

# 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, and 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





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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 key box 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 directed 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/room that do not directly involve the work being completed.

ALL contractors should show their CSU issued contractor badge. Campus Safety 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. Loading blocks, etc. Parking Services will be ticketing.