Locks, Door Battery-Operated Combination locks (Keypad, Push Button, Card Reader)

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The Key Office repairs battery-operated locks on doors. Mechanical failure of the lock (e.g., the handle coming off, the lock is loose, push buttons not pushing, or the latch is not aligning with the strike plate) are considered general fund repairs.

The Key Office will install a battery-operated lock (to replace the existing mechanical lock) at customer expense. Upon installation, battery-operated locks become the responsibility of the department occupying the space for battery replacement and reprogramming. The Key Office trains the people occupying the space in performing these activities upon completion of a lock installation. In the event further training is needed or the department requests the Key Office perform battery replacement or reprogramming, please submit a Non-General Fund Work Order.

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