

Key Policy School of Social Work

Background:

The portion of the School of Social Work located at 1010 West Nevada Street is leased from JSM Management. Key fobs are provided by the leasing agency for electronic access to the outside doors. Keys are provided by the department for interior doors on the second floor. Keys and key fobs may be picked up in the Business Office, based on the following policies.

Policy

Keys and Key Fobs: Full-time Faculty, PhD students, and full-time staff will be given a key to their office and a key fob to the building. Keys, but not key fobs, *may* be provided to academic hourly, graduate hourly, or undergraduate hourly employees. Key fobs also will not be provided to adjunct instructors who teach during the normal building hours, however adjuncts that teach weekend classes will receive a fob.

Keys: Faculty office keys will not be given out to anyone except the faculty member to whom the space is assigned. A business office staff member will open a faculty office for a third party only after receiving an approving email from the faculty member.

Questions? Please contact sw-facilities@illinois.edu.