Key and Electronic Access for Contractors

Keys and electronic access must be requested **48 hours in advance**. We will only accept access requests with the proper key/electronic access forms. You can get physical copies of the form from the Key Office or your Project Manager. See links below for electronic forms.

All Requests must be filled out on the correct form:
If the room/area you are requesting access to requires electronic access (proximity card/Fob), complete the Electronic Access Request Form (Green form).   https://webforms.slcc.edu/keyoffice/cardaccess/cardrequest.aspx

If the room/area you are requesting access to requires a physical key, complete the Key Request form (Pink form).
https://webforms.slcc.edu/keyoffice/keyaccess/keyrequest.aspx

When filling out the request forms for a contractor, please use their Driver's License number as their ID# since they do not have an SLCC S#.

A map of the area with the rooms/area the contractor needs access to need to be given to the Key Office with the request(s).

IMPORTANT: The contractor that fills out the request forms must be the contractor that picks up the keys.

If filling out handwritten requests:
- Fill out all required information using the information for the contractor that is going to pick up the keys, use the keys, and take responsibility for the keys. That contractor must sign the request forms.
- The Project Manager authorizing the keys is required to sign the request forms
- Exact room numbers need to be requested (WE DO NOT ACCEPT REQUESTS FOR "ALL". YOU MUST BE SPECIFIC)
- Deliver the request(s) along with the maps to the Key Office and allow 48 hours for processing.
- The Key Office will send an email to the contractor when the access is ready for pick up.

If filing out the forms online:
- Fill out all required information using the information for the contractor that is going to pick up the keys, use the keys, and take responsibility for the keys.
- **Select the option for "I am a Salt Lake Community College Employee"**
- In the "Department" drop down menu, select Facilities Contractor
- Once you have selected the Facilities Contractor department, the "Authorized By" drop down menu will list all the SLCC Project Managers. Select the one you are working with.
- In the "Campus" drop down menu, select Redwood Campus (RRC)
- Exact room numbers need to be requested (WE DO NOT ACCEPT REQUESTS FOR "ALL". YOU MUST BE SPECIFIC)
- Once all the information has been filled out, including the areas you need access to, press the "Submit for Approval" button.
- Once the form has been submitted, the Project Manager you chose for approval will be sent a notification email to approve your request.
- Once they approve it will be sent to the Key Office for processing. The Project Manager will then need to deliver the maps to the Key Office.
- The Key Office will send an email to the contractor when the access is ready for pick up.

Key Office Information:
Hours: Monday – Friday 8:00 a.m. – 4:30 p.m.
Phone: 801-957-4102
Email: keyoff@slcc.edu
Address: 4365 S. 2200 W., Suite 105, Salt Lake City, UT 84130. Parking on north side of building – enter from 2200 W.