

# COLLEGE of CHARLESTON

## OFFICIAL POLICY

12.2.3

**Vendor Access to Residence Halls**

10/24/2017

### **Policy Statement**

This policy pertains to residence halls secured by networked access control, integrated with security devices and video surveillance. The exterior and designated interior doors in these buildings will be controlled as locked 24/7/365 unless conditions warrant an exception for emergency conditions, simulations or business purposes approved by the Office of Campus Housing.

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### **Policy Manager and Responsible Department or Office**

Office of Campus Housing

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### **Policy**

Vendors shall be granted access only to those areas of College real property on such days and at such times as are needed for the provision of their services. Vendors will be issued an access card only when essential to the recurring performance of their contractual obligations as determined by either the appropriate College employee charged with contract administration responsibilities, the Director of Procurement or a Director in the Office of Campus Housing. Employees of vendors requiring an access card must undergo a successful background check conducted by their employer, evidence of which must be provided to the College Office of Human Resources. In addition this department will require the completion of a Zero Pay Personal Data sheet to create a record within the College ERP system resulting in the issuance of a Cougar Card by the Office of Cougar Card Services. An access representative will grant appropriate access for vendors. Access cards may bear an expiration date coinciding with the expiration of the contract between the vendor and the

College.

It is the responsibility of the vendor to notify Cougar Card Services or the Office of Campus Housing when employees who have been granted card access are terminated or no longer require access to College real property. Access is subject to periodic audits which may result in the termination of access. If a vendor is found to no longer require access granted for the recurring fulfillment of contractual obligations, card access will be terminated.

Vendors who perform duties of a non-recurring nature will not be issued Cougar Cards and must be escorted within the residence halls by the College department supervising the work, as such the department will be held responsible for the actions of the vendor.

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### Departments/Offices Affected by the Policy

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### Procedures Related to the Policy

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### Related Policies, Documents or Forms

#### *Definitions*

**Access Card:** College of Charleston official identification known as the Cougar Card identifying the bearer by name, color photograph and role. This card is intended to control ingress and egress to College real property.

**Access Representative:** Person(s) responsible for the management of access to residence halls for the Office of Campus Housing. Management will consist of rights within the enterprise access control system to assign, modify or terminate access to locations/buildings under their control and evaluation of business needs of those requesting access or those assigned access by automated

assignment systems or processes.

**College Real Property:** College owned or leased land and all additions or improvements to such land including but not limited to buildings, structures, and anything permanently affixed to the land.

**Vendor:** A contracted commercial company and their employees who service their equipment, replenish stock or perform maintenance or repair services.

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<b>Issue Date: 5/5/2017</b> <b>Date of Policy Revision: 10/24/2017</b>	<b>Next Review Date: 10/24/2020</b>
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**POLICY APPROVAL**

**(For use by the Office of the Board of Trustees or the Office of the President)**

Policy Number:

President or

Chairman, Board of Trustees

*Alan P. McLaughlin, Pres.*

Date: 10/24/17