



# CONTRACTORS BUILDING ACCESS BADGES

*Contractors are Non-Columbus City Schools Employees who work on behalf of the district*

## CONTRACTORS WORKING CONTINUOUSLY THROUGHOUT THE SCHOOL YEAR

*Personalized badges are issued with the contractor's name and photo. Process to obtain:*

1. The CCS Supervisor or Secretary should email [aspriggs@columbus.k12.oh.us](mailto:aspriggs@columbus.k12.oh.us) or [hr@columbus.k12.oh.us](mailto:hr@columbus.k12.oh.us) to request a contractor badge, including the contractor's name, company, and type of work.
2. Provide the contractor or company with the scheduling link to make a badge appointment at 3700 South High Street. (To make an appointment [CLICK HERE](#))
3. At the appointment, HR staff will verify the contractor's identity with a State ID and confirm approval based on prior email communication from a CCS Supervisor.
4. HR staff will then take the contractor's photo, create, and print the badge.
5. HR staff will notify the CCS Supervisor or Secretary overseeing the contractor with an email containing the name, assigned ID#, and UID#. This information is needed to complete the CCSDAS request for badge access from Safety & Security. The access request must specify an access start and end date in the comments.
6. The CCS Supervisor will be responsible for collecting the contractor badges upon the end of their contract. Replacement badges are \$8.00 and will be at the expense of the contractor or department.



## CONTRACTORS NOT WORKING CONTINUOUSLY THROUGHOUT THE SCHOOL YEAR

*Contractors working for a few months, or companies who may send different staff for multiple projects throughout the year(s) are issued reusable, generic badges. Process to obtain:*

1. The CCS Supervisor should contact Acynda Spriggs via phone 380-997-6980 or via email at [aspriggs@columbus.k12.oh.us](mailto:aspriggs@columbus.k12.oh.us) or [hr@columbus.k12.oh.us](mailto:hr@columbus.k12.oh.us) to discuss their group of contractors.
2. Generic badges (e.g., "Contractor Badge 1", 2, 3, 4, 5) will be issued to the CCS Supervisor.
3. The CCS Supervisor will issue the badge to the contractor and complete the CCSDAS access request as needed. The access request must specify an access start and end date in the comments.
4. The CCS Supervisor will be responsible for keeping track of, issuing, and collecting the contractor badges. Replacement badges are \$8.00 and will be at the expense of the contractor or department.

