Keying Process

1. Construction sets up meeting to discuss locking strategies.

2. Meeting members analyze proposed building usage.

3. Principal makes keying decisions.

4. Hardware supplier updates submittal.

End
KEYING PROCESS

1. Early in the construction process, as soon as the door hardware submittal is approved, the Construction Team Leader will set up a site meeting to discuss locking strategies for the new project.

   Key Invitees: Construction Team Leader
   School Principal and/or Construction Coordinator
   General Contractor’s or Construction Manager’s Project Manager
   Hardware Subcontractor
   Hardware Supplier
   Best Lock representative
   Area Maintenance Locksmith

   Other Invitees: Design Architect

2. The process consists of analyzing the proposed usage of the building to determine the correct locking strategy.

   Specifically –
   - Best Cylinders on emergency access doors (County Grand Master Keys)
     a. Main Entrance
     b. Kitchen Entrance
     c. Entry door with access to the parking lot
     d. BSM entrance if the BSM office is near the exterior of the building
     e. Interior administration office door
     f. All mechanical and electrical rooms and closets
     g. Physical Education gymnasium entrance (This master key will not open other doors in the building.)
   - After hours access of community use spaces
     a. Interior corridor doors with locking ability to separate after-hours spaces
   - Master key system
     a. The principal decides what type of key for his/her office and certain storage areas
     b. Media Center has a higher security lock that only the Building Grand Master would open (principal & head BSM)
     c. Most elementary schools have one master key for all classrooms
     d. Middle and high schools may have classrooms broken into sections (teaching areas) for individual masters, i.e. science, math*
     e. Key cabinets will have extras for all keys
   - Dry food storage has an SKD (single keyed differently). Only the food service manager will have keys to these areas. There is no master key.
   - Computer rooms have SKD’s. The classroom teacher will have keys to these areas. There is not master key.
Results of the Meeting – a determination of correct door handles/locking hardware for every door.

3. The hardware supplier takes information from the meeting and updates the hardware submittal in a timely fashion to allow ordering of doors and frames as soon as possible.

* DOC recommends a minimal number of master keys controlling classrooms (Not by Department)