



Cleveland State University

Department of Facilities and Safety

CONTRACTOR BADGE CHECKLIST

- ANYONE working on campus is required to wear a CSU-issued contractor ID badge. Contractors will receive a “Contractor Badge Request Form” from their CSU Project Manager with the information at the top pre-filled. The contractor will sign this form and make copies to distribute to employees and subcontractors as needed. This completed form must be presented along with a valid State or Federal photo ID in order to obtain a CSU contractor badge. Badges are valid for the duration of the project. Contractors with ongoing POs can obtain an annual badge.
- ANYONE working on campus is required to watch the EH&S Contractor Safety Video.
- Both the Contractor Video and ID badging take place Monday through Friday from 8am to 10am on the second floor of Plant Services. Contractors are to schedule appointments with EH&S at (216) 687-9306 or c.pellettiere@csuohio.edu Anyone that shows up without an appointment will be turned away.
- Contractors are required to abide by the “CSU Contractors Handbook” provided at the video screening.
- Anyone working on campus without a CSU badge displayed will be asked to leave immediately, and no time extensions will be granted to the contractor.
- Contractors will return all badges to their CSU Project Manager upon project completion. Final retention will not be released, nor final invoices paid, until this is done.
- We appreciate your cooperation in this endeavor to ensure a safer and more secure campus.