**KEYS/SECURITY ACCESS CARDS**

Requests for room keys and security access to the building should be submitted to Denise Elwood. 801-581-3099; [delwood@media.utah.edu](mailto:delwood@media.utah.edu).

Notify Denise in the case of theft, damage, or loss of keys. Keys should be turned in to Denise or immediate supervisor when employment is terminated.

Updated: Denise Elwood

9/4/18