

Bollard Procedure Update

All bollards on River Campus are labeled with a yellow identification number on the base of the bollard. When the need arises for a bollard to be removed on the River Campus to facilitate construction projects or events, the person requesting the bollard removal is required to call the Facilities Customer Service Center at 3-4567 with 24-hour advance notice whenever possible.

Customer Service will note the following:

- Location and number of bollard requested to be removed
- Date and time for removal
- Date for bollard to be re-installed
- Reason for removal
- Contact information for requestor

The Facilities Customer Service Center will create a work order noting the bollard number and send the request information to the RC Construction workbench for removal. The RC Construction group will remove and store the bollard. When the requested time of removal has expired, the RC Construction Group will reinstall the bollard.

