



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 61.26, Standardization of Door Hardware and Restricted Keyway Systems, Computerized Keying System and Key Identification Program

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish a standard for high quality door hardware in new structures and in the renovation or re-keying of existing areas. This OP also establishes a standard keying system and an improved key identification program for all lock systems. This policy applies to all TTUHSC campuses.

REVIEW: This HSC OP will be reviewed by September 1 of every odd-numbered year (ONY) by the Campus Directors of Facilities Operations, with recommendations for revisions forwarded to the Vice President of Facilities and Safety Services (VPFSS) by September 15.

POLICY/PROCEDURE:

1. General Policy.

This HSC OP establishes the exclusive use of Sargent restricted keyways throughout TTUHSC Campuses and allows TTUHSC or Facilities Operations to establish certain keying codes in designated TTUHSC campus areas. The OP further maintains the standardization of the restricted keying systems and key identification program. All systems will be programmed and controlled by the Facilities Operations Lock shops on a per Campus basis.

2. Standardization of Finish Hardware.

a. Locksets.

- (1) **Mortise Locks:** All new locksets in new buildings or in renovation projects shall be mortise type locks and shall meet the ADA requirements for all individuals with disabilities.
- (2) **Function:** Sargent 8200 series is the standard. Functions of mortise lock shall be Sargent 8200.

Service/Storerooms	04
Office/Lab	55
Passage	15
Storeroom	25
Classroom	37
Entrance	43
Bathroom	65

Sargent functions 25 or 43 are often used where dead bolt security is desired.

- (3) **General guidelines for function selection:**
 - (a) The Life Safety Code must be followed.
 - (b) Operation of the inside lever will always automatically retract all locking mechanisms to allow easy exit from the space.
 - (c) Areas of limited access, not normally open to the public, such as storage rooms, mechanical rooms, custodial rooms, should always be locked when closed. Use rigid lever function.

- (d) Higher security type spaces such as select agents, labs or spaces containing sophisticated or expensive equipment, etc. should be equipped with a dead bolt function.

b. **Trim/Finish.**

- (1) Mortise Locks lever handle Sargent 8200 coordinate trim specifics with local Facilities Operations Directors with LW1L trim. Amarillo uses LW1P.
- (2) Doors which lead to hazardous areas such as mechanical rooms, electrical rooms, loading docks or other areas that might be dangerous to a blind person must be made identifiable to the touch by a textured surface on the door handle, knob or pull. The textured surface shall be knurled. An abrasive coating is not acceptable.
- (3) Finish shall be coordinated with Facilities Operations Directors

c. **Auxiliary Locks.**

Mortise Dead Locks:

- (1) Wood or HC metal doors: Sargent 4870 line with 74, 75, 76, 77, 78, or 79 functions.
- (2) Narrow stile aluminum or sliding doors: Adams Rite MS 1850A or MS 1850A - 505 with 4000 strike, finish Rite Coat #121 (Oil Rubbed Bronze) or matching color. Pull handles are required for sliding doors.
- (3) Surface mounted or bored dead locks are not normally acceptable.

d. **Cylinders/Keying.**

- (1) All cylinders for locksets and exit devices shall be Sargent, set on a Restricted Keyway assigned by the TTUHSC Lockshop; at each respective campus where Lockshop exist. No substitutes for Sargent cylinders.
- (2) The keying schedule will be developed by the hardware supplier in coordination with the building user and the TTUHSC Lockshop at each respective campus where Lockshop exist. The Lockshop will assign the keyway and may assign the keying code. In any event the Lockshop and the local Facilities Operations Directors will approve the keying schedule. Cylinders, cores and keying may not be ordered without this final keying schedule approved by the Lockshop and local Facilities Operations Directors.

3. **Exit Devices.**

a. **Type.** Sargent 80 series standard.

All other Sargent series are not approved. No substitutes for Sargent Exit Devices.

b. **Functions.**

Exterior Doors	04
Exit Only	10
Others Acceptable	63, 28, 93

c. **Trim.**

To be coordinated with local Facilities Operations Directors

d. **Mullions.**

- (1) Fixed or removable center mullions shall be installed, where feasible, on double doors. Use Sargent 980 or 12-980 and provide stabilizers.
- (2) Where mullions are not applicable on double doors and the doors are equipped with a lock, provide concealed, manually operated flush bolts on the inactive leaf.
- (3) Where doors are classified as exit doors and require exit hardware and no mullion, surface mounted vertical rods shall prevail over concealed vertical rods.

4. **Door Closers.**

- a. All closers shall be surface mounted, no concealed closers. Specific location standards shall be coordinated with local Facilities Operations Directors.
- b. Paint closer arms and cover, statuary bronze, or approved color to match doors and trim.

5. **Miscellaneous.**

- a. **Door Hinges.**
Specific location standard shall be coordinated with local Facilities Operations Directors.
- b. **Door Stops.**
Wall mounted preferred over floor mounted. Specific location standard shall be coordinated with local Facilities Operations Directors.
- c. **Door Pulls.**
Generally designated with locksets or exit devices standard. Specific location standard shall be coordinated with local Facilities Operations Directors.
- d. **No Offset Pulls.**
Coordinators, automatic flush bolts, concealed vertical rods, concealed closers, offset door hinges, offset door pulls are items generally not acceptable unless thoroughly justified.

6. **Keying Systems.**

- a. Each of the buildings on TTUHSC campuses established an expandable keying system in the Sargent Restricted Keyway System. The Sargent Company has reserved a number of restricted series for TTUHSC facilities.
- b. All buildings within a zone have been assigned a specific restricted series and will be on specified keyways within that series. Each facility will be keyed to its own building master, building or departmental submaster, etc. There is ample room in each zone system for new building expansion, additions, rekeying, etc. Program development emphasizes as few changes as possible and will be developed in close coordination with the building users.

7. **Key Identification.**

- a. This HSC OP includes a method of identifying each individual key by code stamped on the key when it is issued. The code does not identify the building or the room. Each room key will be assigned a coded number. When a key is issued to an individual, an identification number is stamped on the key. The identification number is an alphanumeric combination and assigned at random. Every key issued can be identified and traced to its owner.
- b. The key control and key issue programs permit information access to every key issued, every person to whom a key is issued, what combinations of keys each key holder has, coding of locks, building and zone keying systems and key and lock inventories.
- c. The keying systems are set up, contained, programmed, and controlled on the Lockshop computer and are accessible only to Lockshop personnel, or the designated regional campus key control office.

- d. As the keying systems are changed out and new keys issued, the key code identification system is applicable.

8. **Key Security.**

- a. All major construction/renovation projects shall be keyed to a construction key system. Typically, one (1) construction key will be assigned to the general contractor to use. Additionally, another construction key may be issued if approved by TTUHSC Facilities Project Manager. A \$100 security deposit will be required.
- b. Building keys to maintenance areas will be issued to the contractor upon approval and proper documentation. Before issuance of the keys, a \$100 (one hundred dollars) security deposit will be required.
- c. Ordering of keys and locks for new construction or remodeled areas will be done in accordance with recommendations from TTUHSC Facilities Operations Director and the appropriate TTUHSC Lock shops.
- d. All keys and cylinders to new construction or remodeled areas will be received from the vendor by the Lockshop only. They should be delivered to the Lockshop no later than a month before the completion date.
- e. Cylinders shall not be installed or removed by the contractor.
- f. The removal of existing hardware from doors already in existence shall be done by the TTUHSC Lock shops before the door is removed.

9. **Plans and Specifications.**

For ease of identification and quick reference, drawings and specifications should follow a format that will provide or allow the following:

- a. On the drawings, each door is assigned a number and each space served shall be identified by a room number and by the function of the room. This information should be on the actual space drawings, not just identified on the door schedule.
- b. In the specifications, each hardware set should identify the door(s) by the door number and all hardware associated with the door(s). Each group of doors with the same hardware should be listed under a hardware set.
- c. A copy of the approved plans must be submitted by the designated project manager to the appropriate TTUHSC Facilities Operations Director before any construction or renovation starts to establish the keying system for the facility.

10. **Cost.**

The cost of new hardware and/or the re-keying of existing locks should be included in the construction or renovation contract or the project budget. If not, it will become the responsibility of the Department to incur this cost.

11. **Keys.**

Refer to HSC OP 61.24: Control of Keys to Facilities, and HSC OP 61.25: Electronic or Keyless Locking Systems.

12. **Related Documents.**

Additional specifications and requirements are found in the TTUHSC Design Policy, Standards and Guidelines. A copy of this document can be obtained from the TTUHSC Facilities Planning Department.

13. **Deviation and Unique Circumstances**

Facilities and Safety Services reserves the right to accept deviations to this policy as a result from acquiring a building, or similar, where existing hardware is not of the specified type. In those cases, this policy will serve a general guide to maintaining that deviation until such time a full conversion to hardware specified in this policy can be accomplished. Facilities and Safety Services also reserves the right to specify and implement additional securing devices, for unique circumstances, where needed as a supplement to existing specified hardware; note such deviations will be by approval of the Vice President of Facilities and Safety Services for use at all TTUHSC campuses.