



Education & Outreach Moment

NSF PHASE I CENTER FOR ADAPTING FLAWS INTO FEATURES

NSFCAFF.ORG



TEXAS

The University of Texas at Austin

Doors & Access



- Always lock the door when there is no one in the office/lab.
 - An open door is a potential theft risk for equipment, personal items, and information.
 - Untrained personnel could walk into labs that require training to get in.
- Signs of a jammed door include a loose handle, or not being able to smoothly put the key in or get it out.
 - You could be locked in a room without good ventilation with volatile chemicals or cryogenes.
 - If this happens in the office/lab, contact your institution's facility service center for maintenance.
- Return your keys when you graduate/leave. If you find lost keys, return them to your institution's key shop or police department.)

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.

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 >

Facility-related Emergencies:

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

Maintenance Requests

^ [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.

