

KEYING SYSTEMS & LOCKSET FUNCTIONS

Information: The F&S Locksmith Shop should be utilized as the primary source of information regarding lock hardware and keying systems on campus. Recommendations made by the Locksmith Shop are reviewed by the UIPD Crime Prevention Coordinators.

Lockset Functions: Lockset functions should typically be as follows:

Offices: "Office/Entry Function" (ANSI #F04).

Classrooms, Lecture Halls, Laboratories, etc.: "Classroom Function" (ANSI #F 13).

Conference Rooms: "Office/Entry Function" (ANSI #F13).

Equipment/Service / Custodial Rooms: "Storeroom Function" (ANSI #F07) - Non-optional.

Storage Rooms: "Storeroom Function" (ANSI #F07)

Public Restrooms: Push/pull hardware with "Classroom Function" deadbolt.

Keying: All keying of University locks shall be done by the F&S Locksmith Shop.

Remodeling/Addition Projects: On remodeling or building addition projects, keying must be done by the F&S Locksmith Shop to maintain the existing keying system while also maintaining security.

During Construction: During construction, exterior doors should be provided with construction cores for temporary security. These doors will be re-keyed by the F&S Locksmith Shop when the building/area is occupied.

Buildings: All door locks in buildings shall be furnished with 7-pin uncombined interchangeable core cylinders that have been approved by the F&S Locksmith Shop.

Service Rooms: All mechanical, electrical, elevator and telecommunications equipment room door locks should be furnished with Corbin "60" keyways. All steam tunnel and related door locks should be furnished with Corbin "99" keyways. All janitor and recycling

rooms should be furnished with Best 7-pin "M" keyways. The F&S Locksmith Shop will provide keying for these rooms.

Restricted Keyways: Restricted keyways are not required and are not commonly utilized in door locks in University facilities. However, they may be installed where it is important to maintain a higher level of security.

Key Cabinets: A surface-mounted key cabinet should be installed inside each building in a secure area designated by the F&S Locksmith Shop. This area will typically be a mechanical equipment room that is readily accessible to all Facilities and Services personnel as well as emergency personnel. This cabinet provides a means for the secure storage of all keys that serve the building (except for perhaps selected keys to specific higher security areas) while also making them available to the appropriate service and emergency response personnel.

"Knox" Boxes: A flush mounted "Knox" box (available through the F&S Locksmith Shop) shall be installed in the exterior wall of each new or remodeled building. Its purpose is to provide secure storage of critical keys to enable emergency response personnel to quickly gain access to all areas of the building. It should be located near the building entrance that provides the quickest access to the building fire alarm panel. It should be located approximately 6' above grade, in an area of brick rather than stone or other construction. It should be securely anchored internally to the exterior wall structure. Approval of exact location should be obtained from F&S, the Urbana Fire Department and the Champaign Fire Department prior to installation.