

Safety minute: Doors

Always lock the door when no one is in office/lab:

- Potential theft risk (equipment, personal items, information)
- Untrained personnel walk into labs that require training to get in

Jammed doors, some signs:

- Not able to smoothly put the key in or get it out
- The handle is loose

You should contact the facility service center for maintenance request

Safety concern:

- locked in the room without good ventilation with volatile chemicals, or cryogenes
- claustrophobia

When it happens at home, you can try greasing the lock with lubricant and put the key in

Other items:

- Return the keys when you graduate
- Lost keys: return to key shop (stamps on keys to forbid outside locksmith making copies)



TEXAS

The University of Texas at Austin

Facilities Service Center (FSC)

Welcome to the Facilities Service Center

The Facilities Service Center (FSC) is the service connection point for all facilities-related requests and inquiries. FSC handles all requests and inquiries for facility-related emergencies, maintenance work, repairs, custodial, landscaping, pest control, temperature issues, and events and moving.

It is our pledge to always do our best for our valued clients as well as our front-line service employees.

🕒 Facility-related Emergencies:

All facility related emergencies should be reported to the Facilities Service Center at 512-471-2020.

Maintenance Requests

Need Service?

[Facilities Service Center](#)

Main: 512-471-2020

Fax: 512-475-6409

[General Inquiries](#)

[Email](#)

[WORQS](#)

Contact

Main: 512-471-2020

Fax: 512-475-6409

[General Inquiries - Email](#)

[Events & Moving - Email](#)

Request Service

[Request Service >](#)

^ [What should I do if a key was lost or stolen?](#)

In the event a University key is lost or stolen, the key holder shall notify their designated key signature authority, who authorized the issuance of the keys, and University of Texas Police Department (UTPD) as soon as possible, but no later than 24 hours after the loss was known.

Within 24 hours, a [Lost or Stolen Key Report \(PDF\)](#) must be submitted to [Lock & Key Services](#) by the key holder documenting the circumstances of the loss. Lock & Key Services will provide a copy of this report to UTPD. Special circumstances (e.g., the key was taken in the commission of a crime) should be reported immediately to UTPD, who will dispatch a police officer to complete the report.