To: Faculty, Part-Time Instructors (PTI) and State-Funded Graduate Assistants

From: Ray W. Alden III, Executive Vice President and Provost

Re: Classroom and Building Security and Responsibilities

All teaching employees must carry and use a Marlok Card to access technology-enhanced classrooms. Full-time faculty will have access to all classrooms secured by the Marlok system, and they cannot expect or request other campus personnel to open classroom doors for them except under very unusual circumstances (see below).

Part-time Instructors (PTIs) and Graduate Assistants (GAs) with teaching assignments will have specific classroom access. For PTIs and GAs, Marlok Cards issued by the departments/units will open all classroom doors for the first two weeks of the semester and after that each individual must hold a card under their own name and access will be limited to assigned classrooms.

Departments/units will need to submit a signed and completed modified Key Request to Work Control as soon as PTI and GA teaching and room assignments are finalized. This form is available through the Facilities web page at www.unlv.edu/facilities/workcontrol/keyform.html.

It is the responsibility of each PTI and GA to make sure they signed a Key Request Form prior to access being cut off at the end of the two-week period. PTI and GA Marlok Card access will be terminated on the day grades are to be turned in to departments/units and cards must be collected then for reassignment in the subsequent semester. Final paychecks will be withheld until cards are returned.

From 8:00 a.m. until 6:30 p.m., all technology-enhanced classrooms will be accessed by the swipe-in (unlock) and swipe-out (lock) system. This arrangement allows the door to remain unlocked during the class period and creates the least amount of disruption as students arrive late or re-enter the room. It is a teaching employee’s responsibility to swipe-out (lock the door) as they leave at the end of the class. Faculty are also asked to verify that the door is actually
secure before they leave the area. After 6:30 p.m. all doors will remain locked at all times and doors can only be opened from inside of the classroom or by a Marlok Card outside of the classroom. This creates some inconvenience for the people entering the classroom, but it provides needed late-night security for the equipment after hours.

If under exceptional circumstances a teaching employee is unable to access an assigned classroom, then on M – F 7:30 a.m. to 5 p.m. call the Facilities Help Desk 895-4357; and M – F after 5 p.m. and on weekends call the Public Safety non-emergency number 895-3668. It is the responsibility of the teaching employee to carry some form of university identification if they are requesting doors to be unlocked and to be able to demonstrate why they should be accessing the room.

If teaching employees need access to laboratories or offices they should first ask at the department, school, or college offices. If immediate access is essential and no one is available at the appropriate administrative offices, then call the Public Safety non-emergency number 895-3668. In these cases, the teaching employee must have identification and demonstrable need to enter the room. Unlocking the door will be at the discretion of the officer.

Most buildings on campus have perimeter security, using the Marlok System. If a building has classrooms that are scheduled for use, then the exterior doors are scheduled to be open a maximum of M – F 7 a.m. to 10 p.m. and opened on weekends only for those times that classrooms are in use. If a teaching employee needs regular access to a locked building a Marlok access should be requested through your department/unit office. If under exceptional circumstances a teaching employee needs access to a locked building, then call the Facilities Help Desk on M – F from 7:30 a.m. to 5 p.m. or the Public Safety non-emergency number M – F after 5 p.m. or on weekends. Again, it is the teaching employee’s responsibility to have identification and be able to demonstrate the need to enter a locked building. Opening a locked building is at the discretion of the officer.

Other Classroom and Building Issues

Please do not swap classrooms or change classrooms without first getting permission through the department/unit office. We need to track all such changes so students can be informed, and for security reasons and classroom utilization studies.

Each classroom has an occupancy capacity set by Nevada State Fire Code. Please have only the appropriate number of chairs in the classroom. Additional students should not sit in a classroom because of exiting issues in case of an emergency.

If chairs are missing from your classroom, please call the Facilities Help Desk and they will respond as soon as possible, but please be patient.
If doors are locked, then they should not be propped open with objects because this allows free access to others and puts us at risk for theft and other criminal activities. Furthermore, propping doors violates fire code.

Please close, and where appropriate lock doors when leaving an office, laboratory, classroom, or building. Also please turn off all lights when leaving an area.

If you see doors left unlocked or propped open, please help to secure the door or call Facilities or Public Safety.

**CONTACTS**

**OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST**  
4505 Maryland Parkway • Box 451002  
Las Vegas, Nevada 89154-1002  
(702) 895-3301 • FAX (702) 895-4054  
www.unlv.edu/Provost

**FACILITIES MANAGEMENT**  
4505 Maryland Parkway • Box 451048  
Las Vegas, Nevada 89154-1048  
(702) 895-4357 (HELP DESK) • FAX (702) 895-4174  
http://www.unlv.edu/facilities/

**PUBLIC SAFETY / POLICE**  
Paradise Campus (PAR) • Box 452007  
(702) 895-3668 • FAX (702) 895-3660  
http://studentlife.unlv.edu/dps/