Contractor/Vendor Check-In Procedure

Introduction

LCC recognizes the need to control access to its facilities for the safety of everyone in the campus community. Employees and students have a right to know the identity of those working around them, particularly in restricted areas.

This "Contractor/Vendor Check-In Procedure" ensures a way to safely provide campus access to contract workers and to track their presence on campus.

Definitions

Vendor: A person or a business offering something for sale (including services).

Contractor: A person or business that undertakes a contract to provide materials or labor, or to perform a service or job.

Procedures and Responsibilities

Departments hiring contractors or receiving vendors on campus are responsible for ensuring a contact person is on campus to welcome the contractor/vendor.

Access to buildings or secured locations will not be granted via LCC Security unless the situation is an emergency or outside the college's normal operating hours.

There are two check-in areas on campus. The primary check-in location for all contractors/vendors is the security office (STC 107). The secondary check-in location is exclusively for use by contractors/vendors hired by Campus Services. They will check-in at the Campus Services department (CMS 100).

Exemptions

Any vendor/contractor who is briefly on campus to deliver items (without performing other work) is exempt from the requirement to check-in. Examples of exemptions include: UPS, USPS, FedEx, Airgas and other carriers.

Additionally, there may be times when a large ongoing project requires a multitude of contractors to be on-site regularly for extended periods of time (i.e. capital projects). These circumstances may make issuing ID badges to every worker impractical. In these circumstances it is up to the contracting department to ensure the accountability of their contractors/vendors.

Infrequent Vendors and Contractor Workers

Check-in and Checkout: Every contractor/vendor must check-in at a check-in location to pick up a vendor pass and a parking pass for the day(s) they work on campus. They must sign-in to receive a vendor pass and sign-out when it is returned.

After checking in, security personnel will contact the department responsible for the contractor/vendor and have them meet at the check-in location or at a different location that has been agreed upon by the department contact and the vendor.

Security personnel may be requested to escort the contractor/vendor to and from the location of work, or to assist in admitting the vendor to any secured areas. This is only in addition to, and not in place of, the department contact being present.

Contractor Pass: The contractor/vendor must have this pass on them while they are on campus.

Sample Contractor Pass:

Vendor Pass
Name:
DL#:
Company:
LCC Contact:
Work Location(s):
Expiration Date:

Long Term Vendors and Contract Workers

Check-in and Checkout: Contractors/vendors who make regular visits to the LCC campus for work may be issued an LCC Vendor ID Badge with a picture. This badge will be kept at either the Security or Campus Services check-in location and will be checked out each time the vendor/contractor visits the campus. Any required access control needed will be activated when the ID badge is checked out.

Parking Permits: Contractors/vendors will receive a parking permit, if necessary. Some contractors/vendors may receive annual passes if warranted by the frequency of their visits.