Contractor Onboarding Procedure
Campus Access,

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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 Contactors 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.