

Facilities Access Procedure for Vendors and Contractors

The following procedure will apply to all outside vendors accessing Information Services & Technology spaces including all switch rooms, voice/data rooms, wiring closets and other locations including the Bannatyne campus.

During regular working hours (Monday - Friday 8:30am - 4:30pm) outside vendors will contact the University telephone switchboard at 474-8880, leaving a phone number and contact person to call. The switchboard operator will then contact an Information Services & Technology staff member. The IST staff member will return the call within four hours, will coordinate access, will accompany all contractors to these rooms or facilities, and, will remain there for the duration of the work. Access between the hours of 8:30am - 4:30pm Monday to Friday will be provided free of charge. Advance notice is required in order to assure appropriate staff are available.

Access after regular working hours and on holidays can be arranged but will be a chargeable activity. The vendor will be charged a rate of \$60.00 per hour for any after hours access. To obtain access after hours, outside vendors will contact the University of Manitoba Security Services at 474-9312. This line is a monitored 24 hours daily/7 days per week system. You will be required to leave a phone number and contact name and will be referred to appropriate staff and necessary action will be undertaken.

Access to all other rooms and facilities on campus is covered under the University Physical Plant policy. If access to an area is required on one occasion, the Physical Plant would arrange for Physical Plant staff to provide access. If a contractor requires ongoing access, Physical Plant would make arrangements for keys to be signed out and returned. No escort will be provided. The exception to this may be the Administration Building. In this case, Security Services may escort contractors to the location and remain during access.