

BUILDING 10 NON-PATIENT VISITOR APPROVAL PROCESS

PATIENT, STAFF, AND APPROVED VISITORS ONLY

RESTRICTED ACCESS FOR NON-PATIENT VISITORS TO BUILDING 10

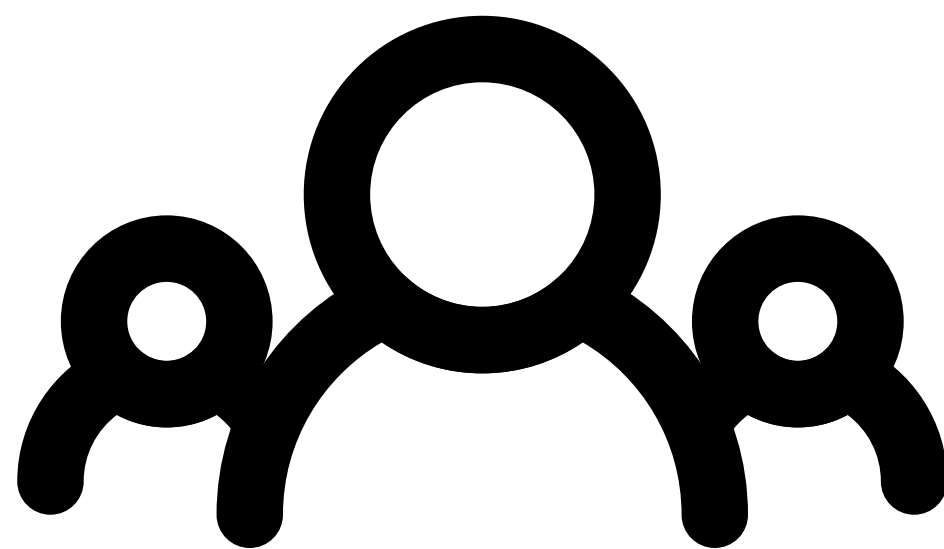
Only persons allowed on NIH campuses or in NIH leased spaces are staff and approved visitors (e.g., deliveries, vendors, contractors).

In order to enter Building 10, persons must be able to present a valid NIH Badge (the daily paper printed NIH visitor badge does not allow access to Building 10).

One adult visitor is permitted per adult patient, two adult visitors per pediatric patient.

Other visitors require approval (see below). The Screeners are given the names of approved visitors exceptions.

Children are not permitted to be in office, laboratory, or other administrative spaces (e.g., office) in any NIH location. They are permitted to be on campus when in route to day care facilities but should not be brought into other buildings or locations.



In the event that the business involving visitors must be done inside Building 10, the following approval process should be done in advance:

- Please email NONPATIENTVISITORREQUEST@LIST.NIH.GOV requesting Non-Patient Visitor access to Building 10.
- Provide the name of the visitor, reason for visiting, date and time (approx.) of entry, and (North, South, P1) entry point should be included in the email.

The persons on the list serve will send communication back to requestor with the approval (or denial) and for approvals place the name on the visitor list for the screening team awareness.

