000
Midland ISD Memorial Stadium	Midland Independent School District	2014	TX	Turf	James Rikken	432-240-1000
South Grand Prairie High School Warrior Stadium	Grand Prairie Independent School District	2014	TX	Turf	Tony Innmon	877-235-5960
Grand Prairie High School Gopher Warrior Bowl	Grand Prairie Independent School District	2014	TX	Turf, Track	Tony Innman`	817-235-5960
Allen High School Band Field	Allen Independent School District	2014	TX	Turf	Greg Suttle	214-620-6555
Marshall High School Maverick Stadium	Marshall Independent School District	2014	TX	Turf	Matt Calvert	903-927-8700
John H. Guyer High School	Denton Independent School District	2014	TX	Turf	Florence Joey - Director of Athletics	940-369-0000
Alliance College	Alliance College	2014	CA	Turf, Construction, Landscape	Judy Burton	213-943-4930
Baylor University - Gettman Softball Stadium	Baylor University	2014	TX	Turf, Construction	Glenn Moore	254-710-3055



MANUFACTURER'S LIMITED WARRANTY MATRIX® Turf Field

HELLAS CONSTRUCTION INC., HEREBY WARRANTS THAT ITS SYNTHETIC TURF SURFACE, SUBJECT TO THE LIMITATIONS AND CONDITIONS SET FORTH BELOW, WILL FOR A PERIOD OF EIGHT YEARS FROM THE DATE OF SUBSTANTIAL COMPLETION, REMAIN SERVICEABLE AS A SPORTS FIELD SUITABLE FOR SOCCER, FOOTBALL AND OTHER SPORT RELATED ACTIVITIES APPROVED IN WRITING BY HELLAS CONSTRUCTION INC.

THIS WARRANTY COVERS: *DEFECTS IN EITHER MATERIALS OR WORKMANSHIP* RESULTING IN PREMATURE WEAR, DURING NORMAL AND ORDINARY USE OF THE PRODUCT WITHIN EIGHT YEARS FROM THE DATE OF COMPLETION OF THE INSTALLATION.

FURTHER, THE TURF FIBERS SHALL NOT WEAR OR DEGRADE IN WEIGHT DUE TO ULTRAVIOLET LIGHT EXPOSURE BY MORE THAN AN AVERAGE 12 % (TWELVE PERCENT) PER YEAR DURING THE AFOREMENTIONED TIME PERIOD NOR WILL THE COLOR OF THE TURF FIBERS FADE IN A NON-UNIFORM MANNER (EXCEPT AS AFFECTED BY CHANGES IN TEXTURE RESULTING FROM NORMAL MATTING, COMPRESSION, TRAFFIC PATTERNS, MISUSE, FAILURE TO PROPERLY MAINTAIN OR FROM SOILING/STAINING). COLORS COVERED UNDER WARRANTY INCLUDE HELLAS CONSTRUCTION INC., STANDARD COLORS (GREEN, WHITE, GOLD, AND BLUE).

LIMITATIONS OF WARRANTY:

- THE WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WHICH ARE EXPRESSLY WAIVED AND DISCLAIMED.
IN NO EVENT SHALL HELLAS CONSTRUCTION INC., BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES.
- IN NO EVENT SHALL HELLAS CONSTRUCTION INC., BE LIABLE UNDER THIS WARRANTY FOR ANY REMEDY BUT TO REPLACE THAT PORTION OF THE SYNTHETIC TURF FOUND TO BE DEFECTIVE.
- THIS WARRANTY DOES NOT COVER DEFECT, FAILURE, DAMAGE OR WEAR IN OR TO THE TURF CAUSED BY OR CONNECTED WITH THE FOLLOWING:
 - DAMAGE BY USE OF IMPROPER FOOTWEAR SUCH AS LONG SPIKED TRACK SHOES AND REGULAR USE OF STEEL CLEATS. STANDARD FOOTBALL AND SOCCER CLEATS ARE RECOMMENDED.
 - ABUSE, NEGLIGENCE, VANDALISM, DELIBERATE ACTS, OR ACCIDENTS OR FROM OTHER THAN NORMAL AND ORDINARY USE OF THE PRODUCT. THE BASEBALL/SOFTBALL HIGH-USE AREAS ARE UNDER WARRANTY FOR 2 YEARS WHERE THE REMAINDER OF THE FIELD IS UNDER WARRANTY FOR 8 YEARS..
 - ACT OF GOD, ACCIDENT OR CASUALTY, INCLUDING BUT NOT LIMITED TO: ACTS OF CIVIL OR MILITARY AUTHORITY INCLUDING GOVERNMENT PRIORITIES, STRIKES OR OTHER LABOR DISTURBANCES, FIRES, FLOODS, EPIDEMICS, WARS AND RIOTS, ETC.
 - USE FOR ANY PURPOSE OTHER THAN THOSE APPROVED IN WRITING BY HELLAS CONSTRUCTION INC.,
 - FAILURE TO COMPLY WITH HELLAS CONSTRUCTION INC.'S RECOMMENDATIONS OF THE MAINTENANCE MANUAL.
 - LOADS EXCEEDING THE LIMITS DETAILED IN THE HELLAS CONSTRUCTION INC., MAINTENANCE MANUAL

HELLAS CONSTRUCTION INC
12710 RESEACH BLVD. SUITE #240
AUSTIN, TEXAS 78759



MANUFACTURER'S LIMITED WARRANTY MATRIX® Turf Field

- IMPROPER TREATMENT SUCH AS EXCESSIVE VEHICULAR TRAFFIC, GOLF CLUB USE ON THE SURFACE, FIREWORKS DISPLAYS, CONCERTS AND OTHER IMPROPER USE PATTERNS.
- DURABILITY OF EITHER ANY PAINTED LINE STRIPING OR, PAINTED FIELD DECORATION.

OBLIGATIONS OF PURCHASER/CONDITIONS COVERAGE:

THE ABOVE WARRANTIES AND HELLAS CONSTRUCTION INC., OBLIGATIONS HEREUNDER ARE EXPRESSLY CONDITIONED UPON:

- HELLAS CONSTRUCTION INC., MUST BE IN RECEIPT OF PAYMENT IN FULL OF THE PURCHASE PRICE.
- THE PURCHASERS MAKING OF ALL MINOR REPAIRS TO THE UNIT, PROPERLY AND PROMPTLY, UPON DISCOVERY OF THE NEED FOR SUCH REPAIRS, INCLUDING THE CARE AND MAINTENANCE OF THE INFILL SYSTEM
- THE PURCHASERS MAINTAINING AND CARING FOR THE UNIT IN ACCORDANCE WITH HELLAS CONSTRUCTION INC., INSTRUCTIONS AND RECOMMENDATIONS, INCLUDING THE CARE AND MAINTENANCE OF THE UNIT
- THE RETENTION OF THE TURF AND/OR ACCESSORIES AT THE ORIGINAL PLACE OF INSTALLATION.
- THIS WARRANTY IS NON-TRANSFERABLE AND IS EXTENDED ONLY TO THE ORIGINAL PURCHASER.

DURATION OF COVERAGE

HELLAS CONSTRUCTION INC., MUST RECEIVE ALL WARRANTY CLAIMS IN WRITING AT ITS CORPORATE HEADQUARTERS. FAILURE TO DO SO WILL RENDER SUCH CLAIM INVALID. ALL CLAIMS MUST BE RECEIVED WITHIN EIGHT (8) YEARS WARRANTY PERIOD AFTER THE SUBSTANTIAL COMPLETION, OR WITHIN THIRTY (30) DAYS AFTER BUYER LEARNS OF THE CAUSE GIVING RISE TO ITS CLAIM, WHICHEVER SHALL OCCUR FIRST. NO CLAIM CAN BE MADE IN THE LAST 30 DAYS OF THE 8 YEARS.

HELLAS CONSTRUCTION INC., WILL EXAMINE ALL EVIDENCE SUBMITTED OR OBTAINED CONCERNING ANY CLAIM AND WILL DETERMINE THE VALIDITY OF AND DECIDE HOW TO RESPOND TO THE CLAIM. HELLAS CONSTRUCTION INC., WILL, AT ITS OPTION, EITHER REPAIR OR REPLACE ANY VALID CLAIM.

PROJECT NAME:	_____
DATE OF COMPLETION:	_____
ACCEPTANCE BY BUYER:	_____
ACCEPTANCE BY HELLAS CONSTRUCTION INC:	_____

HELLAS CONSTRUCTION INC
12710 RESEACH BLVD. SUITE #240
AUSTIN, TEXAS 78759

TAB 4

Jason Davidson

12710 Research Blvd. Suite 240 • Austin, TX • 78759

PHONE (512) 250-2910 • CELL (512) 573-1440

EMAIL jdavidson@hellasconstruction.com



THINK SAFETY!

EXPERIENCE

Hellas Construction, Inc. • 2005-Present

Chief Safety Officer & General Superintendent

TRAINING AND QUALIFICATIONS

- **Safety Trainer** at Hurricane Katrina and Hurricane Rita
- **Hazwapper** Certified
- **OSHA – 30 Hour Safety Certification**
- **Instructor for OSHA – 30 Hour**
- **Safety Officer**
- **Instructor for First Aid**
- **AED and CPR – Certification**
- **Instructor for AED and CPR**
- **BMF – Certification**

NOTABLE HELLAS PROJECTS

2017

- | | |
|---------------------------|-------------------|
| • Cooper Jr. High School | San Antonio, TX |
| • Barwise Middle School | Wichita Falls, TX |
| • McMillan Jr High School | Wylie, TX |
| • Gautier High School | Gautier, MS |
| • Pascagoula High School | Pascagoula, MS |
| • McMillan MS Field | Wylie, TX |
| • Cooper MS Field | Wylie, TX |

2016

- | | |
|-------------------------------|-------------------|
| • Splendora ISD Stadium | Splendora, TX |
| • Baines Middle School | Missouri City, TX |
| • Joshua ISD | Burleson, TX |
| • Barbers Hill BB SB | Mont Belvieu, TX |
| • Grand Prairie BB and Tennis | Grand Prairie, TX |

2015

- | | |
|------------------------------|----------------|
| • Sulphur High School | Sulfur, LA |
| • Walker High School | Walker, LA |
| • Hays CISD Middle School #6 | Buda, TX |
| • ASU Baseball Foster Field | San Angelo, TX |
| • Yoakum ISD | Yoakum, TX |

Jason Davidson

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NOTABLE HELLAS PROJECTS (CONT.)

2014

- Sienna Plantation
- Atkins MS Lubbock ISD
- New Deal HS Turf and Track
- Austin ISD Tracks BP #2
- Del Valle MS Track

Missouri City, TX
Lubbock, TX
New Deal, TX
Austin, TX
Del Valle, TX

2013

- Denison ISD New High School
- Kennedale ISD - SF/BB/FB Field
- Granbury HS - Pirate Stadium
- Fayetteville HS Baseball Turf
- Stockdale High School

Denison, TX
Kennedale, TX
Granbury, TX
Fayetteville, AR
Stockdale, TX

2012

- Live Oak HS Louisiana
- McNeil High School
- Stony Point High School
- McAllen ISD
- Three Rivers - Football Field

Denham Springs, LA
Austin, TX
Round Rock, TX
McAllen, TX
Three Rivers, TX

2011

- McCracken County High School
- Desoto Parish Schools
- West Lake Eanes ISD

Paducah, KY
Mansfield, LA
Austin, TX

2010

- Canyon Lake - HS
- Smithson - Canyon HS
- McGregor ISD - Bulldog Stadium
- Baylor University
- Lahainaluna High School

Fischer, TX
Fischer, TX
McGregor, TX
Waco, TX
Lahaina, HI

2009

- Liberal -Redskin Field Complex
- Lubbock Cooper HS
- Hackettstown HS - Stadium
- Santa Anna ISD
- Lubbock Cooper HS-Softball

Liberal, KS
Lubbock, TX
Hackettstown, NJ
Santa Anna, TX
Lubbock, TX

2008

- Huffman ISD - New Stadium
- Galena Park Dement Field
- Texas City - Football Stadium
- Van ISD - Football Field

Huffman, TX
Galena Park, TX
Texas City, TX
Van, TX

2007

- Katy ISD Tracks
- West Columbia Football Stadium
- Rice University
- Elk Creek Phase II

Katy, TX
West Columbia, TX
Houston, TX
Meeker, CO

Jason Davidson

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NOTABLE HELLAS PROJECTS (CONT.)

2006

- Clear Creek High School #4
- Colleyville Heritage HS
- Cy-Fair ISD HS 9
- Cy Fair High School #10
- Carver Park

League City, TX
Colleyville, TX
Houston, TX
Houston, TX
Yuma, AZ

2005

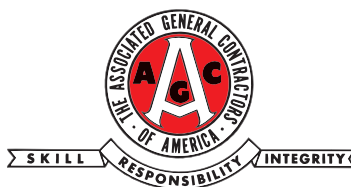
- Gateway Park

Fort Worth, TX



THINK SAFETY!

HELLAS EMPLOYEE SAFETY HANDBOOK





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SAFETY HANDBOOK ACKNOWLEDGEMENT

Name: _____

Date of Hire: _____

Signature: _____

Date: _____

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Hellas Safety Policy

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Accident and Incident Reporting

First Aid and Medical Treatment

Workers' Compensation

Your Safety Rights

Your Safety Responsibilities

Employee Safety Rules

General Safety Rules

Fire Safety

Hand Tool Safety

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Employee Safety Handbook

At Hellas, our most valued resources are our employees, our customers, and the communities we serve. We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public, and preserving Hellas properties and assets. Injuries can be prevented. In order to achieve an accident free workplace, an organized and effective Safety Program must be carried out companywide to make this policy work.

The Safety and Health Program will assist management and employees in controlling hazards which will minimize employee and customer injuries, damage to customer's property and damage to Hellas property.

All employees will follow this program

Please take the time to study and understand these safety policies and procedures. It is your responsibility (and ours) to make this program work. You are a valued member of the team, and we care about your safety.

Safety and Health Requirements

All employees will comply with the provisions of the OSHA Health Act of 1970. Therefore, any employee who, knowingly commits an unsafe act or creates an unsafe condition, disregards the safety policy, or is a repeated safety or health offender, will be discharged. Grounds for immediate discharge are:

1. Drinking alcohol, and/or drug abuse prior to or during working hours
2. Fighting
3. Theft
4. Willful damage to property
5. Failure to wear eye protection, hearing protection, safety helmets, etc.
6. Not using safety harnesses and lanyards when there is a potential for falling
7. Removing and/or making inoperative safety guards on tools and equipment
8. Removing barriers and/or guardrails and not replacing them
9. Failure to follow recognized industry practices
10. Engaging in dangerous horseplay
11. Failure to notify Hellas of a hazardous situation

The following safety and accident activities will be adhered to:

1. Report all injuries immediately to your supervisor
2. Notify your supervisor should you become ill while on the job
3. Inform you supervisor if you have a disability or physical handicap
4. Never move an injured or ill person, unless to prevent further injury

Minor safety violations will be documented and a copy of the below form will become part of the employee's personnel record:



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Safety Hazard Citation

Date: _____

Name of Violator: _____

Location of Violation: _____

Type of Violation: _____

Violator's Signature: _____

Accident and Incident Reporting

It is important that you report all accidents and incidents that result in injury, illness, or damage (however slight), to your supervisor immediately. Hellas can learn how to prevent them from occurring in the future. It is Hellas responsibility to investigate each incident, and your responsibility to report them when they occur.

First Aid and Medical Treatment

Hellas provides a First Aid Kit on the premises. It is there for your use in the treatment of minor scratches, burns, headaches, nausea, etc. Ask your supervisor to show you its location. Let your supervisor know if you need to use the First Aid Kit.

If you have a work related injury or an illness that requires professional medical assistance notify your supervisor and let him/her know before you receive this assistance. If you fail to notify your supervisor, you may be ineligible for Worker's Compensation, benefits to pay for doctor's bills, and/or lost wages.



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First Aid Procedures and Instructions

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

Emergency Phone Numbers

Safety and Health Director:

Poison Control:

First Aid: Fire Department:

Fire Department:

Ambulance:

Police:

Medical Clinic:

Clinic Address:

Minor First Aid Treatment

First aid kits are stored in the

If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment.

If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.



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First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

Wounds

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

Broken Bones

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, “splint” the injured area. Use a board, cardboard, or rolled newspaper as a splint.

Burns

Thermal (Heat)

Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water. Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

Flush the exposed area with cool water immediately for 15 to 20 minutes.

Eye Injury

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

Neck And Spine Injury

If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

Heat Exhaustion

- Loosen the victim’s tight clothing.
- Give the victim “sips” of cool water.
- Make the victim lie down in a cooler place with the feet raised.



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Workers' Compensation

Every state has a Workers' Compensation Law to provide benefits to employees for lost wages and medical bills resulting from a work related injury or illness. You are covered under Workers' Compensation. You may request Workers' Compensation benefits from your supervisor. Qualification for benefits is determined by the state, not Hellas. Your responsibilities are to keep appointments, follow all doctors' instructions on and off the job, maintain good communication with your supervisor, and to fully cooperate with all instructions you are given.

Workers' Compensation provides wages at a lower pay scale than what you may earn by working.

Doesn't it make sense to be safe so that you don't have to be out on Workers' Compensation?

Your Safety Rights

You have several important rights concerning safety, which are protected by federal, state and local laws that you should be aware of.

They are:

- The right to a safe work-place free from recognized hazards
- The right to request information on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if an employee is injured or exposed to toxic substances.
- The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.
- The right to question any instruction which requires you to disobey a safety rule, which puts yourself or someone else in unnecessary danger of serious injury, or requires you to perform a task for which you have not been trained to safely perform.
- The right of freedom from retaliation for demanding your safety rights.

Your Safety Responsibilities

You also have some important responsibilities concerning safety.

These are:

- The responsibility of reporting all injuries and illnesses to your supervisor, no matter how small.
- The responsibility of always following the safety rules for every task you perform,
- The responsibility of reporting any hazards you see.
- The responsibilities of helping your co-workers recognize unsafe actions or conditions they cause.
- The responsibility of asking about the safety rules you are not sure about.



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Employee Safety Rules

It is impossible to list or include all safety rules for all the possible tasks you may have to do. But the following rules have been prepared to help you avoid hazards, which may cause injury while doing some of the more common tasks you may be asked to do. You should study and follow the rules provided in this booklet, and to ask your supervisor for additional rules when asked to do a task you are not familiar with, and this booklet does not cover. Failure to follow safety rules and /or safe practices will result in disciplinary action, up to and including termination.

General Safety Rules

- Read and follow the safety notices and other information that is posted.
- Observe and follow all safety instructions, signs, and operation procedures.
- Help your fellow employee when they ask for assistance or when needed for their safety.
- Never participate in "horseplay". Horseplay that results in injury is often not covered by Workers' Compensation.
- Clean up spills immediately.
- Report all unsafe conditions, hazards, or equipment immediately. Make sure other people are warned of the problem so that they may avoid it.
- Wear personal protective equipment as required to reduce injury potential. Use gloves, safety glasses, back support belts, etc., as necessary.
- Never stand on chairs, furniture, or anything other than an approved ladder or step stool.
- Never use intoxicating beverages or controlled drugs before or during work. Prescription medication should only be used at work with your Doctor's approval.

Fire Safety

- Report all fire hazards to your supervisor immediately.
- Firefighting equipment shall be used only for firefighting purposes.
- Smoking is not permitted at any time in the areas where "No Smoking" signs are posted.
- Do not block off access to firefighting equipment.
- Keep doors, aisles, fire escapes and stairways completely unobstructed at all times.
- In the case of a fire, your first consideration must be the safety of all persons, then attention should be directed to the protection of property.
- Change clothes immediately if they are soaked with oil, gasoline, paint thinner or any other flammable liquid.
- Know how to report a fire and how to turn on a fire alarm.
- Know the location of all fire extinguishers, and how to use them.
- Know the fire exits to be used in an emergency.



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Hand Tool Safety

- Wear protective equipment necessary for the job you are performing. Discuss any required safety equipment with your supervisor as changes occur.
- Defective tools must not be used.
- Do not carry sharp hand tools in clothing.
- Check all wiring on electric hand tools for proper insulation and 3-prong plug grounding.
- **Hammers:** Use eye protection at all times!
- **Screwdrivers:** Use the right size and type of screwdriver for the job. Do not use a screwdriver as a chisel.
- **Wrenches:** In using any wrench, it is better to pull than to push. If you have to push, use your open palm. Use the proper wrench for the job.
- **Handsaws:** Saws that are sharp and rust free are less likely to bind or jump. Insure the object being cut is secured tightly to a flat surface.

Protective Equipment

- Approved eye protection (safety glasses with side shields, goggles, etc.) must be worn at all times when assigned any certain job classifications. It is important to check with your supervisor to assure compliance.
- Moccasins and shoes with open toes or high heels are not permitted.
- Wear protective clothing and equipment as required by your job classification to protect against hazards at hand. These include, but are not limited to, hard hats, steel toed shoes, gloves, fall safety harnesses, ear plugs, etc.

Material Handling Safety Rules

- When lifting, lift properly. Keep the back straight, stand close to the load, and use your leg muscles to do the lifting, keeping the load close to the body. Never twist your upper body while carrying a load.
- When lifting heavy objects, utilize a two-wheeled dolly, or, ask for assistance from another employee.
- Inspect the object you are going to lift for sharp corners, nails, black widow spiders, or other things that may cause injury.
- Use gloves when handling rough or sharp materials.

Housekeeping

- Do not place materials in aisles, stairways, or any designated path of travel.
- Stack material at a safe height so that material will not fall if bumped. Insure heavy loads have proper support, and make sure there is no overhanging or irregular stacking of material.
- Place all trash or scrap in places provided. Clean up all spills immediately.
- Report worn or broken flooring, stair treads, handrails, furniture, or other office equipment.
- Smoking is permitted only in designated areas. Use ashtrays for disposing of butts. Do not throw butts on the floor.



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Personal Protective Equipment

Purpose

To establish a policy requiring employees to wear Personal Protective Equipment, at all times.

Policy

Hellas is dedicated to providing a safe and healthy workplace. All employees are expected to do their part to achieve this goal. Employees can do their part by using the proper Personal Protective Equipment (PPE) provided them. Personal Protective Equipment will be provided, used and maintained in a sanitary and reliable condition wherever it is necessary to prevent injury. Personal Protective Equipment requirements include, but are not necessarily limited to the items below:

Protective Headwear:

Where there is the exposure of overhead danger from falling objects or from electric shock or burns, protective headwear must be worn. Protective headwear is an approved hard hat that meets the requirements of the American National Standards Institute (ANSI Z889.1-1969).

Protective headwear will be issued to the required employees. Employees are responsible for using their hard hats while working. Also, employees must notify their supervisor about a damaged or lost hardhat immediately.

Protective Eyewear:

When there is an exposure to the eyes from flying objects, glare or liquids, protective

eyewear is required. Protective eyewear is an approved safety eye protector or safety goggle, that meets the standards of the American National Standards Institute (ANSI Z87.1-1968).

Protective eyewear will be issued to the required employees.

Disposable Dust Masks:

When there is the potential of exposure to airborne nuisance dust or particles, disposable dust masks are required.

Protective Gloves:

When there is an exposure to the hands, protective gloves are required. Protective gloves are construction type work gloves and chemical resistive gloves.

Construction type work gloves are required for, but not limited to, employees that have an opportunity of cutting, pinching, hitting, or burning their hands.

Chemical resistive gloves are required for, but not limited to, employees that have an opportunity of spilling hazardous chemicals or corrosive material onto their hands.

Back Supports:

When employees are exposed to heavy lifting or repetitive lifting, back support devices are required.



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Machinery Tag Out Program

Purpose

This policy and procedure establishes the minimum requirements for Hellas Machinery Tag Out Program. It governs lock out and/or tag out procedures to be used to verify that equipment or machines are isolated from all potentially hazardous energy. Machinery is to be locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energizing, start up or release of stored energy could cause injury.

Policy

Procedures described apply to all electrical equipment and machinery connected to an energy source by either hard wire or other permanent connection (hydraulic lines, electrical, etc.) that is repaired, serviced, or maintained by Hellas personnel. The Machinery Tag Out Program applies to all equipment or machinery operated by mechanical, hydraulic, pneumatic, chemical, thermal, or other energy resources where the unexpected energizing could cause injury to employees or customers.

Circuit breakers disconnect switches, and other energy isolating devices used to control the flow of energy to the machine/equipment must be operated in such a manner as to shut off or "isolate" all energy to the machine.

Definitions

Energy Source

Any source of electrical, mechanical, hydraulic, chemical, thermal, or any other energy source.

Energized

Connected to an energy source or containing residual or stored energy.

Energy Isolating Device

A mechanical device that physically prevents the transmission or release of energy (for example, circuit breaker, disconnect switch, slide gate, line valve, etc.)

Lock out

Placing a lock out device on an energy isolating device to shut down it's flow of energy.

Lock out device- A device such as a lock, either combination or key type, to hold an energy isolating device in the "safe" position and prevent energizing of a machine or equipment.

Tag out

Placing a tag or sign on an energy isolating device indicating that the equipment shall not be operated until the tag out sign is removed.

Tag out device

A prominent warning device or sign that can be attached to the energy isolating device. Tags will state the following:



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DANGER - Do Not Operate

Initial Training

Employees involved in the use of this Machinery Tag Out Program must receive training in the requirements of this program upon initial assignment. The Safety and Health Manager is responsible for verifying that training is completed as required by this program.

Authorized employees will be trained in the recognition of hazardous energy sources present at the location they work, the type and magnitude of the energy available in the workplace, and the methods/means needed for energy isolation and control.

Employees must be trained to recognize when the Machinery Tag Out Program is being implemented and understand the purpose of the procedure and the importance of not attempting to start up or use machinery or equipment that has been locked or tagged out.

When tags are used, employees must be specifically instructed in the following limitations of tags:

- Tags are warning devices: they do not provide physical restraint that a lock out does.
- When a tag or lock is attached, it is not to be removed by anyone without authorization from the employee who placed it on the machine or equipment. They are never to be bypassed, ignored, or defaced.
- Tags must be legible and understandable to be effective.
- Tags and locks, and their means of attachment must be made of material that will withstand the working environment where the tags will be used.
- Tags and locks must be attached securely so they cannot inadvertently be detached during use.
- Tags evoke a false sense of security. They are only part of the entire Machinery Tag out Program.



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Machinery Tag Out Program Inspection Form

This form will be used when inspecting the Tag Out/ Lock Out Procedure

Inspector's Name:

Date:

Machinery / Equipment Inspected

Comments:

- | | |
|-----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |

I hereby certify that I have inspected the Lock Out/Tag Out procedure for the above listed equipment, have interviewed operators of such equipment and determined that compliance with Hellas Lock Out/Tag Out procedure is satisfactory.

Inspector's Signature:

Date:



Lock and Tag Check Out / Check In Log

[illegible]



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Hazard Prevention and Control

Hellas shall undertake efforts as outlined in this section to correct or control potential hazards in a timely manner.

Hellas will implement methods to eliminate the hazard, and will implement procedures for safe work. Safe work will be done through training, correction of unsafe performance, and compliance through the disciplinary system.

Identified Safety and Health Concerns

All identified potential workplace safety and health hazards should be reported to the Safety and Health Manager, or a member of management. Situations that are unsafe, or posing as a safety and health hazard, will be reviewed and reported to management for corrective action.

Newly Identified Safety and Health Concerns

Anytime a new substance, procedure, equipment, or process is introduced into the workplace, which creates or is reported to create an unsafe condition or situation, the Safety and Health Manager will evaluate the substance, procedure, equipment, or process. Employees will have an opportunity to submit their recommendations and suggestions regarding new workplace hazards at any time.

Hazards Which Create a Risk of Imminent Harm

When a hazard exists which Hellas cannot control or abate immediately without

endangering employees and /or property, all exposed personnel will be removed from the immediate area of potential exposure, except those employees that are necessary to correct the hazardous condition. All employees involved in correcting the hazardous situation will receive appropriate training and/or instruction in how to do so. They will also be provided with the appropriate personal protective equipment.

Hazards Which Do Not Create a Risk of Imminent Harm

Unless there are factors beyond Hellas reasonable control, such hazards are to be abated within 5 days or less.

Housekeeping

Good housekeeping is an integral part of any effective safety program. Keeping work areas neat and clean reduces the potential for accidents and injuries. Each employee is responsible for keeping his or her work area neat, orderly, and free of any hazardous condition.



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Property Maintenance

Purpose

To establish the policy for property maintenance.

Policy

Hellas goal is to provide its customers and employees with a safe facility. The following guidelines will help management determine if needed repairs are necessary.

Management must promptly, as appropriate, fix, repair, train employees, and/or give warnings of safety hazards. Management must promptly fix or repair any item necessary for the continued operation of the business. In the event an accident occurs, the Safety and Health Director will fill out the Liability Report Form on the next page, and maintain a record thereof.

Guidelines for Property Maintenance and Repair

Property maintenance and repair will be performed to meet the standards of:

- Safety
- Any applicable codes, including:
 - > Occupational Safety and Health Administration (OSHA)
 - > National Fire Protection Association (NFPA) which include:
 - National Electric Code
 - Flammable Liquids Code
 - Life Safety Code
 - National Fuel Gas Code
 - > Uniform Fire Code (UFC)
 - > Building Officials and Code Administrators International Building Code (BOCA)
 - > Americans With Disabilities Act (ADA)
- Continued operation of the business



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Liability Report Form

Claimant's name: _____ Time: _____ Date: _____

Address: _____

Description of occurrence: _____

Injuries: _____ Medical care? YES NO

Ambulance? YES NO Hospital or doctor: _____

Property damage? YES NO

Describe same: _____

Is a product involved? YES NO Name and size: _____

Name and address of manufacturer: _____

Did claimant slip, fall, or trip? _____ Was area inspected? YES NO

Foreign matter or debris found on floor? YES NO

Describe: _____

Witnesses: YES NO

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Photos taken? YES NO Additional remarks: _____

Report prepared by: _____



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Emergency Action Plan

Purpose

To establish the policy and procedures regarding management's and employee's response to various emergency situations. Examples of an emergency are fire, tornado, earthquake, and bomb threat.

Overview

The procedures cover the following topics:

- I. Fire Reporting and Response
- II. Evacuation
- III. Tornado Preparation and Emergency
- IV. Bomb Threat
- V. First Aid
- VI. Hazardous Material Spill
- VII. Earthquake
- VIII. Robbery

Policy

Hellas has developed plans that address emergency situations that may arise in Hellas locations and which may threaten human health and safety, and damages Hellas assets. Management is responsible for implementing the Emergency Action Plans. These Emergency Action Plans will meet the following objectives:

1. Provide a means of notifying employees, customers and local authorities of an emergency situation.
2. Provide for a safe and orderly method of evacuation of employees and customers from Hellas premises.
3. Account for all employees who occupied Hellas premises at the time of evacuation, should one occur.
4. Provide emergency first aid treatment or summon emergency medical assistance for injured individuals.

5. Provide training and needed information to those employees responsible for taking action in the event of an emergency.

Signs as required by ordinance, regulation, or law will identify emergency exits. Employees are required to be familiar with the location(s) of alarm pull stations and emergency exits.

Training on Emergency Action Plans will take place during new employee orientation, when changes occur in the action plans, and periodically as coordinated by the Safety and Health Manager.

Smoking is never allowed anywhere on Hellas premises during an emergency

If hazardous materials are involved, disposal must be done in compliance with federal, state, and local environmental laws.

Procedure

I. Fire Reporting and Response

If a fire alarm or alert is sounded or a fire is reported by an employee, regardless of the reason for the alarm or the severity of the fire, the following action must be taken immediately:

Supervisor:

1. Immediately notifies the Fire Department by dialing 911 (where applicable) or the local fire emergency number:
2. Gives Hellas name, address, and area where the fire is located.
3. Assigns an employee to wait for the fire department outside Hellas and direct them to the fire's location.



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4. Announces evacuation instructions over the public address system. "Ladies and Gentlemen. Hellas is being temporarily closed. We request that you leave by the nearest exit immediately. Thank you."
5. Once outside Hellas, takes a head count of employees to insure all were safely evacuated. Double checks that all individuals are out of Hellas premises.

Note: When one or more employees are unaccounted for, employees are not to re-enter the building to conduct a search. response official on the scene and their approximate location.

6. Immediately after the fire, notify the President of Hellas and all other management individuals. Coordinate any salvage and repair operations.

Employee

7. If trained in the use of fire extinguishers, may attempt to suppress a small fire, until relieved by the Fire Department or until it becomes apparent that the fire cannot be controlled by fire extinguishers.
Note: Employees should never attempt to control a fire, which endangers their health. They must immediately evacuate the area when it becomes apparent that the fire cannot be controlled or when conditions become more hazardous.

II. Evacuation

Supervisor:

1. Telephones the local emergency agency (for example, fire, police, hazardous materials team, etc.).
2. Makes the following announcement on the public address system, "Ladies and Gentlemen. Hellas is being temporarily closed. Please leave by the nearest exit immediately. Thank you." Make this

announcement twice, and repeats it every minute or more frequently if needed.

3. Checks all areas of their respective departments, restrooms, and public areas to verify that employees and individuals are evacuated.
4. Secures all cash, checks, and charge documents in the safe if time permits.
5. Designates a safe area outside Hellas as a gathering point for all employees. Takes a head count of employees to insure all were safely evacuated.

Note: Employees are not to re-enter the building. Management will notify the ranking fire or other emergency response official on the scene of a potentially trapped person and their approximate whereabouts.

6. Dismisses all non-essential employees.
7. Telephones the President of Hellas and all other management personnel.

III. Tornado Preparation and Emergency

Prior to any tornado emergency, Management will designate safe shelter areas within the building for employees and individuals. There are some general guidelines that may be used to aid in the selection of such spaces. When selecting a safe shelter, consider:

- The lowest floor, preferably a basement
- Interior spaces- rooms with no walls on the exterior
- Areas supported by secure, rigid structural frame members
- Short roof spans

Hellas safe shelter area is located

and shall be stocked with a first aid kit or medical supplies and several flashlights.



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Tornado Watch Procedures

Supervisor:

1. A Tornado Watch means that conditions are right for severe thunderstorms and possible tornadoes to develop. When notified of a tornado watch in the area, Senior Management will tune the radio to the National Weather Service channel to stay current on the storm progress.
2. Checks to insure that all safe shelter areas are unlocked and accessible.
3. Checks to be sure that medical supplies and flashlights are stored in the safe shelter area.
4. If time permits, "X" the windows with tape or secure plywood to the outside of windows.

Tornado Warning Procedures

Supervisor:

1. A Tornado Warning means a tornado has been seen or detected by radar. Supervisor will inform all employees and individuals to take cover in shelter areas immediately.
2. Makes the following announcement on the P.A. System: "Ladies and Gentlemen. The National Weather Service has issued a Tornado Warning for this area. Due to this warning, Hellas is being temporarily closed. **Please do not leave the building.** We request that you proceed to the shelter area(s) located in the name of location(s)"
3. Assigns someone to shut off the main gas and electrical system.
4. Afterwards, coordinates first aid assistance to individuals.

IV. Bomb Threat

When someone calls and says there is a bomb in the building, the following steps will be performed:

Employee (Receiving Threat)

1. Keeps the caller on the line as long as possible. Asks them to repeat the message. Tries to write down every word spoken by the caller.
2. Asks the caller where the bomb is located and when it will go off.
3. Tells the caller that the building is occupied and detonation of a bomb could result in the death and injury to innocent people.
4. Pays particular attention to background noises, such as music playing, engine noises, etc.
5. Listens to the voice, male, female, voice quality, accent, and speech impediments.
6. When the caller hangs up, do not hang up the phone! Sometimes, phones can be traced back to the source. Immediately notify management and describe the threat.

Supervisor

7. Calls the local Police or Fire Department to report the Incident. Follows all recommendations and instructions provided by either department.
8. If the Police or Fire Department declines to give instructions to evacuate the building, search the premises (if time permits) for any suspicious looking device or package. If one is found, follow the Evacuation Plan. **Do not touch any suspicious device or package.**

V. First Aid

If an employee / individual are injured, the initial responsibility of management is to provide the needed first aid or arrange for emergency medical response or professional medical care.

Supervisor

1. Treats the injured individual using the supplies from Hellas first aid kit.



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2. In the event an employee is seriously injured and requires professional medical care, drive the employee to a medical provider. If any individual is not mobile or has a life threatening injury or illness, arrange for emergency care and transportation (call 911).

VI. Hazardous Material Spill

Management will respond to incidental releases of hazardous substances when the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate area or by maintenance personnel. If a large spill or fire occurs that is not controllable, Management will contact the appropriate local authorities, such as the Fire Department.

VII. Earthquake

All employees must be aware of the potential for earthquakes and the resulting damage to buildings and facilities.

A. During an Earthquake

Employee:

1. If indoors, stay indoors; if outdoors, stay outdoors.

In earthquakes, most injuries occur as people are entering or leaving buildings.

1.a. If indoors:

- a. Take cover beneath a desk, table, bench or in doorways, halls or against an interior wall.
- b. Stay away from glass windows and glass doors, and away from containers having hazardous material stored.

1.b. If outdoors:

- a. Move away from buildings and all structures, and all overhead electrical wires.
- b. If operating a vehicle, stop as soon as possible, but stay inside the vehicle.

B. After an Earthquake

Supervisor:

1. Coordinates first aid efforts.
2. Turns on the radio to get emergency information from local authorities.
3. Check natural gas lines for leaks. If a leak is detected, shuts down the system, and notifies the local gas service company.
4. Shuts off the electrical current at the main breaker box if Power has been interrupted.
5. Directs employees and individuals to a safe assembly area outside the building.
6. Takes a head count to insure all employees were safely evacuated.
7. Does not permit individuals to enter the building again until cleared by authorities.
8. Assigns duties to clean up damage and resume business as soon as possible.

VIII. Robbery

In the event a robbery occurs, the main objective is to reduce the risk of injury to employees and individuals and to get the robber out of the building as soon as possible.

Employee:

1. Be attentive and calm. Listen to the robber and do exactly what he/she asks you to do.
2. Do give up money as demanded.
3. Remain alert. Try to remember details of the robber's appearance, clothing, speech, etc.
4. If possible, watch the robber's method and direction of escape.
5. Expect foul/strong language. Expect to lie on the floor.
6. Do not make any sudden movements.
7. Don't overreact. Do not grab for the weapon or call for help.
8. Do not argue.
9. After the robbery, write everything down.

Supervisor

10. Call the Police
11. Call the President of Hellas
12. Have all witnesses write everything they can recall.



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OSHA Inspection

Purpose

To establish the policy for all managers to follow if an OSHA Compliance inspection will be conducted.

Overview

The Occupational Safety and Health Administration (OSHA) is authorized to conduct workplace inspections to determine whether employees are complying with standards issued by the agency for safe and healthful workplaces. States have their own occupational safety and health programs, and regularly inspect workplaces. Inspections are usually conducted without advance notice and can be conducted for one or more of the following reasons”

- Imminent Danger Situations – Any condition where there is reasonable danger that a danger exists that can be expected to immediately cause death or serious harm.
- Catastrophes and Fatal Accidents – Investigation of fatalities and accidents resulting in the hospitalization of 5 or more employees. Such catastrophes must be reported to OSHA within 48 hours.
- Employee Complaints
- Programmed Inspections – Based on injury rates, previous citation history, and employee exposure to toxic substances or random computerized selection.

This policy details the phases of an OSHA compliance inspection, the response and attitude of management to an inspection and steps to insure completion of the appropriate follow-up corrective action.

Policy

Hellas policy is to demonstrate “good faith” effort to comply with all OSHA standards and any health and safety issues raised in an OSHA compliance inspection.

Management is responsible for implementing this policy and correcting all health and safety deficiencies revealed during compliance inspections. The Safety and Health Manager will provide technical assistance and coordination of corrective action, as required.

Admitting an OSHA Compliance Officer

If an OSHA compliance inspector requests to conduct an inspection, the Supervisor member is to ask to see the officer’s credentials. An OSHA inspector carries either U.S. or the state’s Department of Labor credentials bearing their photograph and a serial number. In every case, verify the authenticity of the compliance inspector’s identification by calling the nearest OSHA office.

DO NOT REFUSE THE COMPLIANCE OFFICER ADMITTANCE.

The Supervisor member is to contact the Safety and Health Manager immediately.

If Hellas requires a Search Warrant, inform the OSHA compliance officer before the opening conference begins. Hellas rights to challenge a warrant may be lost if it permits the inspection to proceed.



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OSHA Facts

An OSHA Inspection is divided into three parts:

1. The Opening Conference
2. The Walk Around Inspection
3. The Closing Conference

There are no time limits specifying how long an inspector may remain on the premises.

Violations are considered to be “alleged violations” until they become a final order of the Occupational Safety and Health Review Commission.

1. Hellas may contest (appeal), in writing any part of the citation within 15 working days after it has received it.
2. The citation must be posted in the work place for three days following its receipt or until the condition creating the alleged violation is corrected.
3. Management will ask for clarification about any point(s) an inspector raises that they don’t understand.
4. Management and employees will not admit to violating any safety standard.

If Hellas contests (appeals) an alleged violation, copies of the appeal will be posted at the work site.

Opening Conference

Before inspecting the premises, the OSHA compliance officer will conduct an opening conference at which they will explain:

- The reason for the inspection (for example. employee or individual complaint)
- Purpose of the visit
- Scope of the inspection
- OSHA Standards that apply

The below are listings of all OSHA Standards



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OSHA Standards

- 1904, Recording and Reporting Occupational Injuries and Illnesses
 - 1904 Table of Contents/Authority for 1904
 - 1904.1, Purpose and scope.
 - 1904.2, Log and summary of occupational injuries and illnesses.
 - 1904.3, Period covered.
 - 1904.4, Supplementary record.
 - 1904.5, Annual summary.
 - 1904.6, Retention of records.
 - 1904.7, Access to records.
 - 1904.8, Reporting of fatality or multiple hospitalization incidents.
 - 1904.9, Falsification, or failure to keep records or reports.
 - 1904.10, Recordkeeping under approved State plans.
 - 1904.11, Change of ownership.
 - 1904.12, Definitions.
 - 1904.13, Petitions for record keeping exceptions.
 - 1904.14, Employees not in fixed establishments.
 - 1904.15, Small employers.
 - 1904.16, Establishments classified in Standard Industrial Classification Codes (SIC) 52-89, (except 52-54, 70, 75, 76, 79 and 80).
 - 1904.17, Annual OSHA Injury and Illness Survey of Ten or More Employers.
 - 1904.20, Description of statistical program.
 - 1904.21, Duties of employers.
 - 1904.22, Effect of State plans.
 - 1904.30, OMB control numbers under the Paperwork Reduction Act.

Other OSHA Standards with Recordkeeping Requirements

- 1910.95, Occupational noise exposure
- 1910.120, Hazardous waste operations and emergency response
- 1910.440, Recordkeeping requirements
- 1910.1000, Toxic & Hazardous Substances
 - 1910.1001, Asbestos
 - 1910.1018, Inorganic arsenic
 - 1910.1025, Lead
 - 1910.1027, Cadmium
 - 1910.1028, Benzene
 - 1910.1029, Coke oven emissions
 - 1910.1030, blood borne pathogens
 - 1910.1043, Cotton dust
 - 1910.1044, 1,2-dibromo-3-chloropropane
 - 1910.1045, Acrylonitrile
 - 1910.1047, Ethylene oxide



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- 1910.1048, Formaldehyde
- 1910.1050, Methylenedianiline
- 1910.1051, 1.3-Butadiene
- 1910.1052, Methylene Chloride
- 1910.1450, Occupational exposure to hazardous chemicals in laboratories
- 1913.10, Rules of agency practice and procedure concerning OSHA access to employee medical records
- 1915.7, Competent person
- 1915.1001, Asbestos
- 1919.11, Recordkeeping and related procedures concerning records in custody of accredited persons
- 1919.12, Recordkeeping and related procedures concerning records in custody of the vessel.
- 1925.3, Records
- 1926.60, Methylenedianiline
- 1926.62, Lead
- 1926.65, Hazardous waste operations and emergency response
- 1926.800, Underground Construction
- 1926.1091, Recordkeeping requirements
- 1926.1101, Asbestos
- 1926.1127, Cadmium
- 1960, Federal employees
 - 1960.66, Purpose, scope and general provisions
 - 1960.67, Log of occupational injuries and illnesses
 - 1960.68, Supplementary record of occupational injuries and illnesses
 - 1960.70, Reporting of serious accidents
 - 1960.71, Locations and utilization of records and reports
 - 1960.72, Access to records by Secretary
 - 1960.73, Retention of records
 - 1960.74, Agency annual reports

Preambles to OSHA Standards

- Reporting of Fatality or Multiple Hospitalization Incidents.

OSHA Directives

- CPL 2.80, Handling of Cases To Be Proposed for Violation-By-Violation Penalties, (1990, October 21), 15 pages. Includes procedures for record keeping violations.
- CPL 2.91, Enhanced Verification of Records, (1990, May 13), 6 pages.
- PL 2-2.46, 29 CFR 1913.10(b)(6), Authorization and Procedures for Reviewing Medical Records, (1989, January 5), 5 pages.
- CPL 2-2.33, 29 CFR 1913.10, Rules of Agency Practice and Procedure Concerning OSHA Access to Employee Medical Records - Procedures Governing Enforcement Activities, (1982, February 8), 12 pages.



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- CPL 2-2.32, 29 CFR 1913.10(b)(6), Authorization of Review of Specific Medical Information, (1981, January 19), 5 pages.
- CPL 2-2.30, 29 CFR 1913.10(b)(6), Authorization of Review of Medical Opinions, (1980, November 14), 2 pages.
- CPL 2.113, Fatality Inspection Procedures, (1996, April 1), 5 pages.

Review Commission Decisions

- 81-2135, (1985, April 17), 5 pages. Failure to make records available during an inspection.
- 82-630, (1991, February 15), 9 pages. Making medical records available when a Workers Compensation claim is pending.
- 82-1016, (1987, March 18), 7 pages. Privacy of OSHA 200 and related records.
- 89-2614, (1993, February 3), 8 pages. Recording of elevated blood lead levels on the OSHA 200.
- 90-552, (1992, February 21), 2 pages. OSHA 200 must be maintained at each location.
- 89-433, (1993, April 27), 9 pages.
- 90-2179, (1993, April 1), 3 pages. Assessing separate penalties for multiple errors on the OSHA 200
- 87-0922, (1993, February 5), 25 pages.
- 88-237, (1994, May 23), 6 pages.
- 91-0110, (1996, January 19), 6 pages.

Standard Interpretations and Compliance Letters

There are several hundred Standard Interpretations and Compliance Letters relating directly to the topic of Recordkeeping. Please refer to the Search Page on the "<http://www.OSHA.gov>" web site. From here you can access these documents either by the specific regulation, or by conducting a search. You can also contact OSHA at one of their regional offices. They will provide you with forms and answers to any questions you may have. Don't hesitate to use them as a valuable resource.

Supervisor must arrange for the following to attend the opening conference:

- The President of Hellas
- Other Personnel, as directed

Management must request copies of all applicable safety and health standards as well as a copy of any employee complaint.

The Walk Around Inspection

After the opening conference, the OSHA compliance officer will go through the facility to inspect for safety and health hazards. At a minimum, the OSHA compliance officer will likely ask for documentation of the following:

- Compliance with the hazard communication standard
- Compliance with the lockout/ tag out standard
- Record keeping for employee training
- The employee written safety and health management program

When Supervisor members and other Hellas employees accompany an OSHA compliance officer on an inspection, they should be respectful while firmly standing up for Hellas rights and viewpoints. The conduct of Hellas personnel shall be in accordance with the following guidelines:



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- Do not physically interfere with the OSHA compliance officer when they are making the inspection
- Do not give false or misleading information.
- Accompany the OSHA compliance officer at all times during the inspection.
- Answers to an OSHA compliance officer's questions are to be responsive to the question asked. **Do not offer any information beyond the scope of the question.** Avoid making any statement that could be construed as an admission of a violation of any recognized health standard.
- Do not discuss with the OSHA compliance officer any previous safety inspections.

The conduct of Hellas personnel shall be in accordance with the following guidelines (continued):

- If the OSHA compliance officer wants to take photographs, Supervisor must request copies of the photographs. Supervisor will also take photographs of the area from the same and different angle.
- Watch and take notes regarding all activities of the OSHA compliance officer. Notes should be detailed and should include such pertinent information as to the name(s) of the OSHA compliance officer(s), time of arrival, activities of OSHA compliance officer, amount of time spent at each location, comments about violations and potential citations, who was interviewed, what was said, etc.
- Immediately correct minor but apparent safety problems in order to help establish Hellas "**good faith**" effort to comply with all OSHA health and safety standards.
- The OSHA compliance officer cannot and will not act in a consultative capacity. If they see or if Hellas personnel points out a violation, the OSHA compliance officer must issue a citation.

Closing Conference

After the walk around inspection, a closing conference is held with the OSHA compliance officer, Supervisor, and any employee representative. The OSHA compliance officer will discuss all unsafe and unhealthy situations observed and will identify all applicable sections of the standards which may have been violated. Management will insure that all violations are understood. When appropriate, Management will produce records to show compliance efforts and fully explain any difficulties that will be encountered in the correction of safety hazards. Management and employees will not admit violation or indicate how long it will take to correct a potential violation.

Post Inspection Activities

Time limits to correct violations generally range from 5 to 30 days, unless an extension is requested. Time limits will be given in person at the closing conference or mailed within 30 days in a written report of the inspection findings. Follow-up action will be documented in writing, by Supervisor, listing specific action steps, the individual accountable, and the target date for completion. Management is responsible for completing all corrective action.

OSHA inspection reports, Hellas response, and all correspondence to and from OSHA will be retained permanently by the Safety and Health Manager.



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Questions an OSHA Compliance Officer Will Ask

Administrative Interview

1. Do you have a written Hazard Communication Plan?
29CFR 1910.1200 requires employers to have a written plan which describes how the training, labeling, SDS management and other requirements of "Right-to-Know" will be met. More citations and fines are given for this than anything else.
2. Do you have a complete written inventory (list) of hazardous materials?
29CFR 1910.1200 requires employers maintain a current list of all hazardous materials used in the workplace. This list must be accessible to employees.
3. Has a specific person been assigned responsibility for your safety program?
29CFR 1910.1200 and other regulations require that you assign responsibility for various aspects of the safety program. Some states specifically require that employers name a person with overall safety responsibility.
4. Do you have a formal disciplinary policy relating to safety?
29CFR 1910. Various sections require employers enforce safety rules. Employees may not decide on their own when to follow the rules.
5. Do employees ever complain of headaches, nausea, dizziness or skin problems?
All OSHA standards require that employers evaluate workplace hazards and determine whether material use or employee complaints mean that there is any over-exposure to unsafe conditions. These are typical symptoms of over-exposure.
- 6a. Do employees wear respirators or dust masks?
- 6b. If "Yes": Do you have written respirator procedures?
29CFR 1910.134 requires that if any employee uses a respirator, including a dust mask, written procedures must cover use, fit testing, cleaning and maintenance of the respirator.
- 6c. Do you have records showing fit testing of respirators and training?
29CFR 1910.134 requires employers to test the fit of each respirator on each employee and train the employee to check and properly use the respirator.
7. Do you have written training records?
29CFR 1910.1200, .1450, .1030 and virtually all other OSHA regulations require written training records which document date, subject, attendees and trainer.
- 8a. Do you have more than 10 employees?
- 8b. If "Yes": Do you have a written Emergency Contingency Plan?
29CFR 1910.38 outlines the requirements for an emergency contingency plan for those who employ more than 10 at any one time during the year.
- 8c. Is your Form 200 up-to-date and posted Feb 1 for 30 days?
29CFR 1904 requires that employers of more than 10 at any one time in the year maintain occupational illness and injury reports on Form 101 or equivalent and summarize them on Form 200 which is posted each Feb. 1 for 30 days.
- 9a. Can you reasonably anticipate that any employees will be exposed to human blood this year because of their jobs?



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9a. Can you reasonably anticipate that any employees will be exposed to human blood this year because of their jobs?

9b. Have you assigned responsibility for first-aid to an employee?

9c. If "Yes": Do you have written Blood borne Pathogen Exposure Control Plan?

9d. Have employees been trained in protective equipment and procedures?

29CFR 1910.1030 requires that employers develop an Exposure Control Plan, train employees, keep records, and offer Hepatitis B vaccinations if it can be reasonably anticipated that one or more employees could be exposed to human blood or blood products as a result of doing their assigned duties. If you have assigned first aid responsibilities to an employee you are required to have a blood borne Pathogen Program. Special waste management and use of approved disinfectants are also required. The key is "reasonable anticipation". Good Samaritan acts are not covered.

Janitorial & Chemical Storage Area Overview

10. Is the area neat and clean, without spills on the floor?

29CFR 1910.22 requires that all work places be clean, orderly and sanitary.

11. Are there any containers without legible labels?

12. Do all secondary container labels list the product, the hazards and the manufacturer?

29CFR 1910.1200 requires that all containers of hazardous materials be labeled. The manufacturer's label is fine if legible. If materials are moved from the original to a "secondary" container, it must be labeled. The label must include the name of the material, a description of the hazard and the manufacturer's name. Just the name is not enough.

13. Is there an SDS on hand for each hazardous material?

14. Are SDSs accessible to all employees at all times?

15. Pick a product. Ask to see the SDS. Could an employee have found it in 4-5 minutes?

29CFR 1910.1200 requires that employers have an SDS for each hazardous material.

Employees must have access to SDS's at all times during the work shift and be able to find a specific one in less than 5 minutes without asking for access to the collection.

General Work Areas Overview

16. Is the fire extinguisher tag marked for monthly inspections and service in the last year?

29CFR 1910.157 requires that all portable fire extinguishers be visually inspected monthly and serviced annually. If the tag isn't marked it is difficult to prove inspections.

17. Is the area clean and uncluttered?

29CFR 1910.22 requires that all work places be clean, orderly and sanitary.

18. Are oily rags kept anywhere but in metal cans with closed lids?

29CFR 1910.38 requires employers to identify and correct fire hazards. Oily rags should be kept in a closed metal container.

19. Are coffee, drinks or food kept near any hazardous materials?

29CFR 1910.142 requires that no employee be allowed to have food or beverages in an area where they could be contaminated with toxic or infectious materials.



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20. Are there any unlabeled containers?

29CFR 1910.1200 requires that all containers of hazardous materials be labeled. The manufacturer's label is fine if legible. If materials are moved from the original to a "secondary" container, it must be labeled. The label must include the name of the material, a description of the hazard and the manufacturer's name. Just the name is not enough.

21. Are any respirators stored which are not in bags or cabinets?

29CFR 1910.134 requires that respirators be stored and maintained in a way that they will be cleaned, protected and ready for use. Respirators left in the open may absorb contaminants and become unusable.

22. Are gloves, goggles or safety glasses clean and in good repair?

29CFR 1910.132 requires that safety equipment be maintained in clean and sanitary condition and that it be used only if in good repair. Broken or dirty equipment raises questions in an inspector's mind and leads to a more intensive inspection.

23. Are there extension cords across aisles or walkways?

29CFR 1910.22 requires that all work place be clean, orderly and sanitary. Cords across aisles present a slip and fall hazard as well as a potential electrical hazard.

24. Look at ladders. Are there broken steps or parts in bad repair?

29 CFR 1910.25 requires employers to "inspect ladders frequently and those which have developed defects shall be withdrawn from service for repair or destruction and tagged or marked as "Dangerous, Do Not Use".

25. Are there any broken or missing electrical switch or outlet covers?

29 CFR 1910.305 requires that pull boxes, junction boxes and fittings have plates or covers. Broken plates and covers do not provide adequate protection.

Employee Area Overview

26. Is the OSHA Poster or state equivalent posted?

27. Are emergency phone numbers posted by telephones?

28. Is an evacuation route map posted?

29 CFR 1910.38.

29. Is there a fully stocked first aid kit?

9 CFR 1910.262 requires that there be a first aid kit stocked with supplies appropriate to the situation. It must be continuously stocked for any emergency.

30. Are lunches, snacks or drinks stored in a cabinet or refrigerator with chemicals?

29 CFR 1910.142 requires that no employee be allowed to have food or beverages in an area where it could be contaminated with toxic or infectious materials.

Employee Interview

OSHA uses "performance based" standards for its enforcement of safety regulations. The best program on paper will mean nothing if your employees cannot do the right thing or do not know where to get information. Whether your employees can answer questions correctly (or not) is the test OSHA inspectors use to evaluate your compliance with OSHA rules.



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31a. Please show me the SDS for _____ (name a product) _____

Did the employee answer – “What’s an SDS?”

31b. Did the employee know where the SDS’s are kept?

31c. Did it take less than 5 minutes for the employee to find the correct SDS?

29 CFR 1910.1200 Employees should know what an SDS is and be able to locate a specific one in less than 5 minutes. SDS’s should be indexed and stored in an organized fashion.

32a. When were you last trained on safety issues?

Did the employee say “I don’t remember” or “Never”?

32b. Has training been in the last year?

29 CFR 1910.1200 states that “employers shall provide information and training on hazardous chemicals...at the time of their initial assignment and whenever a new hazard is introduced into their work area.” Some states also specifically require annual retraining.

33. If you had to evacuate the building where would you go for a head count?

Did the employee know a pre-determined specific place?

29 CFR 1910.38 requires that emergency contingency plans specify the means of accounting for all employees after an evacuation of the facility.



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OSHA Recordkeeping and Posting Requirements

Purpose

To establish the policy and procedures regarding Hellas requirements for compliance with OSHA record keeping and posting guidelines for occupational injuries and illnesses.

Policy

All locations are to post the “Job Safety and Health Protection” poster (OSHA 2203 or state equivalent) in prominent places in the workplace. (This poster can be downloaded and printed from the http://www.osha.gov/oshpubs/bw_poster.pdf internet site).

OSHA requires that employers maintain a record of certain occupational injuries that occur at each business establishment on the OSHA Form 200: Log and Summary of Occupational Injuries and Illnesses. (This Form 200 can be downloaded and printed from <http://www.osha-slc.gov/html/Forms/osh200form-all-in-1.pdf> internet site). At the

end of each year, OSHA requires the summary section of the OSHA Form 200 to be posted at each business establishment no later than February 1 and remain in place until March 1. Hellas will comply with this requirement. The Safety and Health Manager is responsible for maintaining the information on the log in a current status and distributing the OSHA Form 200.

The “Job Safety and Health Protection” poster (OSHA 2203) and the Form 200 Log and Summary of Occupational Injuries and Illnesses can be ordered from OSHA, free of charge, at 303-844-1600

Record Retention

OSHA Form 200, January – November reports can be discarded upon receipt of the next monthly report.

Year-end OSHA Form 200, retain for 5 years following the year to which they relate.



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Common OSHA Violations

1. Failing to provide information about the Hazard Communication standard and the actual hazards of the chemical that are present.
2. Not having a Hazard Communication Program.
3. Not having a written fire prevention program.
4. OSHA Log 200 hasn't been properly maintained or is missing.
5. Not having an SDS for every hazardous chemical in use.
6. Not properly labeling all containers or groups of containers containing hazardous chemicals.
7. Not marking exits or accesses to exits.
8. Improper building design, construction, maintenance or occupancy of a building or structure containing employees.
9. Fire extinguishers not located or mounted in an accessible and safe location or not provided.
10. Failure to provide fire extinguisher training.
11. Improper wiring is present in one of the following ways:
 - Unused openings and electrical boxes not closed.
 - Conductors entering boxes are not protected from abrasion
12. Improperly using a flexible cord in one of the following ways:
 - Flexible cord smaller than a #12 was spliced
 - Solder used to splice a flexible cord
 - Used as a substitute for fixed wiring
 - Ran through holes in the ceiling and/or walls
 - Ran through doorways and/or windows
13. Exposed or non-current carrying metal surfaces of fixed equipment are not grounded.
14. Failing to provided electrical boxes and fittings with an approved cover, or failing to ground metal covers.
15. Disconnects, circuit breakers, and other over-current devices aren't legibly and permanently labeled.
16. Tongue guard on grinder is more than 1/4" from the edge of the stone.
17. Missing or inadequate machine guarding.
18. Work rest is missing or more than 1/8" from a grinding wheel.
19. Not providing a suitable eyewash or shower.
20. Persons without respirators performing tasks that require respirators.
21. Written standard operating procedures governing the use and selection of respirators shall be established.
22. Employers shall make conveniently available protectors suitable for the task to be performed. Protective eye, head, face, body, feet and hand equipment shall be provided when there is reasonable probability of injury.
23. A Platform four feet or more from the ground is not provided with a standard railing (and toe board) where required.
24. Broken or damaged ladders being used.
25. Furniture, barrels, boxes, or other devices used in lieu of ladders.



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Blood Borne Pathogens

What Everyone Needs to Know

Blood borne pathogens are microorganisms carried by human blood (and other body fluids) and cannot be seen with the naked eye. They can be spread through contact with infected blood. If they get into the bloodstream, an individual may become infected and sick.

Most personnel cannot reasonably anticipate coming into contact with blood during their day-to-day work duties. That's why it's imperative that all personnel understand the danger of exposure to blood borne pathogens and ways to minimize their risk.

Blood borne pathogens may be present in blood and other materials, such as:

- body fluids containing visible blood
- semen and vaginal secretions
- torn or loose skin

Blood borne pathogens can cause infection by entering the body through:

- open cuts and nicks
- skin abrasions
- dermatitis
- acne
- mucous membranes of the mouth, eyes or nose

Workplace Transmission

The most common blood borne pathogens are HIV, Hepatitis B, and Hepatitis C:

HIV (AIDS)

HIV, the human immuno-deficiency virus, attacks the body's immune system causing it to weaken and become vulnerable to infections that can lead to a diagnosis of acquired immune deficiency syndrome or AIDS.

HIV is transmitted mainly through sexual contact and sharing contaminated needles, but also may be spread by contact with infected blood and body fluids. HIV is NOT transmitted indirectly by touching or working around people who are HIV-positive.

Employees can prevent getting HIV by stopping the passage of the virus from a person who has HIV to them. In many instances, the employee has control over the activities that can transmit HIV. Since HIV is most frequently transmitted by sharing needles or through sexual intercourse, employees can stop transmission by refusing to engage in these behaviors.

The most common blood borne pathogens are HIV, Hepatitis B, and Hepatitis C:

Hepatitis B

Hepatitis is a general term used to describe inflammation (swelling) of the liver. Alcohol, certain chemicals or drugs, and viruses such as hepatitis A, B, C, D, E and G may cause hepatitis.

- Hepatitis B is a serious, sometimes fatal disease, caused by a virus that infects and attacks the liver. The virus is transmitted through direct contact with infected blood, semen, or vaginal fluid. It is primarily spread through sexual contact.
- In studies that examine transmission following injections into the skin, HBV is 100 times more contagious than HIV.
- **HBV can also be transmitted indirectly because it can survive on surfaces dried and at room temperature for at least a week!** That's why contaminated surfaces are a major factor in the spread of HBV.



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- Each year there are up to 200,000 new infections and 5,000 hepatitis B related deaths in the U.S. (compared to 40,000 new HIV infections per year.
- One in approximately 20 persons now has, or will one day have, hepatitis B
- Transmission of hepatitis B is preventable:
 - Use latex condoms during sex
 - Do not share needles
 - Use universal precautions in the workplace
 - Get the hepatitis B vaccination

Hepatitis C

Hepatitis is a general term used to describe inflammation (swelling) of the liver. Alcohol, certain chemicals or drugs, and viruses such as hepatitis A, B, C, D, E and G may cause hepatitis.

- Hepatitis C is a serious, often fatal disease, caused by a virus that infects and attacks the liver. HCV is more common than hepatitis B and ranks slightly below alcoholism as a cause of liver disease.
- However, HCV is not as infectious as HBV because there are generally lower levels of the hepatitis C virus in the blood than of the hepatitis B virus
- HCV is primarily transmitted through blood-to-blood contact -- most commonly through shared needles. The risk of transmitting HCV through sexual contact appears to be low, but precautions should be taken anyway. HCV cannot be transmitted by casual contact such as shaking hands or sharing bathroom facilities.
- Up to 180,000 people may become infected with HCV each year in the U.S.
- Transmission of hepatitis C is preventable:
 - Use latex condoms during sex
 - Do not share needles
 - Use universal precautions in the workplace

- HOWEVER, unlike hepatitis B, currently there is NO VACCINE for hepatitis C. And also unlike HBV, there is no drug to prevent HCV infection after an exposure.

Guidelines for Handling Blood and Other Bodily Fluids

Many personnel are concerned that HIV may be spread through contact with blood and other body fluids when an accident occurs at work.

HIV, as noted earlier, has been found in significant concentrations in blood, semen, vaginal secretions, and breast milk. Other body fluids, such as feces, urine, vomit, nasal secretions, tears, sputum, sweat, and saliva do not transmit HIV unless they contain visible blood. However, these body fluids do contain potentially infectious germs from diseases other than AIDS. **If an individual has contact with any of these body fluids, they are at risk of infection from these germs.** It should be remembered that the risk of transmission of these germs depends on many factors, including the type of fluid contacted, the type of contact made, and the duration of the contact.

Very simply, it is good hygiene policy to treat all spills of body fluids as **infectious** in order to protect personnel from becoming infected with any germs and viruses. The procedures outlined below offer protection from all types of infection, and should be followed routinely.

How Should Blood and Body Fluid Spills be Handled?

Whenever possible, employees shall wear disposable, waterproof gloves when they expect to come into direct hand contact with body fluids (when treating bloody noses, handling clothes soiled by incontinence, or cleaning small spills by hand). Gloves used



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for this purpose shall be put in a plastic bag or lined trash can, secured, and disposed of daily. Hands should always be washed after gloves are removed, even if the gloves appear to be intact.

If an employee has unexpected contact with body fluids or if gloves are not available (for example, applying pressure to a bleeding wound), the employee shall wash their hands and other affected skin for at least 10 seconds with soap and water after the direct contact has ended. This precaution is recommended to prevent exposure to other pathogens, not just HIV. As has been discussed, blood, semen, vaginal secretions, and blood-contaminated body fluids transmit HIV. Wiping a runny nose, saliva, or vomit does not pose a risk for HIV transmission.

Handwashing

Proper handwashing requires the use of soap and warm water and vigorous washing under a stream of running water for at least 10 seconds. If hands remain visibly soiled, more washing is required. Scrubbing hands with soap will suspend easily removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse your hands under running water and dry them thoroughly with paper towels or a blow dryer. When hand-washing facilities are not available, use a waterless antiseptic cleanser, following the manufacturer's directions for use.

Disinfectants

An EPA approved germicide or a solution of 99 parts water to 1 part household bleach (or ¼ cup bleach to one gallon of water) will inactivate HIV, and should be used to clean all body fluid spills. Higher concentrations of bleach can be corrosive, and are unnecessary.

Surfaces should be cleaned thoroughly prior to disinfection.

Disinfecting Hard Surfaces and Caring for Equipment

Although hard surfaces have not been found to be a means of transmitting HIV, it is good hygiene policy to clean any soiled hard surfaces thoroughly. To do this, scrub the surface to remove any soil and apply a germicide (like the bleach/water solution described above) to the equipment used. Mops should be soaked in this solution after use and rinsed thoroughly with warm water. The solution should be promptly disposed of down a drainpipe. Remove gloves and discard them in appropriate receptacles, and wash hands as described above.

Laundry Instructions for Clothing Soiled with Body Fluids

It is important to remember that laundry has never been implicated in the transmission of HIV. To ensure safety from transmission of other germs, contaminated clothes must be laundered with soap and water to eliminate potentially infectious agents. The addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids may be washed separately from other items. Pre-soaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual, following the directions provided by the manufacturer of the laundry detergent. If the material can be bleached, add ½ cup of household bleach to the wash cycle. If the material is not colorfast, add ½ cup of non-chlorine bleach to the wash cycle.

It is good hygiene to treat all bodily fluids as infectious.



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Hazardous Material Spill Response

Purpose

To establish the policy and procedures regarding Management and employee response and actions to a hazardous material spill or leak.

Policy

Federal, state, and local environmental laws dictate the specific handling and disposal methods of hazardous materials. Failure to comply with these laws can be very costly as well as environmentally negligent. Hellas will fully comply with all laws and regulations pertaining to the handling and disposal methods of hazardous materials. Hellas will train all employees in the proper procedures to follow and what to do when they encounter a hazardous spill or leak.

Overview

There are four classifications of hazardous chemicals that employees will likely come into contact with. These are:

Ignitables—Toxics—Caustics—Reactives

Ignitables

Ignitable products are either flammable or combustible. A spill of this nature creates two problems: one involving the potential for explosion and/or fire, and the other is the pollution of the environment. Examples are gasoline, paint thinners, petroleum solvents, alcohol, and adhesives.

Toxics

These products are poisonous to the body and can cause illness or death. Examples are anti-freeze, paint, insecticides, fertilizer, and cleaning fluids.

Caustics

A caustic is anything that burns, strongly irritates, corrodes or simply destroys the skin. Examples are acids and drain cleaners.

Reactives

These products react violently when mixed with other products. The most common example is dry or liquid chlorine.

Procedure

Regardless of the nature of the spill, and before starting any cleanup activities, the employee(s) shall always secure the area around the spill. This is to include asking all other unnecessary employees and customers to move a safe distance away from the spill site. The employee(s) shall also barricade or cordon off access to the site with tape or other visual barriers as needed to keep people from wandering into the spill site. Once the area is secure, Management shall be notified of the spill, its location, and when the area is clean. Management shall also notify public officials as necessary.

Employee(s) that are required and directed to conduct the cleanup shall always check the warning label of an unbroken container or the Material Safety Data Sheet (SDS) of the product involved in the spill or leak. Either the product label or the SDS should have cleanup procedures (Section VII of the SDS form). If not, or if time does not permit, the employee(s) shall consider the product extremely hazardous and use the following cleanup procedure:



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1. Immediately shut off or eliminate all possible sources of ignition to include turning off anything that might produce a spark, flame, or friction.
2. A fire extinguisher must accompany all ignitable spill cleanups.
3. Cover the spill or leak with absorbent materials to reduce evaporation.
4. Ventilate the area as well as possible by opening doors and windows.
5. If a spill is large, a fan shall be set up at least ten feet from the person cleaning up the spill. The fan shall be behind the person cleaning up the spill to blow the hazardous vapors away from their breathing area.
6. Wear safety goggles, gloves, disposable overshoes, and respirator (as necessary) prior to cleaning up the substance.
7. Small spills (one pint or less) can be cleaned up with absorbent materials (rags, paper towels, etc.), and placed into a plastic bag. These bags will be labeled as a flammable or combustible. The label on the bag must also have the following information: (1) the name of the product in the bag, (2) the quantity of material in the bag, (3) name of manufacturer, (4) and the date of the spill. The words "Hazardous Waste" must be clearly marked on the bag.
8. After the spill area is thoroughly dry, the spill area shall be scrubbed with a mild detergent using a broom or mop.
9. The bags shall then be placed in properly labeled containers for disposal. Hellas can accumulate hazardous waste on site for up to 90 days without a permit. Disposal shall be in accordance to guidelines of local and state regulations.
10. All efforts shall be taken to prevent hazardous material from entering sewage systems. If infiltration occurs, the fire department shall be notified.



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Employee(s) in contact with the hazardous material shall be informed to recognize physical symptoms of accidental exposure (found in SDS Section V). They shall be told that if they develop **a skin rash, shortness of breath, asthma or any abnormal condition, they are to see a doctor immediately for an evaluation!**

Safety and Health Program Manual Review & Updates

Date: _____

Description: Manual Review

Signature: _____

Date: _____

Description: _____

Signature: _____

Date: _____

Description: _____

Signature: _____

Date: _____

Description: _____

Signature: _____

Date: _____

Description: _____

ON-SITE SAFETY

IDENTIFICATION BADGES
CREW UNIFORMS & SAFETY EQUIPMENT
COMPLIANT WITH SENATE BILL 9 - F.A.C.T. VERIFIED

EMR RATINGS

YEAR	SCORE
2018 - 2019	.84
2017 - 2018	.94
2016 - 2017	.86





THINKING AHEAD

March 5, 2019

Re: Hellas Construction, Inc.
Experience Modification Verification

To whom it may concern:

Below is the last five years of Workers Compensation experience modifiers applicable to Hellas Construction, Inc.

2019-20 - .84
2018-19 - .85
2017-18 - .94
2016-17 - .86
2015-16 - .99

Please contact me with any questions

Sincerely,

Jessica Potts, CLCS
Account Manager III
469-872-8032
jpotts@holmesmurphy.com

TAB 5



SYNTHETIC TURF SYSTEM MAINTENANCE MANUAL

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HELLAS CONSTRUCTION'S SYNTHETIC TURF PRODUCT FAMILY

This maintenance manual applies to all of the brands of synthetic turf exclusively manufactured and installed by Hellas Construction, Inc.

FOREWARD

When you upgrade to a synthetic turf surface, old thought patterns and maintenance concerns must be discarded. In particular, the notion that a field must "rest"— that the use of the field must be curtailed to extend product life and preserve optimum playing characteristics – is no longer applicable. Synthetic turf fields are designed for constant use; the more the better.

However, because your surface is such a "big ticket item", these maintenance and use guidelines must be followed to maximize your investment.

This manual outlines simple day-to-day care and those occasional special procedures necessary for painting, minor repairs, snow removal and unusual events or uses. Rubber-filled turf is not more difficult to care for than conventional turf but is certainly less intensive than maintenance on natural grass systems. But procedures for care and maintenance of synthetic turf fields differ from those employed on conventional fields and the proper program of care will significantly enhance the aging, usefulness and aesthetics of your synthetic brand turf field.

THE FOLLOWING ARE KEYS TO PRESERVING YOUR TURF SYSTEM

- ✓ Keep it clean and cross brush the field frequently
- ✓ Control access to the field
- ✓ Keep adjacent areas free of litter, debris, mud, dirt and oil spillage
- ✓ Provide trash and litter cans
- ✓ Post signs prohibiting smoking and carrying food or drinks on to the field
- ✓ Repair minor damage immediately
- ✓ Carefully observe maintenance and cleaning procedures

INITIAL (POST INSTALLATION) REQUIREMENTS

After the initial installation, synthetic turf systems require a minimum of sixteen (16) weeks curing and fiber stabilization period. This is the case with all synthetic turf systems and is even more critical with conventional turf systems. Athletic events may be held during this period but we recommend that all heavy equipment and unnecessary vehicle traffic be kept off the field. Also, during this period, vacuum sweeping should be kept to a minimum and should never be performed during the heat of the day.

In addition, rubber-filled systems, unlike conventional systems, require many weeks of use and weathering to reach optimum playing condition. This time not only allows a degree of fiber relaxation as on all synthetic turf fields, it also allows the granular fill to settle properly to its best playing level for ideal comfort, playability and longevity of the system. This period of time varies, depending on local conditions, use, and system specifications.

Please realize that a properly filled field will initially exhibit inconsistent levels of fill! Keep brushing the field. Depending on weather and use patterns, this should take about four (4) months.

If you have further questions, contact Hellas Construction Inc. ("Hellas"), 12710 Research Boulevard, Suite 240, Austin, Texas, 78759, or call (512) 250-2910. Hellas employs seasoned service professionals to assist you with concerns.

Please distribute this manual to those responsible for the day-to-day care of the turf field and see that they are thoroughly familiar with its contents. You should also review the Warranty provided with the turf system for specific prohibitions and limitations contained therein.

HELLAS CONSTRUCTION, INC. MAKES NO REPRESENTATIONS, GUARANTEES OR WARRANTIES, EXPRESS, OR IMPLIED, REGARDING THE INFORMATION CONTAINED HEREIN.

CLEANING AND STAIN REMOVAL

GENERAL

Rain is your best cleanser. Rainfall gently cleans the turf fibers of dust, pollen and airborne pollutants in a way that is difficult to duplicate in any other fashion. In areas where rainfall is scarce – or during prolonged periods of drought – an occasional water flush is beneficial to soak and thus cleanse the turf system. This procedure is recommended for all turf systems.

HOWEVER, THE MOST OBVIOUS CLEANING NEEDED ON A SYNTHETIC TURF FIELD is the removal of litter deposited by users and spectators at events held on the field. Good housekeeping practices will minimize these problems:

- ✓ Keep trash and litter containers on site—make sure there are enough containers so as to eliminate overflow
- ✓ Route field access traffic in such a way as to minimize mud and dirt tracking on to the field
- ✓ Set up drinks for athletes during practice breaks off the field itself, if possible
- ✓ Enforce a smoke---free environment, if possible, and discourage the use of tobacco products such as chewing tobacco

LITTER REMOVAL

Paper, peanut shells, sunflower seeds, athletic tape, paper, etc., should and can be removed most easily with a lawn sweeper or a motorized vacuum sweeper immediately after any event.

A sweeper such as the Clean Sweep® or similar machine is satisfactory for lifting paper scraps, food debris and loose trash from the surface.

BRUSH TYPE

The sweeper should have synthetic fiber bristles such as nylon or polyolefin. The minimum brush length should be 2.5". The maximum brush diameter should be .030". **The brush must contain no metal or wire!** (Metal bristles or fibers can create a safety hazard in addition to damaging the turf in use.)

BRUSH SETTING

Proper dragging of the turf brushes ("cross brushing") and brush/vacuum machines should not remove the rubber filling in the turf. However, the brush setting should be monitored. The actual setting will, of course, depend on the model and type of sweeper. The sweeper will work best, however, when the brush is set so that it

barely touches the tips of the fibers of the turf. DO NOT SET THE BRUSH SO LOW THAT IT DIGS INTO THE TURF PILE OR BACKING. Too low a setting can damage the turf and disturb the fill. Vacuum cleaners are not recommended to remove mud.

Contact Hellas Construction, Inc. if you have questions about your brush setting.

TEMPERATURE LIMITATIONS

Never use a motorized vacuum sweeper during the heat of the day if the ambient temperature exceeds 75°F.

TURF LOADING LIMITATIONS

Brushing and brush cleaning may require several trips over the field to finish the operation. Any sweeper that weighs more than 300 lbs. should have pneumatic tires with a maximum tire pressure of 35 pounds per square inch (psi). Do not park vehicles on the turf.

VEHICLE EXHAUST

Never leave a parked vehicle idling on the turf in order to prevent the possibility of burning or melting the turf due to exhaust or overheating. Make certain the hot engine exhaust is never discharged in to the field when using any kind of vehicle.

OIL SPILLAGE

Care should be taken to prevent lubricating oil, grease, transmission fluids, etc., from dripping or spilling on your turf surface during sweepings. Such spills can discolor the turf. Proper maintenance procedures should be observed in this regard. Battery acid and other fluids should not be allowed on the turf. **Never change or add fluids to maintenance equipment while on the turf surface.**

FREQUENCY

The removal of loose rubbish and surface dust should be performed on an as needed basis, generally about twice monthly during heavy use periods. (Please review **SECTION IV CROSS BRUSHING**).

STAIN REMOVAL

Polyolefin fibers are among the most stain resistant fibers known to man because most stains are moisture borne and polyolefin, a "hydrophobic" yarn, tends not to absorb moisture. Hence, most "stains" on synthetic turf fields are not true "stains" but rather residues of foreign matter that must be promptly and thoroughly removed.

Most "stains" on polyolefin fields can be removed with water or soap and water. The first rule is promptness. It is much easier to clean up a fresh spill before it has time to dry and harden. Remove any solid or putty---like deposit promptly using a putty knife or spatula---like tool. Blot up excess liquids with a stack of towels, cloth or paper. Dry absorbent clay---based materials, such as cat litter absorbers ("kitty litter") can be very useful and should be stored on site. Such dry absorbers can be vacuumed up.

PROCEDURE FOR REMOVING "STAINS" AND OTHER BLEMISHES

"WATER BORNE" RESIDUES

Most "stains" commonly associated with playing fields can be classified as "water borne" stains. These stains are best removed using a warm, mild solution of granular TIDE® detergent (non abrasive). Mix ¼ cup to 3 gallons of water.

TYPICAL WATER BORNE "STAINS"

Acid
Alkali
Coffee
Dye
Fruit Juice/Gatorade
Ice Cream
Milk
Ketchup
Water Colors

Alcohol
Chocolate/Cocoa
Cola
Food Coloring
Glue
Latex Paint
Mustard
Tea

1. Brush the residue with a stiff fiber tire brush.
2. Scrub the area with soap and water.
3. Rinse the area thoroughly with clear water to remove all traces of soap.
4. Dry with absorbent towel, if necessary.

An eight percent (8%) solution of ammonia in water may be used in lieu of household detergent for more stubborn residues or stains.

PERSISTANT OR OIL-BASED STAINS

STAIN TYPE	CLEANING PROCEDURE
Crayon, furniture stain, lipstick, metal polish, cooking oil, rubber cleat marks, shoe polish, suntan oil, ballpoint pen ink.	<ul style="list-style-type: none"> • Sponge with lacquer thinner. • Blot with absorbent towel.
Oil paints	<ul style="list-style-type: none"> • Blot immediately. • Sponge with turpentine or paint remover (apply sparingly). • Blot with detergent and water. • Re-sponge with cold water to remove detergent. • Scrape excess. • Sponge with lacquer thinner. • Repeat steps as necessary.
Nail polish	<ul style="list-style-type: none"> • Sponge with acetone.
Paraffin wax	<ul style="list-style-type: none"> • Scrape excess. • Sponge with lacquer thinner.
Tar and asphalt	<ul style="list-style-type: none"> • Scrape excess. • Sponge with lacquer thinner.

CAUTION!

Mineral Spirits, lacquer thinner and other petroleum---based solvents are highly flammable. Do not smoke or permit open flames near containers or near solution when in use. Be sure the area is well ventilated.

BODILY FLUIDS

Stains such as blood, feces, urine and vomit are stains, which require immediate attention.

- Use a portable wet/dry vacuum to remove and dispose of the rubber affected by the stain.
- Spray/saturate the area with a 3% solution of hydrogen peroxide.
- Install new rubber infill in thin lifts to the proper level.

ANIMAL WASTE

- Neutralize with mixture 3% solution of hydrogen peroxide.
- Flush thoroughly with water after application.

CHEWING GUM

- Spray with a “freezing spray” (available in aerosol packs from carpet cleaning suppliers – or use dry ice).
- Scrape to remove residue

FUNGUS OR MOLD SPOTS

- Use a three-percent solution of hydrogen peroxide in water.
- Sponge on.
- Flush thoroughly with water after application.

Do not use high-pressure water spray with stream force in excess of 2,000 PSI as this can severely damage the turf.

Contact Hellas Construction Inc. for assistance in removing stubborn stains.

FIELD USAGE GUIDELINES

INTRODUCTION

The Turf Warranty and all specifications list "designated uses" for the turf installation. While these lists are not comprehensive, they give a good indication of the components we have selected to incorporate in our turf systems. This list should be consulted to set up your guidelines for the field's use. (For example, certain turf systems are not recommended for American football due to insufficient shock pad density or thickness.)

FIELD MARKINGS

Historically, most rubber-filled turf fields incorporated inlaid lines and markings and field decorations. This eliminated the need for field painting. However, in the recent past, some clients have preferred to use paint on rubber-filled fields rather than accept the additional initial costs associated with inlaid markings.

The key point to remember is that paint should be applied lightly and evenly to reduce the likelihood of paint buildup. Light applications give good aesthetics and adequate life but are less abrasive than heavy layers of paint.

PAINTS

Best results occur when paint is applied to a dry, well-swept surface. The turf must be grease-free. **The old, degraded paint and dirt must be removed from the turf to be painted for the best appearance and resistance to foot traffic.**

TEMPORARY PAINTS

Removal of temporary paint can generally be accomplished by brushing the area with an 8% solution of ammonia and flushing it thoroughly with water.

- Top quality acrylic latex water-based exterior paints such as Pioneer Game line is recommended for a synthetic surface. The paint requires 48 hours of cure time before use of the surface.

The paint can be removed by Pioneer Blitz product and water.

PERMANENT PAINTS

Remember that no paint is truly "permanent." When properly applied, these paints can be expected to last through one season. The recommended paint is Pioneer Extreme line.

PAINTING PROCEDURES

The following procedures refer to the application of Pioneer Paint noted above.

Paints are available from Pioneer Athletics – Justin Lupper (817) 734-1407

General Rules

1. Apply the paint on a **dry** field. (A small amount of dampness is not harmful, but it is difficult to determine at what point too much moisture is present.)
2. Suggested turf temperature for best results: 65°F to 85°F.
3. The field should be as clean as possible.
4. Thickness of the paint on the turf is important. Very thick layers should be avoided.
5. Curing time is crucial. Allow minimum of 48 hours after striping before field is put into service.

Field Striping and Painting

1. Remove any excess paint existing on field.
2. Test application procedure before going on the field. (Use a scrap of turf nailed to asphalt or plywood or a corner of the field.)
3. Use no more paint than is absolutely necessary.
4. Keep on hand and readily available an 8% solution of ammonia to clean up spills before they solidify.
5. Paint should be applied lightly to the tips of the grass blades – not the entire length of every blade. Applying the paint too heavily makes for a very rough, abrasive surface and will make removal very difficult (if removable paint).
6. An airless spray system is recommended to use in painting a synthetic turf. Use a .013---.017 orifice tip with an 8" wide fan. Experience has shown that with a 26:1 ratio airless pump, a supply pressure of approximately 40 psi should be used. Plan the work ahead and mix no more paint than necessary because of its fast drying times. With an airless spray system, coverage of no less than 250 square feet per gallon.
7. For logos and other decorations, always use a guide such as templates or straight edges. Do not paint emblems whose design encourages double coverage. For example, for red letters with a white border, do not paint a solid white letter then paint a smaller red letter on top. Instead, paint the red

letter and then add a narrow white border. Double coverage's are unnecessary as well as difficult to remove.

Hellas Construction, Inc. does not recommend painting synthetic turf fields with brushes or rollers.

PAINT REMOVAL

The ideal conditions for paint removal occur when the field is between 50 and 70 degrees. This usually occurs in the morning. Apply Blitz remover solution and wait 2-5 minutes. Agitate with a Blitz machine or a deck brush. Rinse with water. Repeat as necessary. On facilities with good drainage, use water very liberally. On facilities with little or no drainage (i.e. indoor facilities), use a Water Claw to remove the water and paint residue while leaving the infill in place.

LOAD LIMITS

IT IS RECOMMENDED THAT NO LONG TERM STATIC LOAD OF MORE THAN 2 PSI (300 LBS./SQ. FT.) , NOR ANY TRANSIENT OR DYNAMIC LOAD OF MORE THAN 35 PSI BE ALLOWED ON THE SURFACE. The loading of a pneumatic-tired vehicle is approximately equal to the air pressure in its tires.

Hence, it is good practice to eliminate any unnecessary long-term parking and loading and to keep the necessary ones as low and brief as possible. Sheets of 3/4" thick plywood, exterior grade, are ideal to spread loads. Cover the turf with filter fabric prior to placing the load spreaders to keep the turf clean because some kinds of plywood contain fillers that can leach out and discolor the turf.

For questions regarding load limits, please contact the Turf Operations Department of Hellas Sports Construction at: **(512)-250-2910**

SNOW AND ICE REMOVAL

SNOW AND ICE ARE NOT HARMFUL to synthetic turf fields and generally should be left to melt and drain off the system without assistance. At times, however, it is necessary to remove snow or ice to make the field playable for a scheduled event.

The working principle for removing snow is to do so as near to game time as possible. This reduces the likelihood of new snow buildup and will reduce the risk of ice from cold winds whipping across a damp, newly cleared surface. Because ice removal is more difficult, the prevention of ice buildup is important.

SNOW REMOVAL USING SWEEPERS/SNOW BLOWERS

If the snow is dry and powdery, it can be swept from the field using a rotary brush and/or snow blower. **Be careful that the machinery used is not set in such a way as to dig into the turf fabric.** If using a snow blower:

- ✓ The first pass of the blower should be made down the center of the field, from goal to goal.
- ✓ The second pass should be made at the edge of either side of the first pass and the blower must be adjusted so that the snow is deposited in the truck.
- ✓ The blower then continues down one side and up the other accompanied by the truck.
- ✓ Finally, clean off the remaining snow with a mechanical broom.

SNOW REMOVAL USING A RUBBER-BLADED SNOW PLOW

Wet, sticky snow may be more easily removed if pushed off the field using a snowplow with a rubber tipped blade. This blade may be mounted on a jeep or light tractor.

Extreme care must be used to prevent digging the blade into the surface! The best blade configuration is one that sets the blade above the surface. This results in the blade being no more than 2" above the surface and rolling the snow ahead of the blade. The snow itself will maintain contact with the surface.

Wood, metal or other rigid surface blades should not be allowed.

If using a snow plow:

- ✓ Remove the snow in layers
- ✓ Adjust the blade to proper height taking care that it does not make contact with the surface. If the operator feels any kind of stress on the plow, the blade should be adjusted and the Owner should re---evaluate the need for snow removal, especially if the snow is light. We recommend that the plow blade always be kept 2" from the top of the turf fiber. Remaining snow should be brushed or blown from the surface.
- ✓ Push the snow into piles
- ✓ Scoop the snow into trucks using front end loaders
- ✓ Use a rotary mechanical broom or snow blower to clean off the remaining snow.
- ✓ Break up any ice using a small weighted lawn roller and then proceed with procedure above

Note: Use only pneumatic tires on equipment used in the removal of snow and ice. Lugs, chains and studs are damaging to the surface and should never be used on the field. Do not park equipment on the field overnight or for extended periods of

time as this can damage the system. (Note that the equipment should not create dynamic loads that exceed 35 psi or static loads that exceed 2 psi.) If the tuft begins to stretch or move with this process, discontinue the procedure.

AVOID USING A TARP ON THE FIELD DURING FREEZING WEATHER. Tarps can freeze to the turf by means of condensation and thus can be very difficult to remove for a scheduled event.

ICE REMOVAL

As mentioned above, in some cases it may be necessary to roll a weighted lawn roller over the field to break up ice. The broken ice can then be swept off the field. Generally, if the sun is out and the ice or frost is not excessive, it tends to melt rapidly, especially if players use the field.

DO NOT USE COMMON SALT, ROCK SALT, CALCIUM CHLORIDE, AMMONIUM NITRATE or other corrosive or toxic chemicals to melt ice on Synthetic turf surfaces. Their presence can be harmful to players and personnel and can damage equipment, and (less likely) damage the turf itself.

EVENT PREPARATION

Synthetic turf fields are designed to be multi-purpose and as such host numerous non-athletic events such as graduation exercises, assemblies, convocations, shows, concerts, circuses, etc.

Generally, two areas of concern should be recognized:

1. These events can create loads on the turf that exceed the surface load limit set forth in the Warranty and in the load limits outlined in this Manual.
2. Large crowds and acts on the turf generally fall outside the "designated uses" for the system and damage of the turf can occur unless it is fully protected.

IN THE CASE OF ALL NON--DESIGNATED USED FOR SYNTHETIC TURF SYSTEMS, THE OWNER SHOULD BE AWARE THAT DAMAGE TO THE TURF OR PAD IS NOT COVERED BY THE EIGHT YEAR WARRANTY.

1. SPREAD THE LOAD

Remember that chairs and high heel shoes create high psi levels on the turf. The basic precaution is to keep long term static loads below 2 psi (300 lbs. per square foot) by means of load spreaders. The best, most economical load spreader is outdoor plywood. Be sure to spread a filter fabric sheet under the plywood to protect the turf. 4' x 8' sheets of plywood are ideal and readily available. 3/4" plywood is recommended as long as the loads are not excessive (such as a concert stage or sound systems).

If chairs are placed directly on the turf, inspect chair leg bottoms to be sure jagged or sharp ends cannot cut the turf. Metal chair legs should be protected with rubber tips. Wooden legs should be free of any projection sharp enough to cut the turf.

2. **BAN OPEN FLAMES**

No such acts should be allowed on the turf for obvious reasons.

3. **CLEAN UP IMMEDIATELY**

Animal waste should be removed and the area sprayed/saturated thoroughly. The field should be inspected for damage so that small problems do not become major repair cases.

AGAIN, IN THE CASE OF ALL NON-DESIGNATED USES FOR SYNTHETIC TURF SYSTEMS, THE OWNER SHOULD BE AWARE THAT DAMAGE TO THE TURF OR PAD IS NOT COVERED BY THE EIGHTH YEAR WARRANTY.

WATERING THE SURFACE

In many instances, coaches, players and trainers prefer to wet the turf down during use in order to lower the temperature. In periods of very hot weather, a wet field provides evaporation, which indeed lowers the temperature of the field rapidly. The temperature of a wet synthetic turf field should match that of a natural grass field in the same area. Keep in mind the humidity index will increase with a wet field. Remember that evaporation can be very rapid (up to 1,500 gallons of water per hour on an average sized field) so with long uses of the turf, an additional sprinkling may become necessary.

If you wet the field, distribute the water evenly over the area to be used. Aim to simply dampen the surface, not soak or saturate it. Never use water from a polluted supply.

MINOR REPAIRS

Because most synthetic turf fields are used heavily in the fall and winter months, good maintenance practice is to thoroughly inspect the field in the spring and make repairs to the surface in the spring. If a service visit must be scheduled, we ask that such a request be made as soon as possible in the spring so that the visit may coincide with a scheduled service trip to other fields in your area or in conjunction with the installation of a new field in your area.

All seams should be inspected carefully for looseness. All panels of turf should be inspected for damage – rips, tears, burns, etc. Make a sketch of the field and note on the sketch each area that needs attention.

Whether performed by Hellas Construction Inc. or by the Owner, all repairs must be made in warm, dry weather. Gluing seams and filling the turf should not take place if the field is wet or even damp.

MINOR VS. MAJOR REPAIRS

Experience has taught us that most field repairs are minor in nature. However, minor problems can become major problems quickly if not corrected. Small loose spots on glued seams extending a few inches are to be expected with these systems and are not unusual or cause for great concern. They can generally be repaired by the Owner's maintenance staff. Cuts, rips and tears in the surface that do not exceed six inches or so in length do not generally require a special trip by our service staff and can also be repaired by the Owner without much effort. These problems should be regarded as minor unless allowed to grow.

SEAM REPAIRS

These instructions refer to loose seams, typically from a few inches to a couple of feet in length along the seam and 1/2" to 1" deep from the edge of the fabric. If the seam openings are widespread or severe, the user should contact Hellas promptly for assistance.

To repair minor seam openings or loose seam areas:

1. Vacuum fill from the turf to be repaired.
2. Be sure fabrics to be glued are free from loose sand and rubber, dirt, old adhesive and other foreign matter, and are dry.
3. Clean the area to be repaired and wipe the opening with either denatured alcohol, or mineral spirits.
4. Position the fabric to check for satisfactory final placement.

5. Be sure the seaming tape to which the fabric will be glued is itself glued to the underlying pad.
6. Apply a small amount of PL Premium construction urethane adhesive on to the seaming tape. Avoid excessive adhesive to reduce the possibility of bleed through or bleed out. Spread the adhesive with a putty knife or spatula so that the entire fabric is coated lightly, but evenly.
7. Press the fabric into the adhesive bed uniformly.
8. Weight down the area and allow it to cure at least 24 hours.
9. Spread filling on the repaired area and brush into the turf thoroughly until even with surrounding playing areas.

WARNING: Denatured alcohol and mineral spirits are highly flammable and vapors can be harmful. Use in an open, ventilated area. Never use near an open flame or other sources of ignition. Ban smoking from the area.

OTHER TYPICAL REPAIRS

CIGARETTE BURNS

Generally, a cigarette will fuse the tips of the fibers. This will occur on polyolefin turf but a hard spot comprised of fused fibers will result. Use a paint comb (such as is used to clean paint brushes) and comb the spot carefully to separate the fibers. If combing the turf does not break the fibers apart, take a razor knife and cut the fused area into smaller sections and then comb again.

“HOLLOW” SPOTS

These are areas in the turf where the level of rubber may be slightly lower than the field overall. They are generally discovered over several weeks after the initial placement of rubber in the field. These areas generally cannot be seen but can be "felt" when walking on the turf – they feel like depressions or low spots on the field.

To correct these areas:

1. Continue to cross brush the field overall. This is the most important step.
(See **CROSS BRUSHING FILLED TURF SYSTEMS** in the next section)
2. Take a bucket of infill Rubber, locate the spot and apply several thin layers of fill to the area and brush into the fibers with a stiff street broom or small hand held fiber scrub brush (such as is used to hand scrub floors). Brush against the grain of the turf.

3. Cross-brush the entire field again.

If fabric seams or tears have gone beyond the scope outlined above, Hellas should be contacted immediately for assistance, advice or to request a scheduled service visit. Any damage to the pad, delaminating between the pad and turf, undue loss of rubber, vandalized areas or discolorations should be reported to Hellas Construction Inc. 12710 Research Blvd, Suite 240, Austin, TX, USA.

If emergency repairs are needed, contact Hellas Construction, Inc., at: (512) 250-2910.

CROSS-BRUSHING FILLED TURF SYSTEMS

CROSS BRUSHING YOUR SYNTHETIC INFILL TURF IS THE SINGLE MOST EFFECTIVE WAY TO KEEP IT IN TOP PLAYING FORM.

Brushing a filled turf field keeps the fill uniform and suitably embedded in the fibers rather than on the tips of the surface.

"Cross brushing" means that all brushing activities, no matter what kind of equipment is used, takes place against the grain, nap or sweep of the turf fibers. (All synthetic turf is made with a slight grain.) By brushing the turf **against** the grain, two benefits are realized:

- ✓ The fibers are "fluffed up" rather than bent over or matted. This keeps the field looking new and traction/ball roll remains at its best.
- ✓ Foreign particles and loose grains are popped up and out of the turf to be swept or blown away, which aids in the overall cleaning of the turf surface by a sweeper.

Hellas will recommend to the Owner the equipment suitable for cross brushing the surface. The broom must be dragged by an all-purpose vehicle against the grain of the turf. **(See CONCLUSION for contact information to purchase this kind of tool.)**

Cross brushing a standard sized football/soccer field takes approximately two hours. Hellas recommends that Owners perform this maintenance procedure bi-weekly during heavy use times of the year and once a month in the "off season".

During the field's "breaking in" period (generally the first sixteen weeks of its life), Hellas recommends that the field be cross-brushed, if possible, twice monthly.

CONCLUSION

With the many advances in turf design, installation techniques and materials that have come to the market since 2000, synthetic turf fields are even less maintenance intensive than ever before. Compared to natural grass fields, your Hellas field should be considered virtually "maintenance free". However, your field will perform, look and feel better for a longer period of time if the maintenance procedures outlined in this manual are followed closely. The manual attempts to encounter and answer the most frequently asked questions regarding your field. However, there are always new uses, new problems and unanticipated twists or needs. Do not hesitate to call us!

PROHIBITED ACTIVITIES

- ✓ Storage of materials such as drums, lumber, equipment, etc.
- ✓ Unnecessary vehicular traffic
- ✓ Golfing, javelin throwing, the use of long spike track shoes associated with cinder tracks, and metal baseball cleats.
- ✓ Open flames, fireworks, welding, etc.
- ✓ Use of wire brushes in any form
- ✓ Heavy loads exceeding 2 psi (static) or 35 psi (dynamic) (See LOAD LIMITS on page 14.)
- ✓ Use of cleaning equipment, methods or materials not authorized
- ✓ High pressure water sprays exceeding 2000 psi
- ✓ Vehicles with non-pneumatic tires
- ✓ Introduction of sand or fills that vary from outlined specifications

KEY POINTS TO REMEMBER

- ✓ Keep the field clean. Sweep and hose the field as needed per this manual. Keep plenty of trash containers on site for participants to use.
- ✓ Cross-brush the turf surface per guidelines.
- ✓ Keep vehicular traffic off the field as much as possible.
- ✓ Post **NO SMOKING** signs around the turf.
- ✓ Don't abuse the turf by overloading it. Use plywood and fabrics to protect the turf – especially if special events are scheduled on the field.
- ✓ Make minor repairs. Report all concerns to Hellas immediately.
- ✓ Follow exactly the recommendations and procedures incorporated in this manual.

If you have any issues concerning your synthetic turf field, or are interested in purchasing turf maintenance tools or services, please contact:

Hellas Construction, Inc.
12710 Research Blvd. Ste. 240
Austin, Texas 78759
info@hellasconstruction.com

<http://www.hellasconstruction.com>

Phone: (512)-250-2910
Fax: (512)-250-1960



POST INSTALLATION SUPPORT

Hellas offers customer support and training to customers on the care and maintenance of their athletic surfaces immediately following the installation of the surface by our trained onsite personnel. Hellas also provides written Care and Maintenance Instructions during and at the close of a project.

We also provide cleaning and maintenance services as an option.

Our customer service philosophy is to exceed our customer's expectations. We achieve this by striving to do the job right the first time thereby minimizing warranty issues. We educate our customers on the proper maintenance of our products and provide a minor turf repair kit with instructions.

Hellas is always available to its customers with any questions regarding the maintenance of their field by calling our corporate offices at:

(800) 233-5714 – Monday through Friday 7:30 am to 5:30pm CST

Hellas responds to warranty requests no later than 48 hours from notification to the headquarters in Austin, Texas. We have crews available throughout the states that can be dispatched to assist our customers when necessary.

Our responsiveness and commitment to our customers post-installation have allowed Hellas to grow every year through customer referrals and repeat customers.

CLEAN SWEEP®

A TURF MAINTENANCE
AND GROOMING SERVICE
BY HELLAS



LONGER TURF LIFE. CLEANER SURFACE. BETTER GAME.

CLEAN SWEEP® SERVICE

The Clean Sweep® Service by Hellas is a cleaning, grooming, and maintenance service that quickly cleans and revitalizes your field. Because most synthetic turf fields have a high level of usage and foot traffic, they need to be cleaned to ensure they will not only look and play great, but be safer and have a longer lifespan.



CLEAN SWEEP EQUIPMENT

THE CLEAN SWEEP® SERVICE INCLUDES

THE CLEAN SWEEP® MACHINE

The most valuable and beneficial part of the Clean Sweep services. The Clean Sweep machine has a brush that runs across the top layer of the turf, sweeping up loose rubber and debris. An oscillating pan collects debris while also redistributing the infill back into the playing surface. This service produces a softer and cleaner surface for your athletes to play on. The Clean Sweep machine is also equipped with a powerful 6-foot tow behind magnet that pulls out helmet hardware and other unwanted metal material from deep within the infill to keep the playing surface safer.

DECOMPACTOR

The decompactor machine lifts and loosens the infill that has become compacted over time. This softens the surface and helps the turf fibers spring back to their intended position.

MINOR REPAIR

Fix/replace minor damage to turf or seams.

OPTIONAL ADD-ON SERVICE

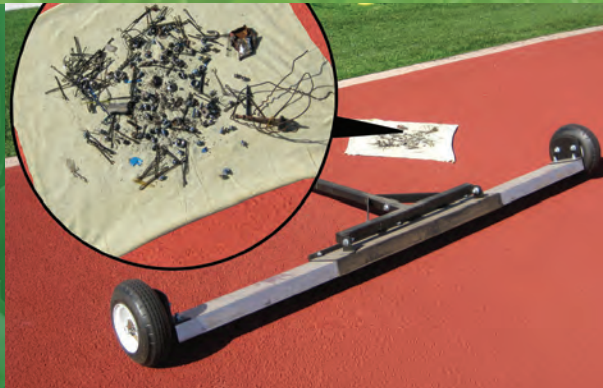
DISINFECTANT SPRAY*

An optional anti-microbial disinfectant spray can be applied to your synthetic turf, which will disinfect your turf. This non-flammable, non-corrosive, and odorless spray causes no fumes or skin irritation like traditional disinfectants. It is strong enough to kill the most dangerous viruses and bacteria (MRSA) in a hospital environment, yet EPA registered and determined to be safe for use on children's toys at home.

NEED YOUR FIELD GROOMED FOR THE SEASON? HELLAS' CLEAN SWEEP DIVISION WILL GET IT DONE!



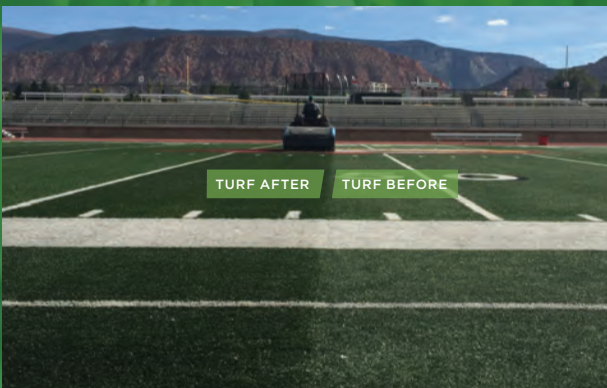
Broken fibers and debris collected with Clean Sweep machine



Helmet hardware, spikes, & metal collected from magnet

PACKAGE 1

CLEAN SWEEP
DECOMPACTOR
MINOR REPAIR



Clean Sweep service results



Hellas Clean O3 Ozone Disinfectant Spray

PACKAGE 2

CLEAN SWEEP
DECOMPACTOR
MINOR REPAIR
DISINFECTANT SPRAY

For a quote and to schedule your field maintenance, call Hellas Construction's Clean Sweep Division: 1.800.233.5714

LONGER TURF LIFE. CLEANER SURFACE. BETTER GAME.

LONGER TURF LIFE. CLEANER SURFACE. BETTER GAME.

CLEAN SWEEP[®]





Thank you for your consideration!

Prepared By: Margaret Chavez, Sales Process Specialist