
OVERVIEW

Upon arrival, all Visitors, Vendors, and Contractors (herein referred to as ‘VVCs’) for Maintenance, IT, Media Services, and Manufacturing, as well as other host departments that can impact overall campus operations, shall be required to sign-in at the Security Desk in the front lobby of the Main Building regardless of the building they are intending to visit. VVCs include consultants, utility companies, inspectors, colleagues from other campuses, etc.

All VVCs shall complete an orientation (i.e., in person or online) to the information required to work in the buildings or on the grounds safely and successfully. A VVC Orientation sheet for each worker shall be on file with Security prior to starting work.

All VVCs shall be escorted from the lobby to the area of work by Maintenance, IT, or the host department which will review the required scope of work with the VVCs, provide any relevant information needed, and determine the level of oversight needed for the specific work to be performed.

Before leaving, all VVCs shall be required to leave a worksheet indicating the work performed and whether the work was completed or will require a return visit. Then the VVCs shall sign-out at the Security Desk, regardless of the building they visited, before leaving the campus.

PROCEDURES

1. Sign-In

- a. Sign-in shall include:
 - Scanning an ID or being issued a day badge.
 - Information entered on a log sheet indicating date, time, name, company, cell #, and area of work.
- b. Security shall:
 - Remind all VVCs that they need to return to the Security Desk before they leave to sign-out and leave a copy of their work slip if it is related to their visit.
 - Confirm a Contractor Orientation sheet is on file for every worker when they arrive or issue a new Contractor Orientation sheet with respective information specifically explained by staff from Security and Maintenance.

NOTE: In lieu of a live orientation, an online Contractor Orientation video may be viewed ahead of time or at a computer monitor in the lobby before the individual signs the Contractor Orientation sheet to confirm they are aware of and will adhere to all topics addressed in the orientation. Violators of the topics covered in the Contractor Orientation risk being excluded from working on campus in the future.

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- Notify Maintenance, IT staff, or the host department by radio or phone that a VVC has arrived and needs an escort.
 - c. Maintenance, IT, Media Services, or the host department shall escort all VVCs to the appropriate work area and shall determine if the VVCs needs to be monitored:
 - 1) Continually through all or part of their work
 - 2) Periodically during their time on campus
 - 3) Independently for the duration of their visit

Factors to be considered shall include:

- Familiarity of the VVCs with the building and special considerations while working for Asnuntuck
- Trade or type of work
- Tie-in or disruption of utilities (i.e., electricity, gas, water, sewer, etc.)
- Tie-in or disruption of critical systems (i.e., heating, ventilating, cooling, fire alarms, etc.)
- Area(s) of work
- Occupancy of the area of work or adjacencies
- Potential for work to cause disruption or impact teaching or operations

Examples of work that may require continual supervision

- Work that presents a serious and immediate safety risk
- Tie-ins to live power or plumbing lines
- Work that would likely be seriously disruptive to occupants

Examples of work that may not require continual supervision

- Installing empty conduit, piping, or ductwork, etc. that is not yet tied-in to existing systems
- Pulling wire or cabling through empty conduits or cable trays
- Installing wall framing, wall or pipe insulation, drywall, ceilings, painting, flooring, etc.
- Exterior work that may not likely cause an immediate impact to the building operation.
- Installing or deploying fans, using shop vacs, carpet cleaning, etc.

- Certain demolition of materials or non-live utilities

All rooftop access shall be escorted by Maintenance and the scope carefully reviewed to identify the location of work and any need for fall protection or spotting, and to consider whether the work could introduce odors that could be drawn into the building. All rooftop work should be monitored at regular intervals either in person or by Campus Security cameras. If avoidable, one person should not be on the roof alone. Two workers would ensure that if one had a medical emergency, the other would be able to call for help.

Ladders to the roof shall not be left unattended. Ladders must be taken down if there is no one on the roof, or if the VVC is not working within view of the ladders.

2. Sign-Out

- a. When any VVC has completed their work, they shall return to the Security Desk to sign-out.
- b. Sign-out shall include:
 - Entering information on a log sheet, indicating corresponding time of completion.
 - VVCs shall leave a hardcopy of their work slip describing the work done and status (e.g., completed, ordering parts, return visit needed, etc.) or email an electronic copy before they leave to AS-SecurityGuards@acc.commnet.edu.
 - Security shall confirm receipt before the VVC is signed out.
 - Security shall notify the host department by radio or phone that the VVC is preparing to leave in case information needs to be communicated between the VVC and the host department prior to the VVC's departure.
 - A member from Maintenance or the host department who scheduled the VVC, shall immediately radio Security if they need to speak with the VVC before they leave, or to get their cell # so they can immediately reach them.
 - Scanning their ID or day badge.

3. Scheduling Visitors

It is preferred, when possible, that VVCs for Maintenance, IT, Media Services or other host departments be scheduled at least one (1) week in advance. Exceptions may be made based on need, priority, circumstance, best interest of the college, and availability of staff to oversee, as necessary.

4. Documentation of scheduled Visitor/Vendors

- a. The name of the VVC and host department must be added to the Campus Operations "Staffing Chart" located in the Teams/Facilities/Staffing folder. The timeframe, or approximation, that the VVC will be on site must be entered under the appropriate date.

- b. A brief description of the work to be completed must be added under “Notes.” All entries must be updated by the end of the work week to allow time for the information to be included in the CEO’s weekly Facilities Report/ Please see the example below:

NAME	OFFICE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	NOTES	GREY = NOT REGULARLY SCHEDULED NOTES
As of 7/24/23	VENDOR/ SPECIAL VISTOR	07/24/23	07/25/23	07/26/23	07/27/23	07/28/23	07/29/23		
PerfectTemp	CONTRACTOR			7:00-3:00					
Shaffer-Beacon Mechanical	CONTRACTOR		6:00-3:00						unit in 153 chiller bldg 2
Innovative Environmental	CONTRACTOR								
Hartford Sprinkler	CONTRACTOR					12:30-3:00			annual fire sprinkler backflow preventer inspection-both buildings
Bartholomew Electric	CONTRACTOR								
BCI	CONTRACTOR								
Modern Mechanical	CONTRACTOR	6:30-3:00	6:30-3:00	6:30-3:00	6:30-3:00	6:30-3:00			con't work in 209, 216, 220, 223, 225, 226, 228, 230
Lambert Landscaping	CONTRACTOR								
OneAtlas	CONTRACTOR								
vanZelm Engineering	ENGINEER								

- c. If a VVC is called to campus for an emergency, all relevant information shall be relayed to Security, the ADCO and the CEO immediately, and shall be entered into the “Staffing Chart” as soon as possible.
- d. Work Order information for Maintenance VVC shall also be entered into COGZ, the Work Order system. This work order shall contain information on the date and scope of the work to be done. It shall be updated with new information as it becomes available. The Work Order shall be closed once it is noted that the work is completed.
- e. Each evening, Security shall scan all sign-in sheets and work slips into a single PDF, attach it to the final security report of the day, and email it to:
- AS-CEOsCampusCabinet@acc.commnet.edu
 - AS-Maintenance-Staff@acc.commnet.edu
 - AS-ITStaff@acc.commnet.edu
 - SSeekins@acc.commnet.edu
 - AS-SecurityGuards@acc.commnet.edu
- f. Each morning, Security shall file hardcopies of all sign-in sheets and work slips from the previous day into a binder for future reference.