

Appendix A

Tiered Level of Access

Tier 1- Residential Buildings

(Albright Court, Walton Hall, Krause Hall, Crowell Hall, Smith Hall, Mohn Hall, North Hall, Rockland Hall, Woods Apartments A-B-C-D-E-F-G-H-I-J, Affinity Houses)

- Contractors or vendors will check-in with the Public Safety Office and follow all procedures noted in the contractor and vendor policy. Contractors or vendors will be issued keys or ID access cards after the Public Safety Office verifies they are, in fact, a bonded company.
- If the contractor or vendor is not bonded, an escort will be required at all times.
- Contractor and vendors will be issued a Visitor Badge which must be worn and visible at all times while conducting work on campus.
- If the work is being conducted inside of a room, Facilities and Residential Life must notify the resident prior to arriving on site. Facilities and Residential Life will assist with communicating all details of the work to the resident.
- If work is being conducted in a common area, such as, a hallway or lobby, it will be the responsibility of Residential Life to notify all students residing in the building.

Tier 2- Campus Buildings

(Teel Hall, CC&M, MPK Chapel, Masters Hall, Alumni Hall, Library and Administration, Center for the Arts, Selwyn Hall, Sylvan Chapel, Science Hall, Jake's Place, Dining Hall, Student Center, Schumo Center, Bollman Center, Life Sports Center, Shirk Stadium Field House, Camp Building, 1830 N.11th Street)

- Contractors or vendors will be issued keys or ID Access Cards after checking-in at the Public Safety Office.
- Escorts will not be required for contractors or vendors when working in campus buildings.
- Contractors and vendors are required to provide all locations where they will be working to the Public Safety Office at the time of check-in.
- Contractor and vendors will be issued a Visitor Badge which must be worn and visible at all times while conducting work on campus.

- It is the responsibility of the Facilities Department or Project Manager to notify the occupants of the campus building that work is being conducted in their respective area.

Tier 3- Other Campus Locations

(Parking Lots, Athletic Fields, WXAC Radio Tower, UGI HVAC, Albright College Landfill, Residence of the President, Sylvan Pond and all other College Grounds)

- Contractors or vendors will be issued keys or ID Access Cards after checking-in at the Public Safety Office.
- Escorts will not be required for contractors or vendors when working in other campus locations (ex. Athletic Fields, WXAC Radio Tower, UGI fence area behind North Hall, etc.).
- Contractors and vendors are required to provide all locations where they will be working to the Public Safety Office at the time of check-in.
- Contractor and vendors will be issued a Visitor Badge which must be worn and visible at all times while conducting work on campus.
- It is the responsibility of the Facilities Department or Project Manager to notify the occupants of the campus building that work is being conducted in their respective area.