

**Facilities Planning & Management
CONTRACTOR ID CARD ACCESS POLICY**

Contractor ID Cards will be issued to select outside contractors and vendors in order to facilitate and regulate their access to the exterior and interior doors of campus buildings. Contractor ID cards will be issued and activated per the procedure outlined below:

1. Contractors must completely fill out the Contractor ID Card Request form. This form can be obtained from the Facilities Planning & Management Office, located in the Maintenance Building, 855 East Ave. N., La Crosse or from the [UWL Facilities Planning & Management website](#).
2. Contractors must verify their identity with a government issued photo ID.
3. The Contractor ID Card Access form must be signed by either Scott Brown, Building Maintenance Manager or Scott Schumacher, Associate Director for Planning & Construction.
4. The contractor can then take the signed form to the Eagle ID Card Office, 1131 Student Union, 521 East Ave. N., La Crosse, between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday, and have the ID card made.
5. The final step is for the contractor to return to the Facilities Planning & Management Office with the ID card for staff to grant access to the card for the areas needed.

All ID Cards access will expire 60 days from the date granted. After 60 days, the contractor should return to the Facilities Planning & Management Office to have access reinstated.

ID Cards must be displayed at all times on the outer most layer of clothing at chest level, in a manner such that the name and photo is visible and readable at all times while working on UW-La Crosse property. Failure to do so will result in your access being revoked.

Initial Contractor ID cards will be provided by UW-La Crosse Facilities Planning & Management. If the contractor loses their cards, replacement cards must be purchased at their expense at a cost of five dollars.

[Scott Brown](#)

Building Maintenance Manager
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