

Northeastern University Facilities Management Contractor Information - Key Dispatch

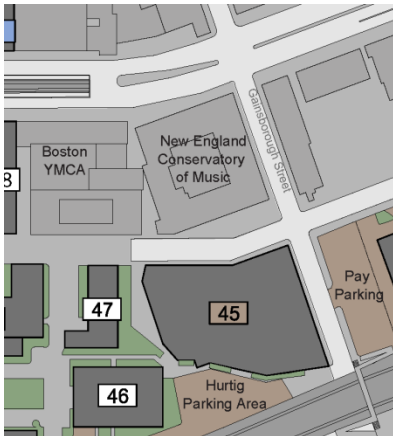
Procedure for Obtaining Keytrack Access

Contractors whose work requires them to check out keys directly for Northeastern University buildings must complete and submit the following forms:

- “Keytrack System - Add-Remove-Modify Contractor Form” – all fields highlighted in green must be completed.
- Certificate of Insurance meeting the requirements of “NU Insurance Requirements – Keytrack” (please forward this form to your agent).
- If access to a “Covered University Facility” is required, Contractor must comply with NU’s Policy on Background Checks for Contractors and Vendors and complete the accompanying “Contractor’s Certification” form.
- All forms must be emailed to both keytrack@northeastern.edu and b.rose@northeastern.edu.

Procedure for Checking out and Returning Keys

- Keys may be retrieved from the Facilities Customer Service Center 24 hours a day/365 days a year once the Contractor has been registered.
- All registered Contractor employees must be prepared to show valid, current ID upon requesting keys from the Facilities Customer Service Center.
- All Contractors must know who their NU Facilities contact person is prior to checking out a key for access to either residence halls or academic buildings.
- All Contractors should know the building location and type of key required to access the space for the services or project work required prior to coming to the Facilities Customer Service Center. If not, please ask your NU Facilities contact person prior to coming to campus.
- Facilities Customer Service Center is located at 10 Gainsborough Street, Boston MA 02115.
Phone number: (617) 373-2754



Gainsborough Garage is building no. 45 on the map above. The Customer Service entrance is next to the gas pumps.

- All contractors will be required to fill out the Key Dispatch Form completely.
- All Keys **must be returned by end of the current business day**, unless alternate arrangements have been made with your NU Facilities contact, who must notify the Facilities Customer Service Center of said arrangement.
 - Parking information: for current Boston campus parking information, refer to the following url: <https://www.northeastern.edu/commutingservices/boston-campus-parking/>

Vehicular Access (Boston Campus): A map showing where and when vehicular access is permitted on the University’s Boston campus can found at the following link for the Vehicle Restriction Map: <https://facilities.northeastern.edu/vehicle-restriction-map/>

Procedure for Adding/Deleting Authorized Personnel

If the Contractor needs to add or employees it wishes to authorize key access, the Contractor must complete and email the “Keytrack System - Add-Remove-Modify Contractor Form” to keytrack@northeastern.edu. Likewise the Contractor must complete and submit this form to delete any employees that should no longer have access.

You risk losing the right to have unescorted access to our facilities if you abuse the privilege.