

## **KEYING SYSTEMS & LOCKSET FUNCTIONS (UNL)**

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**Information:** The UNL FMO Key Shop should be utilized as the primary source of information regarding lock hardware and keying systems on campus.

**Lockset Functions:** Lockset functions should typically be as follows:

- Offices: "Office/Entry Function" (ANSI #F04).
- Classrooms, Lecture Halls, Laboratories, etc.: "Classroom Function" (ANSI #F05).
- Conference Rooms: "Office/Entry Function" (ANSI #F04).
- 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 UNL FMO Key Shop.

**Remodeling/Addition Projects:** On remodeling or building addition projects, all lock brand and keyway information will be verified by the FMO Key Shop prior to the placement of the hardware order for the project, in addition all keying must be done by the FMO Key Shop to maintain the existing keying system while also maintaining security.

**During Construction:** During construction, exterior doors should be provided with construction cylinders for temporary security. These doors will have Primus cylinders included with the project for replacement when the building/area is occupied.

**Design Coordination:** Coordinate all door, frame, hardware and keying requirements with UNL Building Systems Maintenance (UNL BSM) and FMO Key Shop prior to completion of bid documents to reduce possible hardware conflicts at later dates. Where the project involves an addition to an existing building or the renovation of an existing building, the project design process shall include the verification of the existing building hardware with the UNL Facilities Access/Alarm Systems Manager, and verification of all cylinder, keyways and lockset functions through the FMO Key Shop.

**Lockset Cylinders to be Delivered to UNL Key Services:** Contract documents shall require all lockset cylinders to be delivered to FMO Key Shop by the Contractor prior to their **installation:** Cylinders packages shall be marked with opening number, function or location, and project identification. Cylinders should be drop shipped to the FMO Keyshop or delivered by the supplier as soon as the material is verified and received.

**Use of Magnetic Locks:** Magnetic locks shall not be used as a part of the locking arrangement on any exit doors or doors in the exit path. Where such doors require security measures which cannot be addressed by standard exit hardware, the use of a delayed egress locking arrangement, conforming to the requirements of NFPA 101 7.2.1.6 shall be used.

**Locksets:**

- Backset: 2-3/4", on both types, cylindrical and mortise.
- Keyway: 6 pin, brand and type as specified

**Lock Types:**

- For interior doors, use Schlage\* "L" Series mortise locksets with 06A type lever handles or use Sargent "8200" Series mortise locksets with the LNL design lever. Choice will be

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dependent upon the existing hardware in the building or usage requirements for the new project. If unknown verify with FMO Key Shop.

- For interior doors to a controlled-access area requiring a changeable combination lock, use the KABA P2000 PowerPlex, which conforms to ADA requirements. The KABA P2000 PowerPlex is not approved for secure areas; all defined secure areas require the installation of card access.
- For interior doors to custodial rooms, mechanical rooms, elevator service rooms, telecommunications wiring closets, and similar service rooms, use Schlage\* L9080 locksets with storeroom function or the Sargent 8204 lockset with storeroom function. This choice depends upon the brand utilized currently in the building and should be verified by the FMO Key Shop.
- For exterior doors where panic devices are not required, use locksets with the appropriate Primus keyway, coordinate function of locksets with FMO Key Shop.

**Devices on Card/Prox Access-Controlled Openings:** See “Use of Magnetic Locks” (above). Coordinate the selection, specification, and installation requirements of such devices with UNL BSM. All card/prox access controlled openings with provisions for a lock cylinder will require a Primus one in the appropriate keyway. Keyways must be verified with the FMO Key Shop.

### **Keying Instructions:**

**General:** Each building will have a unique fire/life safety Master Key System with as many sub-masters as necessary to accommodate the different departments housed within the building. The Master Key System and individual keying of locks will be determined by the FMO Key Shop. Schedule keying meeting with FMO Key Shop and end user in charge of keying preferences or provide end user contact information as soon as door schedule and door numbers are available

**Exterior Doors:** Each building will have each exterior door keyed with a Schlage\* maximum security (Primus) key. All exterior doors on each building will be keyed alike, but will be unique for each building, unless that building has card access, in which case they will only be keyed to the UNL Fire, Life & Safety Key.

City Campus buildings are to be keyed CP. All East Campus buildings are to be keyed EP. All mechanical and roof access doors are to be keyed CEP. See “Primus Keying Diagram”.

**Interior Doors:** Each door shall have a separate day key. Where possible, doors within an area used by a specific individual shall all be keyed alike.

- All mechanical rooms and electrical closets shall be keyed off the master system with the current mechanical room key. Custodial closets shall be keyed separately to keyway using the key designated by the FMO Key Shop. Mechanical rooms, elevator equipment rooms, telecommunication rooms and roof access are to be provided with Primus CE keyway.
- The custodial rooms for all buildings will be keyed separately from the building master, on the custodial grand-master key system, with each building sub-master keyed differently and all custodial rooms keyed alike within a building. This arrangement permits all custodial rooms on both campuses to be entered with a single grand-master.
- Key. Project specifications shall require that all keys furnished for a project be supplied by the lockset supplier. Keys supplied for the project will be OEM blank and cylinders shall be supplied “0” or “1” bitted dependent upon the lock manufacturer
- Any card access door shall utilize an appropriate Primus Keyway.
- Keyway is based on the campus and the room purpose, as shown in the chart below.

**Key Boxes:** All new buildings and major remodels shall install a key box (Knox Box or approved equal) rapid entry system at an approved location. Final location approval to come from University of Nebraska Fire Marshall. All Key Boxes shall include building keys, card access needs, and any other specialty key set as required by the University of Nebraska Fire Marshall.

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## PRIMUS KEYING DIAGRAM

### KEY SELECTION ARRAY FOR SCHLAGE PRIMUS KEYING SYSTEM

