

Minority Contractors Resource Center Plan Room Guidelines

Mission Statement: To maintain a Plan Room that enables minority contractors the ability to grow and expand their business, by bidding for contractual opportunities. To promote an ethical and professional networking environment in which working relationships can be established.

The Plan Room is open to the public. However, only fully paid MMCA members can remove the plans from the facility according to the procedures below.

Hours of Operation:

Monday thru Friday
9:00a.m. to 5.00p.m.

Rules & Regulations:

- Plans and specs are available for use on premises during normal business hours
- Plans and specs must be reassembled and returned to designated cubbies, racks, or tables
- Neither plans nor specs are to be removed from the center without the knowledge of the plan room assistant and/or management
- The plan room must be kept neat and orderly. Trash receptacles are available
- No food or drinks are permitted in the plan room work area
- No smoking permitted in the building at any time
- No loud or disruptive behavior, foul, or inappropriate language

Check out Procedures:

- Members must be listed on the paid membership roster
- Members must be current in dues to take plans out of center
- Plans can be checked out as early as 4:00p.m. when not in use
- Plans must be returned to plan room by 9:30a.m. the following day
- Plans checked out on Friday must be returned on Monday by 9:30a.m.
- Plans/specs can be reserved by request to the plan room assistant and/or management. Plans cannot be checked out the day of bid.

Failure to comply with Check/Return Procedure:

- 1st offense – Warning
- 2nd offense - \$25.00 Fine
- 3rd offense – Loss of check out privilege!

We welcome you to the Resource Center!