

Subject: Contractor/Consultant Identification Cards **Number:** FMOP 5-7
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CONTRACTOR/CONSULTANT IDENTIFICATION CARDS

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1.0 Purpose of Procedure

- 1.1 The purpose of this document is to establish procedures for issuing Brock ID cards for contractors/consultants that will have interaction with Brock University staff such as Campus Security and Facilities Management, or will be working in the public areas of the University. It is intended that the issuance of ID cards will:
 - 1.1.1 provide assurance to Brock staff that the contractor/consultant is authorized to make miscellaneous requests, and
 - 1.1.2 provide assurance to general members of the Brock community while working in public areas.

2.0 Determination of ID Requirements

- 2.1 The requester (Project Manager/Supervisor) is to facilitate a discussion with the contractor or consultant for the purpose of determining which (if any) individuals employed by the contractor or consultant require Brock ID cards.
- 2.2 Only individuals required to interact directly with Brock University Campus Security and/or Facilities Management Customer Service will be required to obtain ID cards. Contractors or consultants frequently working in public areas of the University are also required to be issued ID cards.

- 3.0 Request for Contractor/Consultant Identification Card.** When an individual has been contracted by the University to undertake design and/or construction services, the Project Manager is to complete a “Request for Contractor/ Consultant Identification Card”. The intent of the form is to provide authorization by the Project Manager to the Brock Card Office to issue a Brock ID card.
- 3.1** The request requires information on the following items:
- 3.1.1 Name of the individual requiring ID.
 - 3.1.2 Role (i.e. Contractor or Consultant).
 - 3.1.3 Company name.
 - 3.1.4 Account number to be charged.
 - 3.1.5 Whether the work is for a specific project or multiple projects/ongoing work.
 - 3.1.6 The duration of the work; whether there is a fixed expiry date or no expiry date.
 - 3.1.7 The name of the person making the request.
 - 3.1.8 The form is to be signed and dated by the Project Manager.
- 3.2 Distribution of the Form**
- 3.2.1 The Project Manager is to send the original signed form to the Brock Card Office in DeCew Residence.
 - 3.2.2 A copy of the form should be sent to the Project Planning Assistant, Campus Planning, Design and Construction.
- 3.3** After the Brock Card Office receives a copy of the request, the individual requiring the ID is to visit the Brock Card Office for the purpose of having the photo ID card made.
- 3.4** The individual is required to wear the card when working in public areas of the University, or when interacting with Brock University personnel.
- 4.0 Authorized Contractor/Consultant List.** The list includes the names of all the Contractors/Consultants currently in possession of a Brock University ID card. The intent of the form is to provide Campus Security and Facilities Management with a record of individuals who are authorized to interact with them.
- 4.1** When a Contractor/Consultant has been authorized to obtain a Brock ID card, the following information will be added to the “Authorized Contractor/Consultant List” by the Project Planning Assistant, Campus Planning, Design and Construction:
- 4.1.1 Name of the authorized individual.
 - 4.1.2 The company name.

- 4.1.3 Date the ID card was issued.
- 4.1.4 The expiry date of the ID card.
- 4.1.5 The name of the Project Manager.
- 4.2 **Distribution of the List.** The Project Planning Assistant will send a copy of the updated “Authorized Contractor/Consultant List”, via email, to Campus Security, to the Facilities Management Customer Service Coordinator, and to Custodial Services.
- 4.3 **Removal from the List.** Upon ID expiry, or earlier if required, the Project Manager is to request that the Contractor/Consultant return the respective ID card(s) to the Project Planning Assistant who will then remove their name(s) from the list.

Annexes

Annex A Request for Contractor/Consultant Identification Card (Sample)

Annex B Authorized Contractor/Consultant List: (Sample)