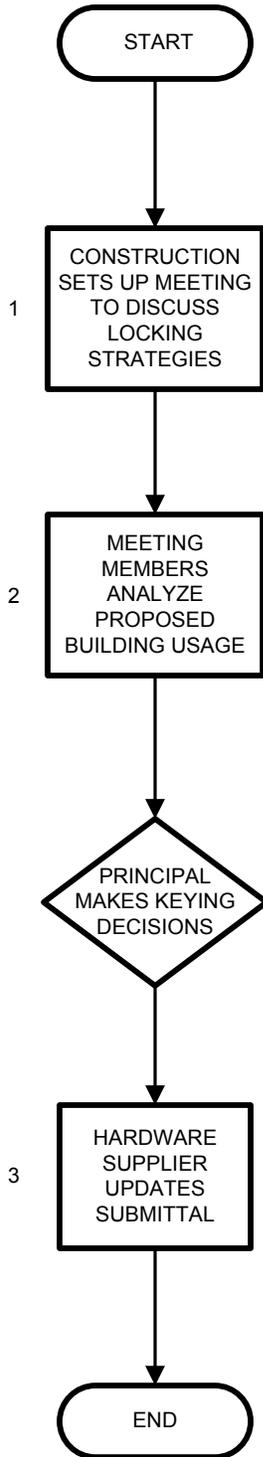


# Keying Process



## 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)