OP 61.14: Electronic or Keyless Locking Systems

DATE: December 7, 2012

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish standards and guidelines for the use and selection of electronic or keyless locking devices on university facilities. Security systems in housing facilities are not addressed in this OP.

REVIEW: This OP will be reviewed in September of even-numbered years by the assistant vice president for operations with substantive revisions forwarded to the vice president for administration & finance and chief financial officer.

POLICY/PROCEDURE

1. General Policy

   a. The Physical Plant is responsible for the management of all locking systems to university facilities through the university's security manager and the Lock Shop. Standards and programs have been established for the control and issuance of keys, development of keying systems, standardization of hardware, and maintenance programs for the upkeep of these systems. Installation of systems other than those approved in the standards or deviation from the standards may occur only with the approval of the security manager of Physical Plant and under the guidelines set forth in this OP.

   b. Requests for various types of electronic or keyless locks for campus facilities have prompted Physical Plant’s Building Maintenance and Construction (BMC) section to study and test many of the available options and develop standards and guidelines for the selection and use of these devices. It is imperative that these devices do not replace the existing key and lock systems, but supplement and interface with them. They are not intended to supplant the role of the Lock Shop in maintaining campus security. They may be used in isolated areas of high security requirements or in areas where doors are normally locked, but still require high-volume or after-hours traffic.

   c. Four locking systems have been selected that will serve the requirements of most departments. Requests to install electronic or keyless systems will be limited to the selection of one of the systems described in this OP.

2. Requirements for Installation

   a. Any new electronic or keyless system will interface or coexist with the existing restricted keyway system. The existing master key will remain functional for service, custodial, police, and emergency access. If an electronic key/card system replaces the existing key/lock system, the university Lock Shop will control the issuance of key/cards under the same provisions outlined in OP 61.15.
b. The Lock Shop will stock spare parts and electronically encoded key/cards for the devices selected or will have vendor sources available for quick delivery, and will be the only department authorized to stock or order these items.

c. The installation and maintenance of the devices will be on a departmental charge basis since installation will be primarily for the convenience of the department and a departure from the standard locking devices adopted for campus use. The university Lock Shop will install or supervise the installation of such devices on university education and general facilities. Therefore, any keyless or electronic locking device installed that is not in compliance with this OP will be removed and confiscated by the Lock Shop.

d. All requests for installation of electronic or keyless locking devices will be processed through BMC on a Customer Project Request (CR) form and will be limited to those devices as specified below. Devices to be installed in new construction or renovation projects will be selected from this group. The director of BMC will have the authority to approve/disapprove the use and installation of these devices and any proposed deviation from this OP.

e. In order to maintain control and audit the security of university facilities, the Lock Shop will program or reprogram all systems with the cost of reprogramming charged to the department. On a device that allows a master key bypass but is limited to one programming code, the department will be authorized to reprogram locks and maintain code combinations. The Lock Shop will have sole responsibility for reprogramming systems with two or more programming capabilities, as well as maintaining and issuing all electronic keys. The cost of these keys will be charged to each department.

f. Wherever keyless devices are used, the department will be completely responsible for assignment of codes to its personnel and students, along with maintaining combinations. The Lock Shop will only maintain records of individuals issued bypass keys and code combinations of devices they program.

g. Outside vendors will not be permitted to install, maintain, or program any system without written authorization from the university Lock Shop.

3. Systems Description

Selected systems range in function from simple, mechanically operated, push button locks to high-tech, computerized electronic devices. The wide range of functions from which selections can be made allow almost any departmental requirement to be met. The university Lock Shop will assist departments in making selections. Lock expense is categorized 1, 2, 3, and 4, with 1 being the least expensive and 4 the most expensive.

Approved systems are limited to:

a. Simplex Unican 1000 Series

This is a mechanically operated, reprogrammable, push button system whereby each door can be programmed to separate combinations or programmed alike. Anyone with the assigned combination can pass. Only one combination can be programmed into each lock at any one time. It has a master key bypass and can be keyed to the existing Sargent restricted keyway system. This is a completely new lock and requires replacement of existing locksets. It will
replace cylindrical locks with very little door modification, but will not replace mortise locks without extensive door modification or replacement.

Expense Category: 1 (without door replacement)

b. Essex Model 260, Electronic Push Button

This is an electronically operated, single program, touch-button keypad unit that operates on 120 VAC, 60 Hz input to a control module mounted somewhere near the door. The unit can be mounted on any door, and it operates in conjunction with existing locksets. Each unit has a battery backup good for about 20 hours or 20 operations, and it can be easily programmed from the touch pad. Only one operator code can be programmed at one time.

Expense Category: 2 (plus installation)

c. Sargent 8278 Electronic Push Button

This is a keypad motor-driven mortise lock with cylinder override, and has a capacity of 100 user codes. It operates on four AA batteries with a life of two years or 40,000 cycles. It has an adjustable unlock time and does not contain an internal clock or calendar. Data retrieval is limited to the last 15 entries. This type is available for mortise applications only. This is a new lock and requires the replacement of the existing lockset.

Expense Category: 3 (plus installation)

The Sargent 8278 system requires special equipment for data retrieval. The equipment is installed in the university Lock Shop and is accessible to the Facility Planning and Security Systems Manager and Lock Shop personnel only.

d. Sargent Profile Series, v.G1.5

The enhanced Profile Series v.G1.5 stand-alone access control products provide a broad selection of technologies and new programming features with ANSI/BHMA Grade 1 mechanical locks, housed in a sleek, architecturally pleasing design. The locks are programmed via PDA data transfer, and all units utilize a battery powered microprocessor-based controller with non-volatile memory to preserve users’ codes. These locking devices are UL listed for use on fire doors. All technology features are supported by the physical security of a SARGENT ANSI Grade 1 mechanical locking device: mortise or cylindrical locks or exit devices.

Expense Category: 4 (plus installation)

Software Enhancements:

SofLink Plus 5 and SofLink PDP 4 software allow new and existing v.G1 and 4293 users to gain the following enhancements:
• Larger database – now 20,000 users
• Access to software from multiple PC locations
• SARGENT offers PDA-Z21, PDA-Z31 and DTD (Date Transfer Device) to program and audit locks
• Five additional compatible PDA's: Palm Zire 31

4. **Justification**

Due to the large number of electronic or keyless security systems available on the open market, standards and limitations must be established for the use of these systems on the campus. The selection of the four systems listed above provides departmental security and flexibility without jeopardizing existing security, and allows the university Lock Shop to maintain the systems without heavy investment in inventories and specialized equipment.