Buildings & Properties
Non-Employee Contractors and Facilities Maintenance Providers FAQs

1. **Who needs to complete this badge request form?**
   The primary point of contact (not the individual requiring the badge) for the contracted company is required to submit the badge request form at least 14 business days in advance of start date. Once complete submit by email to BandPBusinessSupport@ccf.org.

2. **How do I complete the badge request form?**
   Some of the cells are completed manually, others are dropdown lists. All cells are required to be completed.
   - **First Name:** Type non-employee’s first name
   - **Last Name:** Type non-employee’s last name
   - **Badge ID#:** If applicable, provide the non-employee ID number assigned by the Cleveland Clinic
   - **Email:** Type the email address for the non-employee. This field is required and can either be a personal or business email address. All emails related to onboarding will be sent to this email address. Duplicate email addresses cannot be used.
   - **Company Name:** Type the company name of the non-employee
   - **Manager/Supervisor Name:** Type the supervisor’s name at non-employee company - not Cleveland Clinic
   - **Manager/Supervisor Phone #:** Type the supervisor’s phone number – non-employee company not Cleveland Clinic
   - **Manager/Supervisor Email#:** Type the supervisor’s email address – non-employee company not Cleveland Clinic
   - **Start Date:** This is non-employee’s start date on Cleveland Clinic property. If unknown, enter a date at least two weeks from the date you complete the request form.
   - **Individual Type:** Select an option from the dropdown. If you are unable to use the dropdown, the options are listed below. Existing properties is the primary selection for all construction workers, architects and engineers working on an active Cleveland Clinic project or building.
     - Inside Worker: (Inclusive of all trades, architects, engineers, facilities maintenance providers, and the like)
     - Outside Worker: This is specific to landscape, snowplow, paving and garage cleaning only
     - Janitorial/Environmental Services Worker
   - **Primary Location:** Select one option from the dropdown. If the non-employee will work at multiple job sites, select the one location that fits the majority of the time. If one location will be main campus, always select main campus as the primary location.

For any additional questions, please contact Buildings and Properties at BandPBusinessSupport@ccf.org or at 216-444-2460.