

# l o c k s m i t h s

*THE LOCKSMITHS MAINTAIN, REPAIR, AND REKEY LOCKS ON CAMPUS. THE LOCKSMITHS' COMPREHENSIVE KEY MANAGEMENT SYSTEM ORGANIZES AND UPDATES COMPLETE UNIVERSITY BUILDING RECORDS AND THE MASTER KEY INVENTORY.*



## SERVICES

- Making new keys or copies
- Working with electricians in the repair and installation of card access entry systems
- Installing locks on doors and cabinets
- Changing or repairing combination locks
- Repairing latches and lock installations on cabinets, desks, or sliding windows
- Using interchangeable core cylinders, so locks can be changed in minutes

Standard maintenance and repair of the following is typically an F&S responsibility performed in general fund buildings: knobs, locks, door stops, door closers, and other hardware.

The locksmiths also perform maintenance and repair on departmental safes and vaults. All keying for construction and remodeling projects must be done by the locksmiths to provide building security.

The locksmiths provide specific lock types and keys for mechanical, electrical, elevator and telecommunication service, steam tunnels, and custodial rooms.

**Request all services through the my.FS Portal. For additional information or assistance, contact the Service Office at 217-333-0340.**

