

Central Virginia Community College Policies  
II - General Administrative Policies  
Contractor and Vendor Access and Identification



Policy #:	CVCC0049
Effective:	__/__/__
Last Reviewed/Revised:	01/10/2023
Responsible Dept.:	Public Safety and Campus Police
Other Policy References:	NA

**Contractor and Vendor Access and Identification**

**Purpose:** To provide the CVCC staff, students, and visitors the level of safety and security it deserves, and to allow contractors and vendors a safe and orderly process to check-in and check-out while performing their activities at CVCC by following the procedures outlined below:

**POLICIES AND PROCEDURES**

The department or individual that request or requires a repair or service that involves an on campus visit by an external contractor/vendor, shall notify the CVCC Facilities Department prior to the vendor reporting to campus. The notification shall include the contractor/vendor information, such as company name, estimated time of arrival, purpose for visit and the building/locations they will be working. Additionally, the requestor shall inform the contractor/vendor or service technician to report to the Facilities Department Administrative office upon arrival at CVCC to sign-in and log their contact information before any work is performed on campus. Facilities can be reached at (434)-832-7736. All contractors, vendors, or others doing work on campus are required to check-in and out each day.

All service technicians, vendors, contractors and sub-contractors' vehicles without the company decals/logos or other distinguishable markings that will be parked on College property, must have a "Temporary Parking Pass" The temporary passes can be obtained at the Facilities Administrative office trailer located near the end of the Framatome Technology Center, Monday through Friday between 7:30 a.m. and 4:30 p.m.

It is the responsibility of the contractor/vendor to make sure that no registered Sex offenders are employed on any of the contractor/vendors jobs or given unaccompanied access on CVCC properties.

It is the responsibility of the contractor/vendor to make sure that all employees are legal citizens with appropriate documentation while working at CVCC.

Contractors/Vendors performing jobs and/or providing services with durations longer than five consecutive days (40 hours) must provide CVCC documentation regarding compliance with the sex-offender and legal aliens' provision outlined in this procedure.

Contractors/vendors whose work may disrupt the day-to-day operation of any facility on campus must notify the CVCC Facilities Department of any plans involving disruption or stoppage of any monitoring, alarm functionality, or loss of power or utilities that will have an immediate impact on the safety ,security, and functionality of the building(s). The Facilities Department is to immediately notify Campus Police of any known occurrences or outages.

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All contractors/vendors performing any service or outside work involving streets or parking lots for CVCC are expected to take appropriate measures to try and avoid disrupting normal traffic patterns and must communicate with the Facilities and the CVCC Police Department with as much advanced notice as possible.

All traffic disruptions that have duration longer than a day will be discussed with the College Executive Committee and will be coordinated by both Facilities and the Campus Police. The contractor/vendor requiring the disruption must provide Flagmen and signage and adhere to instructions provided by Campus Police or Facilities Department.

All Contractors, Service Technicians and Vendors working in CVCC facilities are required to return to the Facilities trailer at the end of their shift and record the time they are leaving for the day. They then must return any keys or parking passes they may have been issued earlier.

\*\*\* Faculty and Staff are encouraged and are expected to promptly report any suspicious and/or unknown person(s) whom appear to be providing a service, working on the campus or who request access to a secure location or any area/location not normally open to the general public and/or who request procedural, mechanical or technical information regarding such a location to campus police.