

# Steps to Access BCC



## Outside Contractors

1. Contact Security at 413-236-1010 upon arrival. Please utilize the "15 Minute" parking spots near the loading dock entrance.
2. Security will provide access to the loading dock entrance. (Once you have signed in, vehicles can be moved closer to the work area.)
3. Sign in to the Facilities Contractor Log.  
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rdescham@berkshirecc.edu  
413-236-3016

Loading Dock Entrance &  
15 Minute Parking Spots