

# Grove City College Outing Club Electronic Lock

## Purpose:

During the annual meeting at the 2010 Homecoming, a motion to add an electronic lock to the cabin was passed. This addition was donated at no cost to the club. There a number of reasons for the Grove City College Outing Club Cabin to go to an electronic lock. These reasons include but are not limited to:

1. Easier access for all members of the club, without the need for a physical key. (All alumni members will have the option to receive a unique access code for the lock)
2. Easier management of access codes. There will be no need to meet with Lee or Cory, and no need to return keys. Access codes can be given over the phone.
3. One time use keys can be issued for contractors, suppliers, college maintenance team, or organizations wanting to rent the cabin, if we decide to rent again. These keys can be valid for only the rental period.
4. Better record keeping of cabin use.

## Timeframe:

November 2010 - January 2011 - Member awareness and initial issue of access codes.

January 2011 - Install of lock and new procedures take effect.

## Procedures:

### Obtaining an access code

A unique access code will be given to all alumni members who request one.

Request for access codes before January 1, 2011 can be via email or phone to:

Cory Gibson

724-931-0458

cgibson@gccoc.org

After January 1, access codes can be obtained by emailing or calling Cory, or by calling Mark Place or Lee McCoy.

Per standard operating procedures, a key FOB will be given to each student officer. These FOB's are to be handed down and the former officers will receive their key code. Key FOBs cannot be copied and can be disabled if lost or misused.

College Security and Maintenance will receive key FOBs.

### Usage of the lock

#### **Opening the cabin**

Enter your code, followed by the # sign. Cabin door will unlock and remain unlocked until the user locks the door following the Locking Cabin procedure, or the Auto Lock time.

#### **Locking cabin**

Press the Lock button on the back of the door, or enter you code followed by the # sign on the keypad of unlocked door.

#### **Auto Lock of front door**

Door will automatically lock every night at 10:00pm. Lock will remain locked until 7:00am and any entry to the cabin between those hours will require the user to enter their code + #. (Note door can be opened from the inside while locked without the use of a code)

#### **Low battery indicator**

The lock is run of 4 AA batteries. Low temperature lithium batteries will be used. When the power gets low, a red low battery indicator will light after you unlock the door with your code. Please let a member of the Cabin Team or an officer of the club know immediately. Batteries will be regularly monitored and changed at least every 3 months to help insure that the lock will not fail due to low batteries.

#### **Key FOB Option**

A Key FOB can be issued in place of an access code if so desired. Key fobs are available for a fee of \$10 Key FOBs are not warranted in any way and new fobs will incur an additional fee. (An access code can be issued for free instead of FOB replacement)

Please do not disassemble or remove lock, if you have problems with the lock, contact a member of the Cabin Team

### Lost, Stolen, or Forgotten Keys

You are responsible for the security of your key or access code. Keys and access codes should not be given to other members. Your key or access code is your unique identifier. You are responsible for any use of the cabin under your key or access code. Please report key losses immediately, so you previous key can be inactivated and a new key or access code issued.