

LEC Keys and Access

The Lake Erie Center is equipped with a keypad access system. They are located at the shipping & receiving door on the west side of the building and also in the entry vestibule in the rear of the classroom wing. Although they are independent of each other the access codes provided to each authorized user will work at either door. Access codes are four digits in length and followed by the * sign. When the correct code is entered the door will unlock for 5 seconds and then relock. If an incorrect code is entered, allow the system ten seconds to reset itself and then try again.

Access codes will be periodically changed for security reasons and codes are available from the facility manager.

There are four internal keypads within the facility. They are located at the doorways to the west lab bays, the east lab bays, the GIS/Remote Sensing lab, and the Administration area. Codes for these doors are six digits in length and do not require a *. These codes will be provided to LEC users specific to their access needs and are also available from the facility manager.

All offices are keyed individually and approved users will need to fill out a Key Control Request Card. This request will be forwarded to the campus Lock shop. The user will be required to pick up and sign for their key on campus when it is ready. This key will need to be returned to Plant Ops when the user vacates their LEC space.

Access to other LEC areas i.e. Conference Room, Classrooms, etc. can be provided by the facility manager or the LEC secretary when needed. If LEC users require additional storage space then access to some of the storerooms will be authorized and keys will be requested from the Lock shop. These keys will be subject to the same requirements outlined above.

Other locked areas i.e. Janitors' Closets, Mechanical Room, Electrical Room, Data Room, etc. will not be accessible by LEC users, faculty, students, and others for security and safety reasons.