

## **Procedure for Construction Contractor ID Badges**

**02/07/2006**

All contractors, designers, architects, engineers, and construction workers must wear a State of Indiana ID badge while working on the Indiana Government Center campus.

### **Construction Teams**

The construction foreman or project manager will be issued a Picture ID badge at a cost of \$10.00. Badges that are lost, stolen, or damaged due to neglect must be replaced. There is a \$ 20.00 replacement fee for badges replaced for any of these reasons.

The foreman or project manager will also be issued enough temporary badges, at no cost, to distribute to all project sub-contractors and workers. Subcontractors and workers must display their temporary ID badges while working in Government Center. There is a \$20.00 replacement fee for temporary badges that are lost, stolen, or damaged due to neglect.

In addition, the foreman or project manager will receive a log book to use in the assigning of temporary badges to his subcontractors. Badges must be picked-up and returned to the control room on a daily basis. In order for a subcontractor or worker to receive an ID badge, they must show government-issued picture identification to the foreman.

Temporary ID badges are not allowed off the Government Center campus overnight or on weekends.

### **Designers, Engineers, Consultants, and Project Managers**

All designers, engineers, consultants and project managers must sign in at the Facilities Management Help Desk and obtain a temporary ID badge. Before you can receive a badge, you must show government-issued picture identification to the help desk operator. Temporary ID badges must be returned to the help desk the same day.

Designers, Engineers, Consultants and Project Managers may obtain, under certain conditions, a picture ID badge. Picture ID badges are \$10.

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