

08700S01 - Changing Lock Cylinders at the Medical Center

Standard Operating Procedure for Changing Lock Cylinders at the Medical Center

1. Lock cylinders in doors are under the control of security and should never be changed or replaced without their knowledge and approval.
2. Whenever a door is permanently removed, the cylinder must be removed from the door and returned to the Medical Center key shop.
3. Any door moved from one area to another must have a cylinder keyed to match the lock system of the new area.
4. Customers who request cylinder change or re-keying, shall be referred to the key shop, 257-3448.

All locks to PPD areas in Medical Center buildings will be keyed to the master key for the lock system in place for each building. All exceptions must be approved by the Director of PPD.