

Key Related Services / Charges

Key-related Service	Charges (\$)	Description
Core Replacement	75.00	Replacement for lost/stolen keys
Core Replacement (Normal Wear)	0.00	No Charge
Core Recombination	15.00	Set new core combination (includes cost of new key)
Initial Key Issuance	0.00	No Charge
Key Replacement (Normal Wear)	0.00	No Charge
Key Replacement (Broken, Damaged, Lost/Stolen)	35.00	Misuse or abuse as determined by Facilities Management
Desk, File Cabinet, Cabinet, and Other Keys	2.50	Standard Key
	7.00	Special Key
Spartan Card Replacement	25.00	Charges include card replacement and re-programming
Key Retrieval from Elevator	180.00	Elevator contractor retrieves key(s) from elevator pit