



Contractor Onboarding Procedure: Orientation, ID badges, and Keybox Access

All contractors with the intent to work on campus must complete Contractor orientation and obtain a CSU-issued Identification badge. Contractor IDs must be worn and visible at all times while the contractor is on campus. Any contractor working on campus without a CSU-issued ID badge will 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.

Contractor Orientation and ID badging

1. Step one is contacting Environmental Health & Safety (EHS) to schedule Contractor Orientation by calling (216) 687-9306 or emailing Carolyn Pellettiere at c.pellettiere@csuohio.edu.
 - a. This service is provided Monday through Thursday between the hours of 8 and 10am, by appointment **ONLY**. Any contractor arriving without an appointment, or after 10:00 am will be asked to schedule or reschedule their appointment.
 - b. Orientation and badging occurs in the Plant Services building on the second floor. 1802 E. 25th street Cleveland Ohio 44114.
2. Contractors will receive a "Contractor Badge Request Form" from their CSU Project Manager or Point of Contact. This form is located on the Access Control & Security Systems (ACSS) webpage: <https://www.csuohio.edu/access-security>. Please ensure all applicable areas are completely filled out.
 - a. The completed Contractor Badge Request Form, along with a valid State or Federal photo ID must be presented in order for a badge to be issued.
 - b. Contractor badges are created and issued during the Orientation for contractor convenience.

Contractor Keybox Access

1. If Keybox access is required, the CSU Project Manager (PM) or Point of Contact (PoC) must fill out a Keybox Access Request Form, available on the ACSS webpage: <https://www.csuohio.edu/access-security>. The contractor(s) must sign the form acknowledging the Keybox rules and regulations.
2. Once the completed form is processed by ACSS, the contractor and their PM or PoC will receive an email with relevant Keybox access information. This includes the contractor's 5 digit PIN code, deactivation date, and Keybox location(s).