

Instructions for Contractor Access Packet

Dear Contractor or Consultant,

By completing the forms in this packet, you will be able to obtain the necessary permits and access to University spaces as approved by your Facilities Management Project Manager (FM

5. The FM Business Office will receive the signed, completed Parking Permit Application form and forward it to Parking Services. Parking Services will ensure the “Contractor Parking Permit Application” form is completed with the following information:
 - a. The beginning date of the project
 - b. The completion date of the project
 - c. The location of the project
 - d. The name of the company who will perform the work
 - e. The FM Project Manager assigned to the project
 - f. The number of permits requested
 - g. The account number to bill for parking permits/spaces occupied, if it is being funded by a WSU department

6. Parking Services will receive the application and notify the FM Business Office in writing, of the approval (via email to fm@weber.edu)

campus. A map will be included with the letter of authorization for a sidewalk access permit.

6. Drivers will NOT drive or park on the grass or turf. They must remain on hard surfaces.
7. The speed limit on sidewalks is 5 MPH.
8. While on sidewalks, the vehicle will have hazard lights in operation.
9. Any fines incurred from citations or violations to this policy will be the responsibility of the driver or owner of the vehicle. FM will not be responsible for payment of citations.

To obtain a sidewalk access permit the contractor will complete the following process:

- a. The contractor will obtain a letter of authorization and a bollard key from the FM Business Office. The letter of authorization must be signed by the

4. The contractor will be made aware that the refund of key deposits will be in the form of a check from the University Accounting Services office. After returning University keys, a check request form will be sent from the FM Business office to Accounting Services. Accounting Services will process the request and mail the check to the contractor no sooner than two (2) business days after the check request was submitted.
5. Key paperwork will be approved before key issuance and the FM Business Office will verify that approval signatures are in place. The contractor will sign for the receipt of keys.
6. The contractor will be reminded of parking restrictions and key obligations (e.g. no parking in campus service vehicle, reserved, emergency or handicapped stalls, lost key fines/fees etc.).
- 7.