



## Instructions Page

The Keytrack: Contractor Add-Remove-Modify Form must be submitted with the following documentation:

1. **Certificate of Insurance:**

- A certificate of insurance is required from all contractors and/or vendors working at the University that require access to the University's facilities.
- All certificates of insurance must conform to the University's insurance requirements located [here](#).
- All certificates of insurance must name Northeastern University as certificate holder and as an additional insured on applicable coverage. The certificate holder address is:

Northeastern University  
Facilities Management  
360 Huntington Avenue, 201-216  
Boston, MA 02115

2. **Northeastern University Contractor's Background Check Certification Form:**

- The University requires that all contractors and/or vendors working in "Covered University Facilities" must submit a signed Contractor's Background Check Certification.
  - Covered University Facilities refers to residence halls, athletic facilities with locker rooms and/or showers, University Health & Counseling Services center, and other University facilities where programs for minors are located.
- Any and all employees authorized to work on behalf of contractor and/or vendor will require a criminal background check performed by contractor and/or vendor. The University will require evidence of any employee background check, as outlined in the University's Policy on Background Checks for Contractors, prior to authorization of key/card access to Covered University Facilities.
- The University's Policy on Background Checks for Contractors and Vendors is located [here](#).
- Contractor's Background Check Certification form is located [here](#).

For any questions related to insurance or the University's CORI policy, please contact Procurement & Contracts Manager - Brian Rose ([b.rose@northeastern.edu](mailto:b.rose@northeastern.edu)) or Facilities Procurement & Contracts Management - [FacilitiesProcurement@northeastern.edu](mailto:FacilitiesProcurement@northeastern.edu).

**Additional Information:**

- Please advise your staff to be prepared to show valid photo ID when requesting keys from Facilities Customer Service Center.
- All contractors and/or vendors are required to notify Northeastern University of any staff changes within at least 24 hours or risk having key access privileges being suspended and/or revoked.
- The most recent version of this Contractor Add-Remove-Modify Form shall supersede any and all prior versions on file with the University and all employees requiring Keytrack access must be rostered on this form.

Please send the completed Contractor Add-Remove-Modify Form, certificate of insurance, and Contractor's Background Check Certification form directly to [keytrack@northeastern.edu](mailto:keytrack@northeastern.edu). Any questions related to this process may also be directed to [keytrack@northeastern.edu](mailto:keytrack@northeastern.edu).



## Company Information

Business Name		Street Address Including City, State, and ZIP Code	
Company Contact		Phone	
Office Email Address		Covered University Facility Access Required	
Certificate of Insurance ("Yes" if included)		Background Certification Check ("Yes" if included)	

### Employees

### Full name

### Phone Number

1)

2)

3)

4)

5)

6)

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8)

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10)

11)

12)

13)

14)

15)

*(for additional employees please use multiple of form and indicate new page # below - thank you)*

## NU Contact

Authorized Sponsor

Department

Email

Phone

Date

Page