

**From:** Department Administration  
**To:** Department Faculty  
**Date:** May 27, 2021  
**Subject:** Faculty Lab Access - Keys & Keypads

The Department office will continue to manage keys for all Department offices (for faculty, staff, postdocs, and graduate students), classrooms, and common spaces.

It will also **maintain copies of your lab keys**. However, **the Department office will no longer manage your lab keys**. You will keep an inventory of your own keys and manage access to your labs directly with your students and other faculty. (This is already status quo for faculty with keypad entry for their labs.) We are ordering more copies of keys in the near future and will share them with you, if applicable.

All construction budgets for new and recent hires include installation of keypad entry for lab facilities. Where they haven't, the Department has stepped in to provide them. In all cases, and for the time being, the Department office coordinates with the locksmith to program the keypad, share the access code with the PI, and maintain a copy of the code in the Department office. The PI then manages access to their own lab by sharing the code with students and other faculty, as desired.

**If you are interested in adding keypad entry to your lab facilities, the Department will provide it (where the existing door infrastructure will accommodate it; in some cases, it will not). Please email [earadmin@syr.edu](mailto:earadmin@syr.edu) to register your request.**

If you already have a keypad and encounter issues (including battery replacement), please use the internal Department [maintenance and custodial request form](#) found on [Answers](#).