ASU Parking and Transit Services (PTS) is a self-supporting service organization dedicated to balancing the competitive parking needs of a large and diverse university located in four distinct campuses across the metropolitan Phoenix area. It is, therefore, necessary to establish and enforce certain regulations to provide appropriate parking accommodations for all customers. All persons who bring a vehicle to campus – whether to attend class, work, or conduct business at the university – is required to adhere to all parking regulations.

The following parking policies specific to vendor, construction and contractor parking are outlined below and in the ASU Parking Rules and Regulations. These guidelines have been implemented in a joint effort between Capital Programs Management Group (CPMG), Environmental Health and Safety, (EH&S), ASU Project Managers, (PM) and PTS on behalf of Arizona State University.

1. Parking is not free in any location on any campus regardless if the area is a paved, grass or dirt area on ASU property.
2. Vehicles parked on ASU property are subject to all ASU Parking Rules and Regulations.
3. When requested, PTS representatives will attend major pre-bid and pre-construction meetings to relate parking permit costs and policies associated with each construction project. PM is to notify and coordinate attendance at these meetings with PTS.
4. All vehicles on ASU property, including company vehicles and golf carts, are required to be inspected and display valid ASU parking permits. All golf carts must be electric and meet specifications for safe operation on ASU property.
5. Questions regarding campus safety issues must be coordinated through the Project Manager and with ASU Risk Management.
6. Contractor employees are required to park in lots or areas designated by PTS. A hangtag (or windshield sticker) issued by PTS is required to park in all locations and must be displayed at all times while parked on campus.
7. For some projects, an annual Vendor Parking Permit may be purchased and is valid in all regular campus permit lots and structures. This permit is recommended for contractors who require access to multiple areas of a campus to perform their duties.
8. A Vendor Parking Permit does not allow access to the campus malls.
9. A campus Mall Pass, valid for 30 minutes loading/unloading, must be requested by the Project Manager. It can be ordered online and paid for when picked up at the PTS offices.
   a. All mall passes must list the cell phone number of the driver in case they need to be contacted.
10. A Parking Permit can be purchased, pending availability, in specific, approved lots.
11. A staging area located in an existing parking lot, on a mall/pedestrian facility or other ASU property can be secured for a monthly, per-space fee by contacting PTS.
12. CPMG will assist PTS by enforcing permit requirements inside fenced staging areas. Any vehicles parked inside the work area must have a current construction parking pass or other approved pass.
13. A reserved stall, when approved, can be purchased. It has a $1000 premium in addition to the base price, based on location.
14. A metered stall can be purchased at a daily rate. Metered parking that is temporarily affected by construction will be charged the daily rate (Monday - Saturday) for the duration of the project.
15. The PM must request permits/hangtags/placards via e-mail using the appropriate form available on the PTS website or here. Permits/hangtags/placards can then be purchased at the ASU Parking and Transit Services office on the campus where the construction is taking place.
16. It is the GC’s responsibility to inform all subcontractors of any parking restrictions, regulations and arrangements for parking on ASU property.
17. All damages to parking lots/equipment will be the responsibility of the project/GC. The PM is required to coordinate all damage repairs with PTS and comply with CPMG and PTS repair specifications.
18. The CPMG Project Manager will identify and coordinate all staging area(s) that utilize PTS-controlled parking spaces and the appropriate costs with PTS.
19. Delivery routes to construction sites will be proposed by the PM and sent to PTS for concurrence. The PM will consider prohibited and alternate driving routes on campus, walk-only zones, tunnel loads, other CPMG projects, restricted times and other ASU campus activities. Campus access in areas protected by restrictive bollards will be coordinated by the Project Manager with notification to PTS and the University Fire Marshal. Mall tunnel weight limits of the Tempe campus are available upon request. The Project Manager will advise if this pertains to your project and request the appropriate Mall Access passes.
20. Deliveries of supplies and materials to construction sites not restricted by bollards will not require a Mall Permit prior to 7am or after 5pm. Workers dropping off equipment will be required to utilize available yellow 20-minute loading zones in the parking lots between the hours of 7am and 5pm.
21. Any vehicles temporarily parked on the malls must maintain at least a 20-foot clearance to allow for Emergency vehicles to safely pass. Please be acutely aware of where vehicles are parked in relation to Emergency access. Setup at a fire hydrant requires 24 feet and setting up a ladder truck requires a minimum of 26 feet. Additionally, vehicles cannot obstruct visibility or access to: fire hydrants, fire department connections, Post Indicating Valves (PIVs), sprinkler control valves, backflow preventers, building access points, building roof access points, stairwell access, building egress and other similar access and visibility necessities for Emergency response.
22. The project area may extend beyond the staging area. PM will coordinate specifications with PTS regarding parking restrictions within the project area and comply with OSHA requirements and Maricopa County dust control regulations.
23. Permanently lost parking spaces as a result of campus development: $11,000 for every vehicle space lost (min. 8’x18’). Disabled access aisles count as a vehicle space lost. A lost motorcycle space shall cost $5,500. PM shall coordinate payment with PTS.
24. Temporarily lost parking spaces are paid for in accordance with existing PTS policy. PM to coordinate budget with PTS for project.
25. PM to provide PTS with the Contact Name, Project Number, Project Title, Telephone Number, Email Address, and complete name of the ASU Department, College and Mail Code associated with project.

Please find specific PTS office locations, hours of operation and contact information below. Additional information can be found online at http://parking.asu.edu.
Tempe campus Parking and Transit Services is located in University Towers, 525 S. Forest Ave., Suite 105, PO Box 875205, Tempe, AZ 85287 and is open from 7:30am-4:30pm Mon-Fri. E-mail parking@asu.edu or call 480.965.6209.

Downtown Phoenix campus Parking and Transit Services is located in the University Center Building, Suite 116, 411 N. Central Ave., Phoenix, AZ 85004 and is open 8am-4:30pm Mon-Fri. E-mail parkingdpc@asu.edu or call 602.496.1023.

Polytechnic campus Parking and Transit Services is located in Quad 4 of the QUADS, 7107-4 E. Tiburon Mesa, AZ 85212 and is open 8am-4:30pm Mon-Fri. E-mail parkingpoly@asu.edu or call 480.727.2775.

West campus Parking and Transit Services is located in the Welcome Information Building, 4776 W. University Way North, PO Box 37100, Glendale, AZ 85069 and is open 8am-4:30pm Mon-Fri. E-mail parkingwest@asu.edu or call 602.543.7275.

All parking rates are subject to change. Additional parking locations may become available or may be taken away from the existing inventory, based on the time of year and/or future campus development.

For questions regarding the ASU Construction Parking Policy, please contact Raymond Humbert, associate director of Parking and Transit Services, at 480.965.9297.