



UNIVERSITY FACILITIES MANAGEMENT

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 card holders for replacement costs incurred on the index provided on the original work order. Rekeying a lost card requires the UFM locksmiths to physically swipe each door/lock accessible by the key card to ensure security of the room.

Locksmith Hourly Labor Rate: \$48.25 Key Card Replacement: \$2.50

Single Building Key Cards - \$24.13+ \$2.50 (per card)

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

Multiple Building Key Cards - \$24.13 x Building Quantity + \$2.50 (per card)

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

Classroom Master Key Card - \$144.75 + \$2.50 (per card)

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

Grand Master Key Card - \$627.25 + \$2.50 (per card)

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