



Contractor/Vendor Campus Access

Current Notice Update 7/6/2023

PARKING

Parking is only allowed in pre-designated lots and parking permits are required. No random stall parking is allowed where staff or students have reserved locations. Please coordinate parking areas, quantity of stalls and hours with your designated WesternU project Point of Contact (POC) to ensure passes are made available to avoid parking citations.

BLDG. ACCESS

Please confirm with your POC for any designated construction entry areas separate from non-construction personnel. If no key access is made available, Security can help to open and closed construction areas after initial check-in. 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.

DELIVERIES

Site logistics plan should include temporary delivery & offload areas designated. If a receiving dock is required, this must be coordinated in advance with the University representative to ensure the University receiving dock has room to store deliveries. The truck receiving dock is located at 701 E. 2nd street, Pomona CA. 91766. The dock is along rear (north side) of the HEC Building. Access to the dock is available via 1st street, just East of Palomares St.

DAILY CHECK-IN & CHECK-OUT

Contractors & vendors are required to check-in when working on campus. To minimize check-in of large groups, please designate one project lead for your team to sign-in for your company with Security at University Services Center (USC) Bldg. 401 E. 2nd St. The site lead is responsible for check-in and check-out signature, and obtain keys and parking passes for distribution to their team.

KEY CHECKOUT

If prearranged key access is approved by your WesternU POC, it will be made available during Security Check-in. Unless otherwise approved in writing; All keys (Hard key and/or Electronic) are required to be returned at end of day shift.

PARKING PASSES

Parking passes can be obtained after 8am with Security. Superintendent/ site lead is responsible to collect parking passes from non-returning subs and redistribute to new arriving workers. These passes are good for specific block of time per Security's annotations.

Padlocked Gates. If an area requiring access uses an existing University 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