

# CONTRACTOR SECURED DORMITORY ACCESS POLICY

8/28/2018

## OVERVIEW

The University of Alaska strives to form a friendly and welcoming environment as well as one that is safe and secure for all who enter and leave the secured dormitory buildings.

## PURPOSE

This document will detail the policies and procedures that will be used to enhance personal safety for all members of the University of Alaska community, to protect the moveable physical assets of the University of Alaska community, and to facilitate timely access to any secured dormitory buildings.

## SCOPE

This applies to all contractors who may need access to any secured dormitory building part of the University of Alaska to repair or maintain assets.

## DEFINITIONS

After-Hours – the time period between 5 pm to 8 am including weekends and public holidays

Authorizing Department – group with delegated authority from University of Alaska to allow requested access. Resident Life authorization is provided by contacting ResLife at <https://uaf.edu/reslife/> or (907) 474-7247.

Business Hours – the time period between 8 am and 5 pm Monday through Friday

Contractor – an individual or business that conducts work in a contract with UAF or the UA system. The latter applies if work is being conducted at UAF owned or leased facilities.

## POLICY STATEMENT

1. Parking
  - 1.1. Contractors are encouraged to use designated contractor parking spots. If these spots are in use, regular visitor parking spots can be used.
2. Obtaining Authorization
  - 2.1. Prior to any work done to repair or maintain assets, advanced notice is required to facility services.
  - 2.2. Contractors visiting any secured dormitory building must be accompanied by UAF authorized member at all times. The dorms are locked 24 hours a day, 7 days a week and entrance is by use of UAF issued card access.
3. Access Hours
  - 3.1. Business hours are 8 am to 5 pm Monday through Friday and any repair or maintenance must be done during that time. Access to secure dormitory buildings contrary to these hours, due to an emergency situation, are considered after-hours and must be approved by the ResLife.
  - 3.2. The University Police Department will only allow access into a building if the person requesting admission has a valid picture ID and entry into the secured building has been arranged by the authorizing department.
4. Regulations and Restrictions

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- 4.1. Upon entering the secure dormitory building where repairs or maintenance is needed, contractors shall check in with ResLife staff before heading to the work site. Contractor must be accompanied by a UAF authorized staff member. The secure dormitory buildings' bathrooms, rooms, service spaces, kitchens, stairwells, or other facilities will not be accessible without authorization.
- 4.2. If minors are staying in a ResLife dormitory and have access to bathrooms, doom rooms, service spaces, kitchens, and stairwells, no contractor may enter without a background check and a plan in-place by ResLife staff to check on contractor activity or some other options (i.e. have a ResLife employee on-site with the contractor).
- 4.3. Contractors are responsible for the removal and disposal of all old parts, equipment, and all other related items to repair or maintain assets.
- 4.4. All work carried out on the University of Alaska premise must be carried out in accordance with University health and safety policies, including the Protection of Minors policy.

### **EXCEPTIONS**

There are no exceptions to this policy.

### **PENALTIES**

Violations of any of the requirements in this policy can result in termination of services with any consulting organization or prosecution in the case of criminal activity.