

## **IMPORTANT ACCESS INFORMATION (SLCC CAMPUSES & CENTERS)**

### Please Read and Distribute To All Personnel

**All Personnel - please make sure you have key or electronic access to your classroom(s), lab(s), offices, etc. If you do not, contact your department immediately.**

Departments:

- **In the event of an emergency and you need immediate police or medical assistance for any campus call 911.**
- If you need law enforcement assistance for non-emergencies call (dispatch), 801-957-3800.
- Please obtain the appropriate key(s) or electronic access for your needs and the needs of personnel under your authority.
- **Faculty need access to their teaching spaces; please do not count on the doors being unlocked.**
- Instructors, staff, and lab assistants should have **electronic access/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 department office for assistance in opening doors.**
- The **first week of each semester “only,”** Faculty Support can assist with opening classroom/labs (see information on page 2).
- **If an employee is working on a different campus than their departmental office, please make sure key or electronic access is requested promptly.**
- **Students needing access to classrooms must be accompanied by a faculty. Access will not be given to students.**
- **Faculty must secure the classroom and advise students to use study rooms and not remain in the classroom after the faculty has left.**
- To obtain a key or electronic access, please submit a completed online request form, <https://i.slcc.edu/facilities/departments/keyshop.aspx>
  - An email will be sent to the email address provided on the request form, giving notification when the access is ready, (generally, **48 hours after supervisor approval**).
  - If you are not an SLCC employee and need access, please call the **Key Office at 801-957-4102**.
- If keys or electronic access devices are lost/stolen, or not functioning, please notify the Key Office as soon as the issue is discovered so access can be updated.
- For broken locks, hardware or door issues please call the Key Office, 801-957-4102.
  - Office hours: Monday – Friday 8:00 a.m.- 4:30 p.m.
  - After hours, please call 801-957-4102 and **listen to the entire message** for the on-call contact number.
- **NEVER LOAN KEY(S), FOBS or CARDS TO ANYONE.**
- **WHEN ACCESS IS NO LONGER NEEDED OR EMPLOYMENT TERMINATES, ALL KEYS AND ACCESS DEVICES MUST BE RETURNED TO THE KEY OFFICE – (Access holders will be responsible until all keys/electronic devices are received by the Key Office and cleared from their records.)**
- For security reasons Facilities Services “Custodians,” “Heat Plant Engineers” etc., **do not unlock doors.**
- **FACULTY AND STAFF, PLEASE SECURE YOUR OFFICES, CLASSROOMS, LABS, OR ANY OTHER AREAS HAVING EXPENSIVE TECHNOLOGICAL EQUIPMENT.**
- **DO NOT PROP DOORS OPEN OR LEAVE DOORS UNLOCKED WHEN EXITING.**

**FACULTY ASSISTANCE OPENING CLASSROOM DOORS**  
**(First Week of Semester Only)**

**Faculty Support Information - all Campuses and Centers 801-957-4004.**

**Taylorsville/Redwood Campus** (Faculty Support, TB 225A – (801-957-4998):

- **Monday – Thursday** 6:30 a.m. – 8:30 p.m.
- **Friday** 7:30 a.m. – 6:00 p.m.
- **Saturday ONLY - SI 220** - 7:30 a.m. –12:00 p.m.

**South City Campus** (Faculty Support, SCM 3-181 - (801-957-3220):

- **Monday – Thursday** 7:00 a.m. – 8:30 p.m.
- **Friday** 7:00 a.m. – 3:00 p.m.

**Jordan Campus** (Faculty Support, HTC 109 Monday – Friday Only - (801-957-6231):

- **Monday – Thursday** - 6:30 a.m. – 7:30 p.m.
- **Friday** 8:00 a.m. – 6:00 p.m.
- **Saturday (HTC109) Closed**
- **Saturday ONLY** (JHS Atrium) - 8:00 a.m. – 1:30 p.m. - (801-957-6232):

**LHM Campus** (Faculty Services, MFEC 129 - (801-957-5214):

- **Monday – Thursday** 8:00 a.m. – 7:30 p.m.
- **Friday** 8:00 a.m. – 4:30 p.m.

**Westpointe Buildings** (WSSB Front Desk - 801-957-2150):

- **Monday – Thursday** 7:00 a.m. – 7:00 p.m.
- **Friday** 7:00 a.m. – 4:30 p.m.

**Herriman Campus** (Faculty Support – JNPR 206A) - 801-957-2677):

- **Monday – Thursday** 7:30 a.m. – 7:30 p.m.
- **Friday** 11:00 a.m. – 3:00 p.m.

**Airport Center** (AP 101) – 801-957-2054, 801-957-2050, 801-957-2054, 801-957-2055):

- **Monday – Friday** 6:30 a.m. – 3:00 p.m.

**West Valley Center** (Faculty Support - Front Desk - 801-957-2118):

- **Monday – Thursday** 8:00 a.m. – 10:00 p.m.
- **Friday** 8:00 a.m. – 4:30 p.m.