

## KEY OFFICE & LOCKSMITH

### Key Office

The Key Office staff is responsible for access to all Salt Lake Community College buildings, rooms, cabinets, equipment and vehicles. The Key Office is located on the Redwood Road Campus (RRC), Construction Trades Bldg. (CT), Room 097, Telephone Number - 801-957-4102.

All persons requiring key(s) or card access must fill out a "Request" form available from the Key Office or from their immediate supervisor. Forms need to be completed entirely before keys or card access will be issued. All requests require the employee's signature and the signature of their Director, Division Chair, Executive Dean or above. **Requests should be made 24 hours in advance.** The person requesting the key(s) must pick up keys in person - key holders are then instructed as to their responsibility of having access to SLCC property. For convenience, drop off and pick up points are established at most campuses.

Each individual is responsible for the key(s) or card access issued them. All keys are the property of SLCC. Keys and/or access cards should never be loaned or given to anyone except the Key Office. Obsolete and unneeded keys must be returned to the Key Office promptly for removal from the records and for proper disposal.

All **lost or found keys** on SLCC campuses should be reported and/or given to the Key Office. Faculty are asked to notify students each semester that lost/found keys can be reported and claimed in the Key Office. Your help in this matter is greatly appreciated.

### Locksmith

The College's Locksmith has the responsibility for the security and safety of all buildings and equipment at all SLCC locations. By maintaining and installing all locks and initiating a high security key system throughout the College, the Locksmith provides optimum security at all SLCC locations. Staying current with all maintenance needs at SLCC is a top priority for our Locksmith.

All SLCC lock, card swipe or key problems, please call 801-957-4102. We look forward to working with you.

"The Key Masters"