EASTERN CONNECTICUT STATE UNIVERSITY Trilogy Lock / Mechanical Key Request Form Instructions

PLEASE READ INSTRUCTIONS BEFORE COMPLETING The Trilogy Lock / Mechanical Key Request Form.

There are 3 DOOR ACCESS SYSTEMS on Eastern's Campus:

- 1) ELECTRONIC FOB ACCESS These are electronic locks that are hard wired to an online Electronic FOB Access System which is administered by the Card Services Office. Card Services can control these locks from their office to allow access to these areas. Please call Card Services at x55060 with any questions.
- 2) TRILOGY LOCKS These are locks that use the same FOB as the Electronic FOB Access System but have a keypad. These locks are programmed at the lock and are administered by the Key Shop. Please call the Key Shop at x55341 with any questions.
- 3) MECHANICAL KEYS These are locks that use a hard key and are administered by the Key Shop. Please call the Key Shop at x55341 with any questions.

There are now 2 separate forms to request Door Access:

- 1) One form for ELECTRONIC FOB ACCESS. If you can't find the area you are requesting on this form, please look on the Trilogy Lock / Mechanical Key Request Form.
- 2) One form for TRILOGY LOCKS and MECHANICAL KEYS. If you can't find the area you are requesting on this form, please look on the Electronic FOB Access Request Form.

If you are requesting Electronic FOB Access and Trilogy Lock and/or Mechanical Keys, both forms need to be submitted.

- 1) PRINT THIS INSTRUCTION PAGE This will help you complete the Trilogy Lock / Mechanical Key Request Form below. Please use birth name, not nickname.
- 2) **REQUESTOR INFORMATION** Click on each of the gray boxes and type the requested information.
- 3) EMPLOYMENT CATEGORY Select the appropriate EMPLOYMENT CATEGORY from the dropdown list.
- 4) DOOR ACCESS DEPARTMENT TEMPLATE If the requestor is in the Campus Police, Data Center, Facilities, Housekeeping, ITS Support, Mail Services, Media Services, Maintenance and Residential Life Department or is a Vice President, please select the appropriate DOOR ACCESS DEPARTMENT TEMPLATE from the dropdown list and the correct Door Access areas will be applied to the FOB.
- 5) **TEMPORARY ACCESS** If the access is for a temporary time period, please indicate Start Date/Time and End Date/Time.
- 6) TRILOGY LOCK REQUEST Select the Trilogy Lock Area(s) you are requesting by clicking in the adjacent box 🗵. If you cannot find the area you are requesting on this form, please look on the Electronic FOB Access Request Form.

7) MECHANICAL KEY REQUEST

- a) Select the building you are requesting from the Academic, Support or Residential Life Building dropdown list.
- b) Room Number is required. Please call the Key Shop at x55341 if you need help with room numbers.

c) Room Name if applicable.

d) Indicate by clicking on the box 🛛 if request is a New Issue, Broken Key or Lost/Missing (police report required).

8) KEY POLICY – Applicant needs to review the KEY POLICY at. <u>http://www.easternct.edu/police/key_policy.pdf</u>.

9) PRINT THE TRILOGY LOCK / MECHANICAL KEY REQUEST FORM

10) APPROVAL SIGNATURES REQUIRED AS FOLLOWS:

1) APPROVAL SIGNATURE

- a) Adjunct Faculty, Faculty and University Assistants need to have their Supervisor or Director or Dean or Department Chair Signature in the **APPROVAL SIGNATURE AREA**.
- b) Administrative Faculty, Management and Staff need to have their Supervisor or Director or Vice President Signature in the APPROVAL SIGNATURE AREA.

c) Student Workers need to have their Supervisor or Director Signature in the APPROVAL SIGNATURE AREA.

2) VICE PRESIDENT SIGNATURE – Required if the request is for a Master Key.

3) DIRECTOR OF BUILDING SIGNATURE

- a) Any request for Residential Life Areas requires the Director of Residential Life signature in the DIRECTOR OF BUILDING SIGNATURE AREA.
- b) Any request for Smith Library Areas (except Library 109) requires the Director of Smith Library signature in the DIRECTOR OF BUILDING SIGNATURE AREA.
- c) Any request for Child & Family Development Resource Center Areas requires the Director of the Child & Family Development Resource Center signature in the DIRECTOR OF BUILDING SIGNATURE AREA.
- d) Any request for Science 5th Floor Data Center, Communications 208 Data Center and Planetarium Cigna Lab requires the Chief Information Officer's signature in the DIRECTOR OF BUILDING SIGNATURE AREA.

4) APPLICANT SIGNATURE - Required. By signing, the applicant agrees to abide by the KEY POLICY found at http://www.easternct.edu/police/key_policy.pdf.

11) MAIL THE COMPLETED FORM to the Director of Public Safety at the University Police Department for approval signature. The University Police Department will distribute the forms to the appropriate department.

EASTERN CONNECTICUT STATE UNIVERSITY Trilogy Lock / Mechanical Key Request Form **↓**birth name please

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