

**Meharry Medical College
Department of Campus Safety and Security**

**Procedure for Authorizing Visitors, Vendors and
Contractors in Buildings**

Visitor/Contractor Procedure

A “Visitor” is defined as an individual who does not have a Meharry Medical College or General Hospital photo identification card.

A “Contractor/Vendor” is defined as an individual who is contracted to furnish supplies or to perform work at a certain price.

The following locations will serve as visitor check in/out locations for Meharry Medical College.

Learning Resource Center LRC-7 Front Lobby

Learning Resource Center LRC-7A Back Dock

West Basic Science WBS-6 Front Lobby

Dental School Dental-5 Front Lobby

Any visitor who is seeking access to a building for the purpose of a tour, meeting or workshop must show a valid state issued drivers license or I.D., in addition to signing in the visitor’s log and receive a visitor’s badge. Before leaving the campus the Visitor is required to return the badge to security.

Anyone meeting the criteria of a contractor must report to the Department of Campus Safety and Security (DCSS) to sign in, and obtain a contractors badge before the officer on duty will grant access to any building. Before leaving the campus the Contractor/Vendor is required to return the badge to security.

Visitor/Contractor Requirements

- All visitors are required to sign-in, and show a valid state drivers license or I.D.
- All contractors must wear a visitor’s badge, visible at all times while on campus.
- The supervisor of the site is responsible for reporting to the DCSS, and obtaining the appropriate number of badges for his/her staff.
- The supervisor is also responsible for returning the visitor badges to the DCSS at the end of the workday.

ISSUED BY: Theresa McKinnon – Director, Campus Safety and Security

Date: 4-1-2012

Reviewed by members of the department _____

I have read and understand this Written Directive:

Employee's Signature _____ Date: _____

