

**STANDARD OPERATING PROCEDURE # FAC 3.020****Subject: Contractor Access to Secured Areas**

**Purpose and Scope:** Establish consistency and quality customer service when contractors call for access to an area.

**Procedures:**

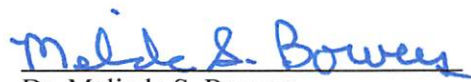
Please follow the following steps when contractors are requesting access to secured areas.

1. All **project related** request for access to secured areas should be made directly with the assigned FP&C, Project Manager. If a contractor (project related) contacts Facilities Management staff requesting access and is not aware of the FP&C Project Manager the caller should be forwarded to the FP&C Director.
2. All **non-project, maintenance related** request for access to secured areas should be made directly with Maintenance Superintendent or Maintenance Supervisor. If a contractor working for Facility Maintenance contacts Facilities Management staff requesting access the caller should be forwarded directly to Maintenance Superintendent \*2341 or Maintenance Supervisor.
3. Access to IT secured areas **must be approved by IT** and coordinated by the project manager with IT staff.

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