

Vendor Access - Housing Buildings

To ensure the safety and security of our residents and facilities, all vendors, including those whose services are requested by University of Idaho, must complete the forms below and follow all vendor expectations.

To enter the residence halls or apartments un-escorted we require that each vendor completes background checks for all employees entering a Housing and Residence Life facility. This means that the vendor, not University of Idaho, is responsible for providing, completing and verifying that all employees entering Housing and Residence Life facilities have successfully passed a background check. Vendors who have verified that their staff have completed and passed a background check are allowed to request access to un-occupied areas of the Housing and Residence Life facilities and to enter those facilities without a university approved escort.

Vendors who do not verify that their staff have completed and passed a background check will be allowed to enter residence halls or apartments if a university approved escort is provided. For vendors working with a campus partner (i.e. U of I Facilities, of UI Custodial Services, U of I Environmental Health and Safety) the campus partner is responsible for providing the escort.

Please work directly with your campus partner to secure an escort. Housing Operations will provide an escort for all other requests.

Any vendors entering a student occupied space, such as a bathroom, bedroom or apartment are required to have an escort regardless of background check status.

Vendor background check verification

Housing and Residence Life requires that all un-escorted vendors provide, complete and pass a background check before entering the residence halls and/or on-campus apartments. To verify that your employees have completed and passed your background check please use the [Vendor Background Check Verification](#) Form found on our website.

This form only needs to be filled out once per vendor employee. Access cannot be requested until this form is completed.

Vendor Background Check Verification

To access Housing and Residence Life facilities this form must be filled out for each visit to campus. Based on the information you provide in this request Housing and Residence Life will determine if your staff need an escort or not. Most campus visits will not need to be escorted. If your staff need to enter student-occupied spaces (bathrooms, bedrooms/apartments) they will be escorted regardless of the status of a background check.

To request access please use the [Vendor Access Request Form](#) found on our website.

This form needs to be filled out for each visit to campus. Access **will not** be granted without a completed form.

Vendor Access Process and Expectations

Check-in upon arriving at the Information Desk to:

- Sign out any necessary keys/card access
- Pick up vendor ID badges/name tags, which must be worn at all times

While on campus we expect vendors to follow these guidelines:

- Identification to be always visible
- Be accompanied by an escort if accessing an area outside the work area
- No trash left behind
- No offensive language
- No torn/ragged clothing
- No offensive graphics, language on clothing
- No loud or offensive music
- No one under the age of 18
- No parking on sidewalks
- No animals brought to work site, except for service animals
- Understand and follow vendor parking guidelines

Check-out at the Information Desk to:

- Return any signed-out keys or cards
- Return vendor ID badges

Check-In Process

When you arrive on campus, go directly to the Information Desk located in LLC building #2, 901 Paradise Creek Street Building 2. At the desk, you will check in with the desk attendants and receive the keys/cards that will grant you access to the locations specified in your vendor access request form. You will be given a name tag with a guest identification that must always be worn while conducting work on campus.

The lead technician must bring a form of identification (company or personal photo ID).

Check-Out Process

After all work is completed for the day, you must return to the Information Desk to return lanyard, ID, cards/keys and/or any other items that were checked out. If work will be continued the following day or later on the same day, please return all checked-out items and re-check in on your return to campus.

