

Instructions for Contractor Access Packet

Dear Contractor or Consultant,

By completing the forms in this packet, you will be able to obtain the necessary permits and access to University spaces as approved by your Facilities Management Project Manager (FM Project Manager). Included in this packet are the following forms:

Key Request Form
Contractor's Obligation Form (for keys)
Contractor Parking Permit Application Form

The forms must be completed and turned into the associated FM Project Manager or the Facilities Management Business Office (FM Business Office) **at least two (2) business days** before the start date of your project for timely issuance of keys and parking passes.

Additionally, please inform any sub-contractors of these requirements if they require access to University spaces. If more copies of this packet are required, contact the FM Business Office (801) 626-6331 or print it from our website at www.weber.edu/fm under "FM Forms" labeled "Contractor Access Packet."

Weber State University Facilities Management Policy:

All persons using campus parking spaces must display the appropriate permit or be subject to fines and penalties. All parking passes issued to contractors working on FM managed projects must be approved by a Facilities Management Project Manager or designee.

Any contractor that requires access to buildings or other University areas will obtain and return keys in accordance with PPM 5-44 Lock and Key Policy.

A separate permit is required to traverse campus sidewalks with a motor vehicle and must be obtained before access to campus sidewalks is allowed.

Contractor Responsibility for Requests:

1. A contractor must obtain the "Contractor Access" packet from the WSU FM website at www.weber.edu/fm under "FM Forms" labeled "Contractor Access Packet" or at the FM Business Office.
2. The contractor will complete the forms and obtain appropriate signatures.
3. All forms included in the "Contractor Access" packet will be completed and turned in to the FM Business Office **two (2) business days prior to the start of any project.**
4. The completed Key Request Form and Contractor's Obligation Form will be received by the FM Business Office and forwarded to the Key shop.

5. The FM Business Office will receive the signed, completed Parking Permit Application form and forward it to Parking Services. Parking Services will ensure the “Contractor Parking Permit Application” form is completed with the following information:
 - a. The beginning date of the project
 - b. The completion date of the project
 - c. The location of the project
 - d. The name of the company who will perform the work
 - e. The FM Project Manager assigned to the project
 - f. The number of permits requested
 - g. The account number to bill for parking permits/spaces occupied, if it is being funded by a WSU department
6. Parking Services will receive the application and notify the FM Business Office in writing, of the approval (via email to fm@weber.edu or fax (801) 626-7488) to issue a parking permit. The FM Business Office will issue the parking permit along with keys after the key request has been filled. Key requests are normally filled within two (2) working days.
7. The FM Business Office will notify contractors when keys and parking permits are ready for pick-up.

HOW TO OBTAIN SIDEWALK ACCESS:

Unless sidewalks are closed to pedestrian traffic and marked as construction zones, contractors or other entities must have a sidewalk permit to traverse campus sidewalks in motor vehicles. The contractor will consult with the FM Project Manager to determine if sidewalk access is required. If access is needed, the contractor must be made aware of PPM 5-46 Campus Walkway Safety. A summary of the Campus Walkway Safety policy and the process for obtaining access to campus sidewalks are as follows:

1. A letter of authorization signed by the Associate Vice President for Facilities Management and Campus Planning (or a director within Facilities Management if the Associate Vice President is unavailable) is required to obtain a sidewalk permit and bollard key. The bollard key can be obtained from the FM Business Office.
2. The sidewalk access permit will be obtained from the Parking Services Office.
3. Vehicles which are not emergency vehicles (e.g. fire, police, medical) or WSU snow removal vehicles must be clearly marked with their department or company name using stickers, magnetic decals, paper signs etc. and must appropriately display the sidewalk access permit.
4. No vehicles are allowed on the sidewalks from 6:45 AM to 1:30 PM, except for emergency and snow removal vehicles.
5. Vehicles cannot block fire lanes, sidewalks or building entrances. FM Project Managers or Parking Services will make drivers aware of the main fire lanes and corridors on

campus. A map will be included with the letter of authorization for a sidewalk access permit.

6. Drivers will NOT drive or park on the grass or turf. They must remain on hard surfaces.
7. The speed limit on sidewalks is 5 MPH.
8. While on sidewalks, the vehicle will have hazard lights in operation.
9. Any fines incurred from citations or violations to this policy will be the responsibility of the driver or owner of the vehicle. FM will not be responsible for payment of citations.

To obtain a sidewalk access permit the contractor will complete the following process:

- a. The contractor will obtain a letter of authorization and a bollard key from the FM Business Office. The letter of authorization must be signed by the Associate Vice President for Facilities Management and Campus Planning (AVP) or a director within Facilities Management if the AVP is not available.
- b. The contractor will take the letter of authorization to the Parking Services Office (Annex 5) to obtain a sidewalk access permit.
- c. The contractor will return the bollard key to the FM Business Office by 5:00 p.m. on the same day. The FM Business Office will maintain a log of who checked out bollard keys.

All bollard keys will be accounted for and tracked by the FM Business Office to avoid unauthorized access to University areas.

If a contractor requires use of a bollard key for access to University sidewalk areas, they will fill out the "Bollard Key Request" form, pay a \$100.00 deposit, consent to take full responsibility for the key and be compliant with the University Walkway Policy. After returning bollard keys to Facilities Management, the requesting entity will be refunded the \$100.00 deposit according to the process outlined in Section D of this document. If a key is lost, stolen or damaged, the deposit will be forfeited and other fines and fees may apply.

Issuing and Returning Contractor Passes and Keys:

After the parking pass and key requests are submitted and the items requested are available at the FM Business Office, the following will take place:

1. After the contractor has been notified that requests for keys and/or parking passes have been filled, the contractor will visit the FM Business Office to pick up keys and/or parking passes.
2. The parking pass will be issued with the correct expiration date and parking area written on the pass. Extensions and any issuance of new parking passes must be approved by the assigned FM Project Manager.
3. Key deposit(s) will be paid before key issuance.

4. The contractor will be made aware that the refund of key deposits will be in the form of a check from the University Accounting Services office. After returning University keys, a check request form will be sent from the FM Business office to Accounting Services. Accounting Services will process the request and mail the check to the contractor no sooner than two (2) business days after the check request was submitted.
5. Key paperwork will be approved before key issuance and the FM Business Office will verify that approval signatures are in place. The contractor will sign for the receipt of keys.
6. The contractor will be reminded of parking restrictions and key obligations (e.g. no parking in campus service vehicle, reserved, emergency or handicapped stalls, lost key fines/fees etc.).
7. The FM Business Office will issue the requested items.
8. After the completion of the project, contractor parking passes will expire and be discarded.
9. All keys will be returned to the FM Business Office.