

Appendix: Locks & Keys Policy: Morningside Heights Campus Academic and Administrative Buildings

Lock Shop: Non-Billable and Billable Work:

The following is non-chargeable work performed by the Lock Shop:

- Maintain and repair existing standard mechanical door hardware devices and systems, lock cylinders, non-electric lock sets, door closer, panic hardware and door openers

The following is chargeable work performed by the Lock Shop:

- Provide lock-out access/services with Public Safety approval
- Install new hardware, locks and make new, duplicate and/or additional keys
- Install new, maintain and repair departmental specialized door hardware, electronic security systems and cylinder keying and racing
- Install, maintain and repair departmental specialized electro-mechanical (controlled access) door hardware, lock strikes and closed circuit equipment
- Locksmith services provided to auxiliary departments and special events
- Walk-thrus for project managers or contractors and locksmith/access assistance during project work

The actual cost for Campus Operations Lock Shop support depends on several factors, including the time of day, day of week, amount of time and the cost of associated with materials required to complete the job. There is a ***one-hour minimum labor charge*** for all jobs.