



PLANT OPERATIONS

Locksmith Services

August 7, 2013

Lock Shop Services Rate Changes

- Effective September 1, 2013, rates for mechanical key issuing will be increased in order to reflect current material and labor costs. The average time spent to cut and process a single key is approximately fifteen (15) minutes. The billable rate for Lock Shop staff is \$31.52. The labor charge is approximately \$8.00, with average cost of a key blank being \$2.00. Broken, bent or worn keys will be replaced at no charge. Stolen keys will be replaced at no charge with a copy of UHPD police report only.
- Implementation - Departments will have the option of paying for required keys for new employees with a department cost center number. It will be at the department's discretion to determine funding for lost keys. For example, Facilities Management will pay for a new employee keys but the cost of lost keys maybe passed onto the employee depending on the individual circumstance/event.
- For ease of billing, flat rates have been established for Lock Shop Services.

Summary of Rates – Effective 9/01/2013

| Lock Shop Services | Current Rates | 9/1/2013 Rates | Core cost | Key Cost | Labor | Actual total |
|--|--------------------------------|-----------------------|------------------|-----------------|--------------|---------------------|
| Desk keys | \$1.00 each (first 3 free) | \$10.00 Always | | \$2.00 | \$8.00 | \$10.00 |
| Sub-master keys, security keys & mechanical room key | \$ 15.00 each (second issue) | \$10.00 Always | | \$2.00 | \$8.00 | \$10.00 |
| Individual keys & exterior door keys | \$ 2.00 each (second issue) | \$10.00 Always | | \$2.00 | \$8.00 | \$10.00 |
| Older model auto keys | \$2.00 each | \$10.00 Always | | \$2.00 | \$8.00 | \$10.00 |
| Later model auto keys (Programmable keys) | * Market | * Market | | | | |
| Building master keys | \$ 30.00 each (second issue) | \$10.00 Always | | \$2.00 | \$8.00 | \$10.00 |
| Grand master keys | \$ 200.00 each (second issue) | \$10.00 Always | | \$2.00 | \$8.00 | \$10.00 |
| Lock change (1 core) | \$35.00 | \$35.00 | \$18.43 | N/A | \$15.76 | \$34.19 |
| Lock change (1 core + 1 key) | \$45.00 | \$45.00 | \$18.43 | \$10.00 | \$15.76 | \$44.19 |
| Lock change (3 cored + 6 keys) Calhoun Lofts double room each | \$125.00 | \$164.00 | \$56.00 | \$60.00 | \$47.28 | \$163.28 |
| Lock change (1 core + 3 keys) Calhoun Lofts efficiency each | \$55.00 | \$65.00 | \$18.43 | \$30.00 | \$15.76 | \$64.19 |
| Lock change (2 cores + 4 keys) Calhoun Lofts single room each | \$90.00 | \$109.00 | \$37.00 | \$40.00 | \$31.52 | \$108.52 |
| Lock change (4 cores + 3 keys) Cougar Village each | \$160.00 | \$152.00 | \$74.00 | \$30.00 | \$47.28 | \$151.28 |
| Lock change (2 cores + 3 keys) Moody Towers each | \$90.00 | \$99.00 | \$37.00 | \$30.00 | \$31.52 | \$98.52 |
| Lock change (2 cores + 3 keys) Quadrangle each | \$90.00 | \$99.00 | \$37.00 | \$30.00 | \$31.52 | \$98.52 |
| Mailbox lock (1 lock + 1 key) Calhoun Lofts each | \$30.00 | \$26.00 | \$10.00 | Furnished | \$15.76 | \$25.76 |
| Mailbox lock change (1 mailbox lock + 1 key) Cougar Village each | \$30.00 | \$26.00 | \$10.00 | Furnished | \$15.76 | \$25.76 |