Keys

K · https://fo.umich.edu/fosg/keys/

The Maintenance Services Key Office coordinates keying in all General Fund space and many auxiliary spaces. Each building has an individual keying plan developed with input from the users of the space.

To obtain keys from the Key Office, two forms may be needed. The first is a "Key Requisition" form which must be signed by the person authorized to allow distribution of the requested key. Key Requisition Forms are available from the Key Office.

When the department wishes to cover the cost of the key, a second form, a Maintenance Work Order, is required. The form is available here: requests.fo.umich.edu/Home/NonGeneralFund.

At the request of a department, the Key Office will collect a deposit for a particular key to aid in the eventual return of the key. The Key Office charges $5, $10, or $20 deposits and the deposit rate is set by the requesting department. Deposits are payable in cash only. Receipts are provided.

All keys are tracked in the Key Office M-Keys system. Key authorizers from departments may request a report of keys issued in their areas of responsibility by contacting the Key Office at 764-3481 or keyoffice@umich.edu.

The cost of re-keying a space or a building is the responsibility of the department occupying the space. Re-keying usually becomes necessary, at some point, due to lost or stolen keys. As a general rule, the Key Office does not perform complete re-keying of buildings unless directed to do so by the school or college using the space. In those instances, the school or college would be expected to provide funding for the project.

Departments may replace key systems with card reader access systems at their own expense. Card reader systems shall be approved by the Key Office only and must be compatible with existing systems.

The Key Office also provides keys to locking office furniture and cabinets at customer expense.

To request service, call the Facilities Service Center at 734-647-2059 or visit requests.fo.umich.edu.

Customers must pick up keys at the Key Office located at 525 Church Street, Room 1103.

Note: All signed Key Requisition forms should be delivered to the Key Office at time of key pickup. All Maintenance Work Orders are sent to the Facilities Service Center.

See also:

- Locks, Door