



Visitor and Vendor/Contractor Access Procedures

Purpose

To ensure the safety and security of students, employees, and facilities, Central Piedmont Community College requires all visitors, vendors, and contractors to follow standardized check-in, identification, and conduct procedures while on any Central Piedmont campus or center.

Scope

These procedures apply to all vendors, contractors, and other non-Central Piedmont Community College personnel conducting business or performing services on Central Piedmont Community College property.

Procedures

- Check-In requirement:
 - All vendors and contractors must report immediately upon arrival to the campus front office, reception area, or College Security Services.
 - Guests and visitors must check in at the main office or College Security Services upon each visit to a Central Piedmont campus or center.
- Authorization and scheduling:
 - Campus visits must be scheduled in advance and approved prior to arrival.
 - Vendors and contractors must provide their Central Piedmont point of contact with a general work schedule and scope of work.
 - Campus Security Services must be notified of the nature and timing of the work prior to access being granted.
 - Failure to comply with authorization and scheduling requirements may result in corrective action, including denial of campus access, suspension of work activities, or removal from campus.
- Identification and sign-in:
 - Vendors and contractors must sign in using the visitor/contractor log at the College Security Services on campus.
 - Valid identification credentials for both the individual and the company represented must be presented.
 - Required information includes:
 - Name and company
 - Purpose of visit
 - Specific work location(s)
 - Additional details, such as scope of work, duration, and Central Piedmont point of contact, may be required prior to granting access.

- Keys and access control:
 - Contractors may request temporary contractor keys if required for their work.
 - Keys are typically not issued for work limited to a single location.
 - Keys may be issued when access to multiple rooms or spaces is necessary.
 - All issued keys must be returned to College Security Services prior to departing the campus each day.
 - Dress, identification, and PPE:
 - Vendors and contractors representing professional companies must wear appropriate identifying clothing or uniforms.
 - Required Personal Protective Equipment (PPE) must be worn as appropriate for the work being performed.
 - Safety and conduct:
 - Vendors and contractors must comply with all posted and verbal safety and instructions.
 - Any accidents, injuries, or incidents must be reported immediately to College Security Services.
 - Parking:
 - Vendors and contractors must park only in designated areas or as directed by Central Piedmont staff or College Security Services.
 - Check-out requirement:
 - Upon completion of each visit, vendors and contractors must document their departure with College Security Services and return any issued keys.
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College Security Services office locations

Cato Campus

8120 Grier Road, Charlotte, NC 28215

Annable Building, **Room 115**

Central Campus

1325 East 7th Street, Charlotte NC 28204

Drumm Building, **Room 102**

Harper Campus

315 W. Hebron Street, Charlotte, NC 28273

Harper IV, **Room 208**

Harris Campus

3210 CPCC Harris Campus Drive, Charlotte, NC 28208

Harris 1, **Room 1201**

Levine Campus

2800 Campus Ridge Road, Matthews, NC 28105

Levine I, **Room 2146**

Merancas Campus

11930 Verhoeff Drive, Huntersville, NC 28078

Claytor Building, **Room 1110**

If campus security personnel are not present in the office, vendors or contractors must call **704-330-6632**. Security dispatch will coordinate an officer to meet the individual.

Enforcement

Failure to comply with these procedures may result in immediate corrective action, including revocation of campus access privileges.