



Facilities & Physical Plant

Contractor/Vendor Campus Access

Parking

Parking is only allowed in designated lots and parking permits may be required depending on lot assigned for use. Please coordinate parking areas, quantity of stalls and hours with your designated WesternU project Point of Contact (POC) to ensure passes are made available or spots reserved as necessary.

Please communicate with your POC or Security for any requirements of equipment off-loading and large deliveries when required.

Daily check-in & check-out

Contractors & vendors are required to check-in when working on campus. To minimize check-in groups larger than 2 people, please designate one individual for your team to sign-in daily with Facilities at University Services Center (USC) Bldg. 401. If the team list is extensive, a pre-printed sheet with checkbox attendance of all contractors on site is acceptable. The site lead is responsible to provide a check-in and check-out signature.

Key Checkout

If prearranged key access is approved by your WesternU POC, it will be left for you at Security Check-in. Unless otherwise approved in writing with copy logged at Security department; **All** keys (Hard key and/or Electronic) are required to be returned at end of shift.

Bldg. Access

Security level and access to construction areas will vary. Please confirm with your POC for any designated construction entry areas separate from non-construction personnel.

If no key access is made available, you will be assisted by Security to open and close construction areas after initial check-in is completed. If spaces are unlocked for you, notify security when you leave the area for extended period such as lunch or equipment/materials collection. Please coordinate with your WesternU POC if irregular/inconsistent access times will be required.

Padlocked Gates. If an area requiring access uses a padlock, WesternU may allow contractor to bring their own combination lock to daisy chain into locking chain.

Elevator access. Some Bldg. Elevators may require electronic key-card to operate. Security personnel can assist with access when occasionally needed. If prolonged access is necessary, please coordinate needs with your WesternU POC for access.

Room/Area access. Access to rooms requiring a hard-key may be provided by either your WesternU POC or by Security after contractor/vendor sign-in. Upon Check-in, Security will radio ahead to assist with access to work areas.

Campus Security: 909-706-3000

Current Notice/Update 5/14

No parking permits are being enforced at this time. Please limit parking to lots designated by your WesternU POC.

All contractors/vendors are to observe Covid-19 Project Operations guidelines. A copy can be obtained by your WesternU POC.