

## 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.
- 2) **REQUESTER INFORMATION** – Click on each of the light blue boxes and type the requested information. **Please use birth name, not nickname.**
- 3) **EMPLOYMENT CATEGORY** – Select the appropriate **EMPLOYMENT CATEGORY** from the drop down list.
- 4) **DOOR ACCESS DEPARTMENT TEMPLATE** – If the requester 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 drop down 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 drop down 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** here [https://www.easternct.edu/card-services/\\_documents/ecs-u-key-policy.pdf](https://www.easternct.edu/card-services/_documents/ecs-u-key-policy.pdf).
- 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 ASC) 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 540 Data Center, Communication 221A/B Data Center and Communication 220 UPS** 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 here [https://www.easternct.edu/card-services/\\_documents/ecs-u-key-policy.pdf](https://www.easternct.edu/card-services/_documents/ecs-u-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

1st 5 digits

<b>Last Name</b>		<b>First Name</b>		<b>Date</b>		<b>FOB #</b>	
<b>Department</b>		<b>Job Title</b>			<b>Eastern ID #</b>		
<b>Office Location</b>		<b>Office Rm #</b>			<b>Work Phone #</b>		
<b>EMPLOYMENT CATEGORY - _____ - Select Employment Category from drop-down list.</b>						<b>Office Use Date / Int.</b>	

**DOOR ACCESS DEPARTMENT TEMPLATE - \_\_\_\_\_ - Select Template from drop-down list if applicable, please read instructions.**

**TEMPORARY ACCESS**

<b>START DATE/TIME</b>		<b>END DATE/TIME</b>	
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**KEY POLICY:** \ htdg.## k k "YughYfbWYiYXi #WFX!  
gYfj jWYg#EXcW a YbYg#VYji ! \_ Ynidc jWYidXZ

**TRILOGY LOCK REQUEST - Click in the adjacent box of the area(s) you are requesting .**

- |   |  |  |  |                                   |   |  |
|---|--|--|--|-----------------------------------|---|--|
| <input type="checkbox"/> Athletic Men Bathroom    | <input type="checkbox"/> Facilities 206 Break room | <input type="checkbox"/> Science 120B - Greenhouse | <input type="checkbox"/> Sports Ctr 219          | <input type="checkbox"/> Webb 210 | <input type="checkbox"/> Webb 314             | <input type="checkbox"/> Wood SSC 129 - Bursar's |
| <input type="checkbox"/> Athletic Women Bathrm    | <input type="checkbox"/> Facilities 208 Key Shop   | <input type="checkbox"/> Science 131 - EHS Office  | <input type="checkbox"/> Sports Ctr 221          | <input type="checkbox"/> Webb 212 | <input type="checkbox"/> Webb 315             |  |
| <input type="checkbox"/> CECE 167                 | <input type="checkbox"/> Heat Plant - Ext. Door    | <input type="checkbox"/> Science 136 Storage Room  | <input type="checkbox"/> Sports Ctr Golf Sim Rm  | <input type="checkbox"/> Webb 213 | <input type="checkbox"/> Webb 316             |  |
| <input type="checkbox"/> CECE 170                 | <input type="checkbox"/> High 176 - Honor's        | <input type="checkbox"/> Science 217 MAP Room      | <input type="checkbox"/> Stu Ctr Bookstr - L Stu | <input type="checkbox"/> Webb 214 | <input type="checkbox"/> Webb 317             |  |
| <input type="checkbox"/> CECE 175                 | <input type="checkbox"/> High 182 - Counseling     | <input type="checkbox"/> Science 218 GIS Lab       | <input type="checkbox"/> Ctr Bookstr - R         | <input type="checkbox"/> Webb 215 | <input type="checkbox"/> Webb 407             |  |
| <input type="checkbox"/> Eastern Hall 39          | <input type="checkbox"/> High 372 - Sust. Energy   | <input type="checkbox"/> Science 416               | <input type="checkbox"/> Tennis Court            | <input type="checkbox"/> Webb 216 | <input type="checkbox"/> Webb 408             |  |
| <input type="checkbox"/> Eastern Hall 40          | <input type="checkbox"/> High 392 - Storage        | <input type="checkbox"/> Science 520 N. ITS        | <input type="checkbox"/> Webb 112                | <input type="checkbox"/> Webb 221 | <input type="checkbox"/> Webb 410 Foyer       |  |
| <input type="checkbox"/> Facilities 103 Auto Shop | <input type="checkbox"/> Knight House              | <input type="checkbox"/> Science 520 S. ITS        | <input type="checkbox"/> Webb 113                | <input type="checkbox"/> Webb 307 | <input type="checkbox"/> Winthrop Office 37A  |  |
| <input type="checkbox"/> Facilities 104 Auto Shop | <input type="checkbox"/> Planetarium 21            | <input type="checkbox"/> Science 541 ITS           | <input type="checkbox"/> Webb 114                | <input type="checkbox"/> Webb 311 | <input type="checkbox"/> Winthrop Office 100C |  |
| <input type="checkbox"/> Facilities 203 S&R       | <input type="checkbox"/> Prospect 291-Grant House  | <input type="checkbox"/> Science 5th Floor Stairs  | <input type="checkbox"/> Webb 206                | <input type="checkbox"/> Webb 313 | <input type="checkbox"/> Wood SSC 100L        |  |

**MECHANICAL KEY REQUEST - Room numbers are needed to process request, please call the Key Shop at x55341 if you need help with room numbers.**

Select Building from Dropdown List A-K	L-Z	Room Number (required)	Room Name (if applicable)	New Issue <input checked="" type="checkbox"/>	Broken Key <input checked="" type="checkbox"/>	Lost / Missing <input checked="" type="checkbox"/> (police report required)	WORK ORDER NUMBER

**APPROVAL SIGNATURES – PLEASE SEE INSTRUCTION PAGE. Return the completed form to the Director of Public Safety, C/O University Police Dept.**

<i>Applicant Signature</i>		<i>Print Name and Title</i>		<i>Date</i>	
<i>Director / Dept. Chair Signature</i>		<i>Print Name and Title</i>		<i>Date</i>	
<i>Vice President / Dean Signature</i>		<i>Print Name and Title</i>		<i>Date</i>	
<i>Director of Building Signature</i>		<i>Print Name and Title</i>		<i>Date</i>	
<i>Provost Signature</i>		<i>Print Name and Title</i>		<i>Date</i>	
<i>Director of Facilities Signature</i>		<i>Print Name and Title</i>		<i>Date</i>	
<i>Director of Public Safety Signature</i>		<i>Print Name and Title</i>		<i>Date</i>	