1. **GENERAL**
	1. **Coordination Requirements**
		1. BCIT Safety, Security and Emergency Management (SSEM).
		2. BCIT Facilities and Campus Development (FCD).
		3. Locksmith – External Contractor.
		4. Division 08 Openings
	2. **Description**
		1. BCIT SSEM supports BCIT’s strategy to provide a safe and healthy environment for our employees, students, and for the communities where we live and operate. The guidelines herein have been created by SSEM to clarify the design and installation process of electronic safety and security systems on the BCIT campuses.
		2. The guidelines are intended to foster cooperation between all parties involved whether they be BCIT related or not. The SSEM Guidelines and others mentioned herein prescribe minimum acceptable standards for all equipment and procedures relating to door security/hardware.
		3. Access systems to be installed as part of newly constructed buildings or as part of renovations within existing buildings shall always reflect the intent of SSEM standards and guidelines.
		4. Any and all proposed changes to these standards shall be subject to approval in writing by BCIT and SSEM prior to implementation.
	3. **Terminology and Abbreviations**
		1. *Construction Master Key (CMK)*: a key normally used by construction personnel for a temporary period during building construction. It may be rendered permanently inoperative without disassembling the cylinder.
		2. *Master Key:* a key that operates all the master keyed locks or cylinders in a group, each lock or cylinder usually operated by its own change key.
		3. *Master Key System:* Any keying arrangement that has two or more levels of keying.
		4. *Keying Schedule:*a detailed specification of the keying system listing how all cylinders are to be keyed and the quantities, markings, and shipping instructions of all keys and/or cylinders to be provided.
		5. Abbreviations:
			1. CD - Cylinder Dogging.
			2. RX – Request to Exit.
			3. EO – Exit Only.
			4. F – Fire.
			5. L – Lever.
2. **CONTRACTOR AND/OR CONSULTANT RESPONSIBILITIES**
	1. **General**
		1. The contractor and/or consultant has the responsibility to ensure that all provisions of these Standards are met and to specifically advise the Institute in writing of any contemplated exceptions and obtain approval from BCIT and SSEM for all contemplated changes.
	2. **BCIT Procedure**
		1. FCD shall facilitate the communications and efforts of the Contractor with SSEM.
		2. During construction a construction master key will be made available to SSEM. At construction end (or near end) previously agreed upon keying system will be implemented by SSEM locksmith.
	3. **System Design**
		1. The keyway system shall be designed through consultation with and approval by BCIT and SSEM**.**
	4. **Contract Documents**
		1. Facilities and IT Services project standards are to be met.
	5. **Shop Drawings**
		1. Before commencing with a renovation or new construction project, BCIT requires that the consultant or contractor supply SSEM with floor plans. The floor plans must be approved by BCIT and SSEM to ensure it meets the needs of the Institute/Occupants/end-users.
		2. The contractor shall be responsible for all errors or omissions in the floor plans and for meeting all requirements of the contract documents.
3. **SSEM RESPONSIBILITIES**
	1. **General**
		1. SSEM will assist departments in determining their security requirements and act as the agent to: ensure quality and consistency, ensure justification for the system installation, and ensure adherence to the Institute guidelines with respect to the master key system in use.
	2. **Consultation**
		1. Consult, coordinate, and/or supervise the consultation of on-campus security and keying systems.
	3. **System Design**
		1. Design, coordinate, and/or supervise the design of on-campus security and keying systems.
	4. **System Installation**
		1. Coordinate cylinder replacement with an approved locksmith.
	5. **System Verification**
		1. Verify, coordinate, and/or supervise the verification of on-campus security and keying systems (including related equipment) to ensure the locks perform to the given requirements.
	6. **Post Installation**
		1. Create service tickets for the contractor who holds the current maintenance agreement unless the failure of a hardware component is covered under warranty with the original installer.
		2. Receive the updated floor plans and project drawings to be copied on the SSEM network share.
4. **SYSTEM DESIGN**
	1. **General**
		1. The system design shall produce a consistent outcome to increase safety and security for the Institute, reduce risk, and enable access. SSEM provides consultative input to project teams and user stakeholders to ensure the successful application of security technology with operational requirements.
	2. **Operational Function**
		1. The following functional requirements shall be identified prior to the design of any security system to be installed on a campus:
			1. Space ownership and usage.
			2. Location of all perimeter doors.
			3. Location of primary entrances/exits (daytime and after hours).
			4. Identification of entrances/exits with a handicap operator.
			5. Identification of special areas (i.e. containing high-value assets, chemical storage, etc.).
			6. Building hours of operation.
			7. Desired scheduled operations (i.e. automatic locking, unlocking, etc.).
			8. Location of vulnerable personnel.
5. **EQUIPMENT SPECIFICATIONS**
	1. **General**
		1. Required lock manufacturer is SCHLAGE, no other manufacturer substitutes are acceptable.
		2. Required hardware finish is 626/US26D.
		3. Required lever style is RHODES.
		4. The following list of equipment defines the current standards in use at the Institute as well as the intended purpose:

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| **BURNABY CAMPUS** |
| Brand – Schlage **L**-Series (6-pin) |
| *Model* | *Usage* | *Type* |
| L 9071 | Classroom  | Latch bolt double-sided |
| L 9080 | Storeroom lock  | Knob |
| L 9496-06 | Washroom | Mortise privacy with “Occupied” indicator |
| Brand – Schlage **D**-Series (6-pin) |
| ND 96 PD Rho | Storeroom | Key in lever |
| ND 91 PD Rho | Entrance/Office | Key in lever |
| ND 93 PD Rho | Vestibule double sided | Key in lever |
| ND 94 PD Rho | Classroom | Key in lever |
| Brand – Schlage **B**-Series (6-pin) |
| B 250 PD | As necessary | Deadlatch with thumb turn |
| B 252 PD | Connecting Rooms | Deadlatch (double-sided) |
| B 663 PD | Classroom | Deadbolt with thumb turn |
| Brand – Von Duprin **Exit** Devices (6-pin) |
| CD RX 3547A EO | Fire exit/building exit | Cylinder dog, concealed vertical rod |
| 3547A F L | Fire exit/building exit | Concealed vertical rod, lever handle |
| RX E9875 | Fire exit/building exit | Electrified panic |
| 9875L F | Fire exit/building exit | Lever handle |

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| **SATELLITE CAMPUSES** |
| Brand - Schlage |
| *Model* | *Usage* | *Type* |
| IRSAL 53JD SAT 626 | Entrance/Office | Lever - less core |
| AL 80JD SAT 626 | Storeroom | Rhodes lever handle with ic core |
| B 660J 626 | As necessary | Deadbolt with thumb turn |

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| **ALL CAMPUSES** |
| Brand - Schlage |
| *Model* | *Usage* | *Type* |
| RX-ND96-PDEU-RHO-x626 "C" | Electrified Door | Cylindrical fail secure with RTE and Vandal Guard |
| 9092-EU-RX-03B-626 (12v/24v) | Electrified Door | Mortise fail secure with REX and handles |
| Brand - Ives |
| IV5BB1TW4 630 4.5X4 | Electrified Door | 4.5"x4" 8-wires from center power transfer hinge |

Part numbers are current as of Feb-9-2021. Future hardware will include Large Format Interchangeable Cores (LFIC) which will be specified as Everest Primus 29.

\*\*\* END OF **ACCESS CONTROL – KEYING SYSTEMS** SECTION \*\*\*