

UNIVERSITY FACILITIES MANAGEMENT

FACULTY/STAFF KEY CARD REPLACEMENT FEES

Effective July 1, 2012, University Facilities Management will be charging back departmental indexes for lost key cards. If deemed necessary, it is the department's responsibility to seek reimbursement from the individual key cardholders for replacement costs incurred on the index provided on the original work order. Rekeying a lost card requires that the UFM locksmith to physically swipe each door/lock accessible by the key card to ensure security of the room.

Locksmith Hourly Labor Rate: \$41.66

Key Card Replacement: \$2.50

Single Building Key Cards - \$23.33

The labor time involved in rekeying a single building key is 30 minutes and a new key card.

Multiple Building Key Cards - \$23.33 x Building Quantity + \$2.50

The labor time involved in rekeying a multiple building key is 30 minutes per building and a new key card.

Classroom Master Key Card - \$124.98

The labor time involved in rekeying a classroom master is 3 hours and a new key card.

Grand Master Key Card - \$544.08

The labor time involved in rekeying a grand master is 13 hours and a new key card.

As the key holder or responsible person for key pick-up and distribution, please sign below to indicate that you have read this and understand this policy.

(Records maintained by UFM Lock Shop)

Name (Printed): _____

Date: _____

Signature: _____

Work Order Number: _____

Rates updated October 1, 2017