



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Access Permit Procedures	
Department: Facilities Management	Reference No.:
Division: Administration & Finance	Issue Date: NA
References: NA	Revision Date: January 2009
Web Links: NA	Expiration Date: NA

Short term access to the campus by vendors, contractors and consultants in non-parking lot spaces will be made available through the issuance of the "CSULB Restricted Area Access Permit". This permit will be issued upon request to the Facilities Management Customer Service Center or the Assistant to the Director of Facilities Management by authorized requestors. Requests will be accepted via email, memo or in person as the need arises. Permits must be picked up at the office from which it was requested and signed by the requestor, or in case of advance notice, may be forwarded to the requesting office via campus mail.

The following have the authority to request these permits within the guidelines as outlined on the Restricted Access Permit:

Associate Vice President of Physical Planning
Chief, Captain and Lieutenant of the University Police
Director, Associate Director(s), Superintendent, Manager of Engineering Services and the Senior Planner in Facilities Management
Director and Assistant Director of Physical Planning
Manager(s) of Construction Services
Senior and Associate Directors and Field Services Manager of Parking

The following information will be required when requesting a permit:

- Vehicle License # or Detailed Description of Vehicle
- Specific Access Location
- Requestors Name and Authorized Signature
- Dates / Times That Permit is to be Issued (Extended permits, those over 30 days, must be approved by Director of Facilities Management)

Access to landscaped areas is prohibited without the signed (back side of permit) approval of the Manager of Grounds and Landscaping. Parking in campus parking lots is subject to existing policies and procedures as established by Parking and Transportation Services and is not covered by this permit.

FORMS: NA