



# Contractor Onboarding Procedure

## Campus Access, ID Badges, and Key-Box Requests

ALL contractors working on campus must obtain a CSU-issued Contractor Identification (ID) badge. Contractor IDs must be shown when requested by CSU personnel while the contractor is on campus. Any contractor working on campus without a CSU-issued ID may be escorted from the premises by CSU Police and will not be permitted to return to campus without first obtaining a badge through the process detailed below.

---

### Step 1 | Contractor Orientation Safety Video

ALL construction personnel, furniture vendor installers, Architects/ Engineers, or other Consultants must watch the Contractor Orientation Safety Video.

Click here for link to online form:

[CONTRACTOR ORIENTATION SAFETY VIDEO](#)

---

### Step 2 | Contractor / Vendor Onboarding | Project Start and Campus Access Request

ALL Construction Managers (CMR), General Contractors (GC) and/or Lead Contractors on Planning, Design & Construction projects must complete and submit this form prior to any work starting on campus.

*NOTE: Sub-Contractors should NOT submit this form - all Sub-Contractors must go through their respective CMR | GC | Lead Contractor. Only the Contractors/Vendors holding a contract directly with CSU should complete this form.*

ALL furniture vendors working for Planning, Design & Construction projects are required to submit this form prior to scheduling furniture deliveries and/or installations.

ALL Contractors working on IS&T, Facilities/ FAST (Building Maintenance, Mechanical Operations, Electrical, Plumbing) or the Center for Instructional Technology (CIT) projects must review with the respective group for specific requirements and submit a request as required.

Requests must be submitted 3-5 business days prior to the requested start date. Once reviewed, an approval notification will be sent via email to the requester and the primary project contact for the contractor. Included in this notification will be an electronic permit which needs to be printed and posted outside or adjacent to the project site/ work area.

*NOTE: Approval is project, contractor and building specific.*

#### PREREQUISITE / INFORMATION REQUIRED PRIOR TO PROCEEDING\*

- Anticipated Project Completion or Approximate Duration "End Date" work will be occurring on Campus
- CSU Project Name
- CSU Project Number
- CSU Building/s in which you will be working
- CSU Contact / Project Manager for the project
- CMR | GC Lead Contractor Company Information (Primary & Secondary contact information)

*\*If you do not have the above information, please request it from your supervisor and/or the CSU Contact/Project Manager for the respective project.*

Click here for link to online form:

[CONTRACTOR / VENDOR ONBOARDING | Project Start and Campus Access Request - Form](#)



# Contractor Onboarding Procedure

## Campus Access, ID Badges, and Key-Box Requests

### Step 3 | Construction / Vendor Personnel | ID Badge & Certification

- ALL Contractors working on Planning, Design & Construction projects
- ALL Architects/ Engineers or other Consultants
- ALL Furniture Vendors working on Planning, Design & Construction projects
- ALL Contractors/ Vendors working on IS&T, Facilities, or the Center for Instructional Technology (CIT) projects

must complete and submit this form prior to starting work on the CSU campus. Upon receipt, an approval notification will be sent via email with electronic Contractor ID badge/ certification credentials. The badge/ certification is valid for the noted time frame only (typically the duration of the project).

*NOTE: IDs are project, contractor and building specific*

#### PREREQUISITE / INFORMATION REQUIRED PRIOR TO PROCEEDING\*

- Anticipated Project Completion or Approximate Duration "End Date" work will be occurring on Campus
- CSU Project Name
- CSU Project Number
- CSU Building/s in which you will be working
- CSU Contact / Project Manager for the project
- CMR | GC Lead Contractor Company Information (Primary & Secondary contact information)
- Your employer information

*\*If you do not have the above information, please request it from your supervisor and/or the CSU Contact/ Project Manager for the respective project.*

Click here for link to online form:

[CONSTRUCTION / VENDOR PERSONNEL | ID Badge & Certification - Request Form](#)

### Step 4 | Contractor | Keybox Access Request Form

If keybox access is required, the contractor must complete a Keybox Access Request Form. The contractor(s) must sign the form acknowledging the keybox rules and regulations and submit to the CSU Contact / PM for approval. Once the completed form is processed by ACSS, the contractor and their CSU Contact / PM will receive an email with relevant keybox access information. This includes the contractor's 5-digit PIN, deactivation date, and keybox location(s).

Click here for link to online form:

[KEYBOX ACCESS REQUEST FORM](#)

### IMPORTANT PHONE NUMBERS:

**DIAL 911** for Fire or a Life-Threatening Emergency

For a non-life-threatening emergency contact Campus Safety (Police) | 24/7  
(216) 687-2020

All other concerns contact FAST Coordination Center | M-F 8am – 5pm  
(216) 687-2500

- Facilities Operations
- Facilities Maintenance
- Environmental Health & Safety
- University Architect / Planning, Design & Construction



# Contractor Onboarding Procedure

## Campus Access, ID Badges, and Key-Box Requests

### REFERENCE LINKS:

[CONTRACTOR GENERAL INFO](#)

[CONSTRUCTION/ VENDOR PERSONNEL BADGING & CERTIFICATION](#)

[CONTRACTOR ORIENTATION SAFETY VIDEO](#)

[KEYBOX ACCESS REQUEST FORM](#)

[MEP & FIRE SHUTDOWN REQUEST FORM](#)

[BUILDING HOURS](#)

[BUILDING ADDRESSES](#)

[PARKING SERVICES](#)

---

### COVID NOTICE:

ALL contractors, construction personnel, A/E's, consultants, furniture installers and or on-campus guests/visitors MUST wear cloth facial coverings / or equivalent PPE when entering ANY CSU building. Facial coverings or PPE are mandatory in ALL public areas within CSU buildings. Additionally, personnel are to maintain 6-foot social distancing whenever possible while working in or traveling through public areas. Public areas include entries, lobbies, corridors, elevators, stairs, restrooms, and any common area shared by CSU staff, faculty, or campus visitors outside of the designated project construction work area.

Construction personnel are to comply with their companies and or the GC's/ CMR's respective pandemic response plans while working within the designated project construction work area. If a clearly defined/ separated construction work area does not exist, then it should be considered a public area and the above policy shall apply.

Failure to comply with the above policy may result in the removal of the offending personnel from campus.

[Refer to the CDC and or State of Ohio Department of Health for additional information.](#)

---

### FULL OR PARTIAL CAMPUS LOCK-DOWN BUILDING ACCESS PROCEDURE:

NOTE: Only the persons designated from the CMR, General, GC and/or Lead Contractors should be contacting Campus Safety. Sub-Contractors should NOT contact Campus Safety for any building access, nor will they be granted access. Building specific access is project specific.

THE DESIGNATED PERSON/S are to contact Campus Safety at (216) 687-2020 when they arrive for the day. They can coordinate with Campus Safety and the CSU Contact/ PM what door will be the designated entry for all contractors. With the campus on full lock down multiple points of entry are not possible. Contact Campus Safety at the end of the day, they will be over to ensure the building and site are secure.



# Contractor Onboarding Procedure

## Campus Access, ID Badges, and Key-Box Requests

### **Issues to address/ coordinate with your CSU Contact/PM:**

Deliveries will need to be coordinated with the CSU Contact/ PM and Campus Safety. BH and SI/ SR garage may be closed so keybox access may be needed to open the coiling doors This may be a key ring you currently do not have access to.

Contractors entering and exiting the building should be monitored and restricted to the designed entry point. Limit in and out when possible. Under no circumstance should exterior doors be propped open, or have the latches taped over. If this occurs by any of the contractors working on campus access will be immediately revoked.

Under no circumstance should contractors be outside of the designated work area, nor should they access any areas/rooms that do not directly involve the work being completed.

ALL contractors should show their CSU issued contractor badge. Campus Safety will be checking and will escort anyone without a badge off campus.

ALL Contractors working on campus must still abide by the restricted parking areas noted on Parking Services website. Contractors may not park on sidewalks, in front of building entry's or block loading docks etc. Parking Services will be ticketing.

