

[Please Distribute To All Faculty](#)

Faculty - please make sure you have key or card access to your classroom(s) before classes begin. If you do not, contact your department immediately.

Departments:

Please obtain the appropriate key(s) or Proximity FOB/Card for your needs and the needs of personnel under your jurisdiction. **Faculty need access to their teaching spaces; please do not count on them being unlocked.** Instructors, staff and lab assistants should have key(s) issued to them, as authorized to indicate their **areas of responsibility.** Directors (and above) including Administrative Assistants can have master keys and access to areas which are administered under their departments. **When access is needed to an area for whatever reason, personnel should go to their departmental heads for assistance** in opening doors or call the numbers below the **first week of each semester.** **If an employee is working on a different campus than departmental office, please make sure key or card access is given upon hiring or renewing contracts.**

To obtain a key or proximity access, please submit a completed online request form. An email will be sent to the email address provided on the request form, giving notification when the access is ready, (generally, **24 hours after receipt of online request**). All personnel should have a Proximity FOB or card issued to them. (If you are not an SLCC employee and need access, please call the Key Office at 801-957-4102.)

If cards are lost/stolen, or not functioning, please notify the Key Office so access can be updated.

NEVER LOAN KEY(S), FOB OR CARDS TO ANYONE – WHEN ACCESS IS NO LONGER NEEDED OR EMPLOYMENT THERMINATES, KEY(S) AND ACCESS DEVICES MUST BE RETURNED TO THE KEY OFFICE (NOT SUPERVISORS, CO-WORKERS OR ANY OTHER PERSON) NO EXCEPTIONS!

Facilities Services and Department of Public Safety (DPS) will **not** unlock doors. (Please do not call dispatch asking for assistance in opening doors.) For security reasons Facilities Services “Custodians”, “Heat Plant Engineers” and DPS do **not** unlock doors. (Custodial, Heat Plant Engineers and DPS **do not** know who or when a person should have access to an area, therefore should not be asked to open doors. In the past this was an indication that individuals were being let into areas not authorized by their supervisors.)

FACULTY AND STAFF, PLEASE SECURE YOUR OFFICES, CLASSROOMS, LABS, HIGH TECH CLASSROOMS OR ANY OTHER AREAS HAVING EXPENSIVE TECHNOLOGICAL EQUIPMENT. DO NOT PROP DOORS OPEN OR LEAVE THEM UNLOCKED WHEN EXITING.

FACULTY ASSISTANCE OPENING DOORS – (First Week of Semester – Emergency Only):

Taylorsville/Redwood Campus: Monday – Thursday 7:00 a.m. – 8:30 p.m., Friday 7:00 a.m. – 7:30 p.m., Saturday 7:30 a.m. – 12:30 p.m. – 801-957-4998 (Faculty Support, TB 319).

South City Campus: Monday – Thursday 7:00 a.m. – 8:30 p.m., Friday 7:00 a.m. – 1:00 p.m. – 801-957-3220 – Faculty Support (SCM 2-050)

Jordan Campus: Monday – Thursday 6:00 a.m. – 9:00 p.m., Friday 6:00 a.m. – 7:30 p.m., Saturday 7:00 a.m. – 3:00 p.m. 801-957-6231 – (Faculty Support, HTC 103/JHS Atrium).

LHM Campus: Monday – Thursday 7:30 a.m. – 1:00 p.m. and 2:30 p.m. – 8:00 p.m., Friday 7:30 a.m. – 1:00 p.m., 801-957-5214 (Faculty Support, MFEC 129)

Meadowbrook Campus: Monday – Thursday 8:00 a.m. – 9 p.m., Friday 8:00 a.m. – 4:30 p.m., 801-957-5821 (Faculty Support, MBC “B” 101A)

Library Square Center: Monday – Friday 7:30 a.m. – 10:00 p.m., 801-957-2000 (Faculty Support, Front Desk 109)

Westpointe Center: Monday – Thursday 7:30 a.m. – 8:00 p.m., Friday 7:30 a.m. – 4:30 p.m. 801-957-2150 (WPC110)

Airport Center: Monday – Friday 7:00 a.m. – 4:30 p.m., 801-957-2050, 801-957-2054, 801-957-2055 (AP 101)

West Valley Center: Monday – Thursday 8:00 a.m. – 10:00 p.m., Friday 8:00 a.m. – 4:30 p.m. 801-957-2118 (Faculty Support - Front Desk).