



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE  
11/14/94**

**REVISION  
1**

**PAGE  
G3-170.0**

**SUBJECT  
BUILDING MAINTENANCE AND OPERATIONS**

**SUB-TOPIC**

**LOCKS**

Personnel requesting locks to be changed must submit a Work Request form in conjunction with a Key Request. A minimum fee of \$35.00 will be charged for each lock changed. However, the Physical Plant will not charge for any lock repairs. Any building modifications which require new locks or changes will require a Key Request and should be submitted with original Work Request.