

Longwood University Capital Design and Construction Department

Contractor Identification Cards

This document establishes the requirements and process for issuing Longwood University identification cards to design, construction, and other personnel working on projects administered by the Capital Design and Construction Department.

Requirements

1. Personnel of design firms (including consultants), construction contractors (including sub-contractors), and vendors shall be issued a Longwood University identification card. The identification card shall be in their possession at all times while they are in an occupied building. Anyone found on site without their card will be removed from the site until an identification card is produced or obtained.
2. Personnel working on the following types of projects are required to obtain a Longwood identification card, unless they are in one of the categories listed in paragraph 3 below:
 - a. Capital and Maintenance Reserve projects
 - b. General Construction Term Contracts
 - c. Architectural and Engineering Term Contracts
 - d. Individual small construction projects
 - e. Punch list work requiring access to the interior of a building
3. Personnel in the following categories are not required to obtain a Longwood identification card:
 - a. Working on a construction site which is solely controlled by the construction contractor, is surrounded by a construction fence that delineates the limits of construction around the entire site, and is not accessible by Longwood University employees or students.
 - b. Working on a construction project that does not require building access to perform the work. Examples of this type of project include roofing projects, hardscape/landscaping projects, utility work, road repairs, and punch list work on the exterior of a building.
 - c. Individuals escorted by representatives of the Capital Design and Construction Department or other authorized individuals.

Specific Guidance

1. Capital and Maintenance Reserve projects: The cards shall be issued for the duration of each individual contract.
2. General Construction Term Contracts: Contractor personnel must obtain identification cards when their company is awarded the first project during the base year of the contract, and must retain them during each subsequent contract renewal year.
3. Architectural and Engineering Term Contracts: Contractor personnel must obtain identification cards when the first Project Order is issued in the base year of the contract, and must retain them during each subsequent contract renewal year.
4. Punch list work by construction contractor personnel: Contractor personnel who will be performing punch list work without escort by Longwood University authorized personnel inside occupied buildings or in specifically delineated outside areas must obtain identification cards.

Process

1. Contractors will contact the Longwood University Project Manager to request identification cards. Capital Design and Construction Department personnel will submit requests to the Lancer Card Center. Requests may be made for one individual or for a group of several individuals. A current picture identification card must be provided by each applicant; **the name on the application must match exactly the name on the applicant's picture identification card**. Information on the request must include project title, construction firm name and telephone number, building(s) access, and expiration date (when necessary).
2. Contractor personnel must go to the Longwood Lancer Card Center to obtain their card. The Lancer Card Center is located on the second floor of Eason Hall, and is open Monday through Friday from 8:30 am to 5:00 pm. Applicants must present their current picture identification card. The cost for an identification card is \$8 each. The center requires a check payable to Longwood University in the amount for the number of cards requested. Refunds will not be provided for returned cards.
3. Changes to building access (if required) must be coordinated with the Longwood Project Manager.