

UNIVERSITY FACILITIES MANAGEMENT

Electronic Lock and Access PED Instruction Sheet **Onity and Best Systems**

New Card Requests

The cost of a card will be \$2.50 per card plus the time to go download the locks.

Addition or Deletion of Personnel

To add or delete personnel from a door locking plan, you must generate a work order. You must also complete **Electronic Lock Form**. This form must be filled out completely and signed by an authorized employee. Please make blank copies of **Electronic Lock Form** for future additions and deletions. Expired cards need to be delivered to the Lock Shop to be updated and encoded. You will be charged one quarter hour for 5 cards or less. You will be charged additional for more cards according to how many cards you have. There will also be a charge for the time it takes to go to the lock(s) to download the new access.

New Electronic Lock Installation

To have a new electronic lock installed, you must generate a work order. You must also fill out **Electronic Lock Form**, completely. Please make blank copies of **Electronic Lock Form** for future additions and deletions. We will keep copies of the forms on file. We will not add or delete anyone without a signature of an authorized employee. Please specify if you do not want custodial personnel to have access to that room. Police, fire, and maintenance personnel will automatically have access to all rooms. Please call the Lock Shop a 330-672-7846 for pricing and additional information.

Card keys will be cancelled if not picked up within 30 days.
Requester/requesting department will be charged for the cost of the card keys
and for subsequent requested card keys.

*****There is a fee to replace lost cards.**