



Municipal Building Commission Visitors Policy

The Municipal Building Commission (MBC) offers all visitors a courteous and professional environment and has a duty to care for the safety and security of all employees, visitors, and MBC staff.

The MBC has a further obligation to take precautions within secured MBC workspaces. Secured MBC workspaces are defined as any MBC assigned area requiring a badge for entry. Only staff and approved contractors are allowed to enter secured MBC workspaces.

It is the responsibility of all MBC staff to ensure that this duty is followed at all times. In performing this duty, there can be no complacency in adhering to safety procedures.

Therefore, the MBC requires that **ALL VISITORS** (without exception to MBC secured workspaces) comply with the following policy and procedures. Failure to do so may result in the visitor's escorted departure from the secured MBC workspace. All employees are responsible for upholding the MBC visitor policy.

Policy Responsibility

The MBC director will designate MBC's Security Supervisor to be responsible for implementation, coordination and review of this policy. All breaches of this procedure must be reported to the MBC Director.

- The MBC is deemed to have control and responsibility for its workspaces at all times during business hours and after hour activities.
- The policy applies to:
 - All MBC staff.
 - All visitors entering the MBC's secured workspaces.
 - Independent contractors entering the MBC's secured work spaces to conduct business or deliver goods.



Protocol and Procedures for the MBC Visitors

Arrival to MBC secured work spaces:

All visitors to a MBC secured work space must be on a pre-approved visitor's list. Walk up requests will not be granted. If a member of the public comes to the security desk and asks to speak with a specific staff person, they must make an appointment. Contractors with an emergency purpose must be verified before access can be granted.

All visitors, regardless of length of stay, must have badges visible at all times.

Upon arrival, if on approved list, visitor will be issued a badge.

Visitor's Departure

All approved visitors to the MBC must return visitor's badges at the end of their visit. Contractors or people on project assignment must turn in their badge at the end of every shift. Badges will be issued upon arrival no matter the duration of the contract or project.

Arrival to MBC Administrative Offices

Administrative employees are expected to meet any visitors with whom they are conducting business in the office lobby area. After the meeting has concluded, it is the responsibility of the MBC employee to ensure their visitors have left the office.

All MBC Employees

MBC Employees are reminded that they must wear ID badges that are easily seen, at all times. MBC Employees with uniforms are required to wear them at each shift.

MBC Employees are not allowed to have unapproved relatives, friends, former employees or visitors in MBC secured work spaces.

It is the responsibility of all MBC employees who see "a visitor" in secured MBC work spaces, who is not wearing an ID badge, to ask who they are and their business at the MBC. If an employee feels uncomfortable approaching a stranger in a secured space, security should be contacted immediately.



Long Term Contractors

Contractors that are under contract to work with the MBC on a regular or daily basis for over a sixth month period would qualify for an MBC Photo ID under these conditions:

- They are contracted as supplemental staff under the direct supervision of an MBC Manager, Supervisor, or qualified Employee.
- They have passed a background check with both the City of Minneapolis and Hennepin County.
- The work need requires them to have access to MBC secured space.

Under these conditions an access badge may also be issued if required for their position. Any keys that would be needed must be checked in and out through the KeyWatcher system.

Contractors who are not contracted to be supplemental staff and have been contracted for specific projects would not qualify for an MBC Photo ID and would be required to comply with the visitor policy. Any keys or access badges required for project work would need to be signed in and out with security on a daily basis.