

# **VENDOR AND CONTRACTOR CAMPUS ACCESS PROCEDURE**

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*Related Board of Trustees Policy: N/A*

*Approval: January 1, 2013*

*Revision:*

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**Purpose:** Craven Community College is committed to providing the safest possible environment for all members of the campus community. It is necessary to permit outside vendors and/or contractors to access campus facilities for the purpose of servicing equipment, making repairs, or conducting other forms of business. Contractors and/or vendors performing work on campus will be required to register with the office of Campus Security and receive a visitor's pass.

## **Procedure**

All vendors/contractors working on campus must obtain a visitor's pass from Campus Security, which is only valid for one month intervals. A valid CCC visitor's pass is required for the contractor in order to work throughout the campus.

Emergency or temporary access for contractors can be granted on an as needed basis for one day. The office responsible for managing the vendor or contractor should inform Campus Security that they are expected. That office is also responsible for ensuring that vendor/contractor is aware of the procedure.

The contractor(s) will be asked to sign in with the security offices in the Student Center on New Bern's campus or in the Redd Building if on Havelock's campus to obtain a visitor's pass. The visitor pass **MUST** be displayed on their outermost garment.

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