

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. – 7:30 p.m.
- **Friday** 8:00 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. – 3:00 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. – 7:00 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** 10:00 a.m. – 12:30 p.m.

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

- **Monday – Friday** 6:45 a.m. – 6:30 p.m.

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

- **Monday – Thursday** 8:00 a.m. – 9:00 p.m.
- **Friday** 8:00 a.m. – 4:30 p.m.

IMPORTANT ACCESS INFORMATION

SLCC Campuses & Centers

All Personnel - Ensure you have the appropriate key or electronic access to your classrooms, labs, offices, and other assigned spaces. If you do not have the access you need, contact your department immediately.

- **Emergencies:**

For immediate police or medical assistance on any campus, call 911.

- **Non-Emergency Law Enforcement:**

For non-emergency assistance, contact SLCC Dispatch at 801-957-3800.

- Ensure that you and the personnel under your supervision obtain the appropriate key(s) or electronic access required for your assigned areas.

- Faculty must have access to their teaching spaces. Do not rely on doors being unlocked.

- Instructors, staff, and lab assistants should be issued the key(s) or electronic access necessary for their areas of responsibility.

- Directors and above—including Administrative Assistants—may be issued master keys for areas under their administrative oversight.

- When access to a space is needed, personnel should request assistance through their department office.

- During the first week of each semester only, Faculty Support may assist with opening classrooms and labs (see page 1 for details).

- Employees working at a campus other than their departmental office must request key or electronic access promptly.

- Students are not issued access. Students requiring entry to classrooms must be accompanied by faculty.

- Faculty must secure classrooms after use and direct students to designated study rooms rather than remaining in classrooms unattended.

Requesting Keys or Electronic Access

Submit a completed online request form at:

<https://i.slcc.edu/facilities/departments/keyshop.aspx>

- Notification will be sent to the email address provided once access is ready (typically within 48 hours after supervisor approval).

- Individuals who are not SLCC employees and require access should call the Key Office at 801-957-4102.

Lost, Stolen, or Malfunctioning Access

- Report lost, stolen, or malfunctioning keys or electronic devices to the Key Office immediately so access can be updated.

- For broken locks, hardware issues, or door problems, contact the Key Office at 801-957-4102.

- Office Hours: Monday–Friday, 8:00 a.m.–4:30 p.m.

- After Hours: Call the same number and listen to the full message for the on-call contact.

Security Requirements

- Never loan keys, fobs, or access cards to anyone.

- When access is no longer needed or employment ends, all keys and access devices must be returned to the Key Office.

Access holders remain responsible until all items are returned and cleared from their records.

- For security reasons, Facilities Services personnel (e.g., Custodians, Heat Plant Engineers) do not unlock doors.

- Faculty and staff must secure offices, classrooms, labs, and any areas containing valuable equipment.

- Do not prop doors open or leave doors unlocked when exiting.