



## Standard Operating Procedure

**I. Title: PMCS - Contractor Lock and Key Requests for Construction Projects.**

**II. Purpose:** To provide Contractors their own set of keys through project duration. Contractor Key Requests for PMCS contracts are submitted by PMCS Construction Coordinator's only under this Standard Operating Procedure.

### **III. Actions (Chronological Order)**

1. Coordinator is responsible for identifying what keys will be required by the contractor throughout the scope of the project;

2. Coordinator secures a blank copy of the Contractor's Key Request from the [PMCS Project Delivery Forms \(Construction Phase\)](#) website and completes all information requested as follows;

a. Form Part I: Project Information: Coordinator completes all information excluding the Work Order number;

b. Coordinator identifies the Contract Administrator with the name of the PMCS Manager of Contracting;

c. Form Part 2 Requested by: Construction Coordinator completes all information as provided by the General Contractor;

d. Form Part 3: Request Information: Coordinator completes the list of keys required (one per line);

e. Form Part 3: Type the Construction Coordinator's name at the bottom;

3. Coordinator emails the completed form to Locks & Keys personnel: Cheryl Records; Jaime Faunes with the form copied to the PMCS Project Manager; and PMCS Manager of Construction and Safety Coordination.

4. Coordinator files a copy of the final form in the Project File folder under Construction/Reports.

5. Lock and Key personnel will continue with their internal processes and their notification to the Contractor when the keys are ready and notification to PMCS Contract Manager when the keys are returned.

### **IV. References**

<http://www.utexas.edu/pmcs/staff/ForStaff-ProjectForms.html#construction>