

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:

Please obtain the appropriate key(s) or proximity/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 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**, for **classroom/lab** assistance. **If an employee is working on a different campus than departmental office, please make sure key or electronic access is requested promptly.**

To obtain a key or electronic 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**). (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 after the hours of Monday – Friday 8:00 a.m. – 4:30 p.m. – Please call the Key Office 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 – (Personnel 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 THEM UNLOCKED WHEN EXITING.

FACULTY ASSISTANCE OPENING CLASSROOM DOORS – (First Week of Semester Only - call 801-957-4004, All Campuses/Centers – Listen for the correct location prompt.) Or call:

Taylorville/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).