

Facility Services

Procedural Guidelines

Title: Combination/Push Button Lock Procedure

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All Departments requesting the installation of a combination/pushbutton lockset for their instructional areas must submit a service request through Facility Services. Departments must submit a building permit from Facility Services for approval and must be on file prior to installation. Security for the area, maintenance of the lockset, administration of any associated lock software and equipment, and cost to return the door opening to original condition is the responsibility of the Department assigned to that space. The Department Head must sign off to all conditions and responsibilities listed below.

Conditions:

- Facility Services has approved only the Trilogy Mortise Lock T-3, DL3500 series with an interchangeable core or Trilogy Cylindrical Lock T-2, DL2700 with an interchangeable core. The approved lockset can change at the discretion of Facility Services Personnel.
- The purchasing and installation of all lock hardware and associated software will only be approved and completed by Facility Services Personnel.
- Department pays for the installation of the lockset and cost of a new door if the current opening is unable to accept the new Trilogy Lockset. Facility Services Lock Shop Personnel to determine whether new door is needed. Existing doors with asbestos containing cores will also be replaced at the Departments expense.
- Keys and core designations will be determined and administered by Facility Services Key Shop.
- All maintenance of the lockset is the responsibility of the Department. Facility Services can complete maintenance on the lockset at a charge to the Department.
- If Department changes the door opening back to a standard mortise lockset, the Department will be charged for material and labor to replace the door.
- If a department wishes to change code, a Trilogy lock master code will be assigned to the Department by Facility Services Key Shop. Any master code changes must be approved by Facility Services Key Shop.
- Departments who want Facility Services to change lock codes can submit a service request in which they will be charged for the work.
- Department will be charged for any training and operation instructions provided by Facility Services personnel.

Responsibilities:

- The Department assumes full responsibility for security of the space. Facility Services is not liable for any stolen or damaged items to the building components, equipment, or users personal items due to the in-operation of the Trilogy Lockset.
- The Department is responsible for any labor and material incurred by Facility

