BRANDON UNIVERSITY	**Physical Plant Contractor Sign-in ID Tags and Keys**	**Approved by:** Michael McCormick **Author:** Michelle Augustyn **Reviewed by**: WSH Committee Member
Version 2.0 FRM-PP-010	**First Approved:** November 2022	**Next Update:** November 2025

Welcome to Brandon University. By signing this log, you are acknowledging that you have read, understood, and will abide by the BU Safety & Health expectations. This includes obeying signage, following instructions, and wearing all appropriate PPE. Contractors working at Brandon University shall not engage in any work which may compromise the safety and health of staff, students and/or visitors on campus.

Physical Plant Contractors are to ensure that all **keys are to be returned daily** to the Physical Plant staff or to the Contractors assigned red box in Room 126. Any loss of keys will result in the Contractor being responsible to re-key the University campus locks at their expense.

Contactors (or delegate if there are more than one working together) are to wear the Brandon University Contractor # name tag while on campus conducting assigned work.

Date:	Print Name:	Company Name:	Contact #	Person / Company Working in Building:	Contractor Keys #	Contractor Tag #:	Parking Pass #:	Time In:	Time Out:	Keys Returned By (Name):	Date / Time:	Verified By PP Staff Initials: