**Purpose**

The purpose of this policy is to provide an outline of the policy and expectations for access and ID’s for temporary contractors working at Cranbrook Educational Community. This policy outlines the protocols and procedures all contractors must follow before beginning work at Cranbrook.

This policy was written to keep the highest degree of security possible for our students, faculty, staff and guests, to safeguard the property of the community and the personal property of those who work, study, visit and reside on the Cranbrook Educational Community campus. Any violation of this policy could inhibit your ability to work at Cranbrook in the future.

**Policy**

Contractors working on campus will receive temporary ID badges, including a background check, through Cranbrook Security. Please discuss arranging this with your Cranbrook point of contact. The process to obtain a badge will take less then 5 minutes per person and will occur at the Public Safety Department.

Appointments can be scheduled Monday-Friday from 6:30am-3pm.

When you arrive for you appointment please have the following:

* State of Michigan driver’s license or ID

**ID’s cannot be issued if you do not bring a current valid driver license or state ID card**

* Name of company
* Location of the work site (be as specific as possible)
* Start and end date of the job
* Anticipated work hours
* ***To schedule an ID appointment, please email or call Amela Abdijanovic at*** [***aabdijanovic@cranbrook.edu***](mailto:aabdijanovic@cranbrook.edu) ***or call extension 248-645-3026***

**Access**

Once you have a contractor ID and have communicated your work schedule to Cranbrook Security you will be permitted to begin work at your specified work location.

* **Contractors Must** present their Cranbrook issued Contractor ID when requested by Cranbrook personnel acting in official capacity for the community.
* Contractors **Will** **Only** enter areas that they are authorized and scheduled to work in, unless escorted by a Cranbrook Employee
* At the beginning of the day contractors may call CPS at extension 3170 and ask for an officer to meet them at a building to perform unlocks
* Buildings equipped with intercom systems will allow contractors to simply call CPS over the intercom, identify themselves, and the door will be opened remotely
* If a work schedule is provided CPS will add your open ups to their daily routine. Please note that unlocks will be delayed in the event of any emergency or if the schedule conflicts with school drop off/ pickup
* As always CPS can be called at any time to open additional doors or areas as they become needed