**OM-RI-08 0102.02.-SUP.docx**

**RE-KEYING EXISTING ENTRY DOORS OF MULTIPLE BUILDINGS**

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| **SECTION USAGE MATRIX** | | |
| C | NS | Seminary and Small Institute Standard Plan (CHURCH EDUCATION SYSTEM) - New Project |
| SM | NA | Standard MEETINGHOUSE and PHASED MEETINGHOUSE Standard Plan - New Project |
| R | SUP | OM/RI (REPLACEMENT & IMPROVEMENT) for Existing Meetinghouse / Seminary and Institute Project |
| CM | NA | Meetinghouse and Phased Meetinghouse Standard Plan with S&I MODULE ADDITION - New Project |
| SI | NA | S&I MODULE Addition to Existing Meetinghouse Building |
| MO | NA | MISSION OFFICE MODULE Addition to Existing Meetinghouse Building |
| UM | NA | URBAN MEETINGHOUSE for Custom Meetinghouse - New or Addition Project |
| FM | NA | Small Maintenance Project specification for FACILITY MANAGER |
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| **MODIFICATION LOG** | | |
| DATE | SOURCE | DESCRIPTION |
|  |  |  |
| 15 Jul 17 | Gail Olsen | Specification to include only Existing Buildings. Updated High Security Cylinders information. |
| 19 May 14 | Gail Olsen | Changed Section Title. General Upgrade. |

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| PROCEDURAL NOTES |
| COORDINATION |
| DESIGN INFORMATION AND BACKGROUND MEETINGHOUSE: Use this Section for re-keying entry doors of **multiple existing buildings** under the same keying system. May also be used to add keying for a new building into an existing system. |

SECTION 08 0102

RE-KEYING EXISTING ENTRY DOORS OF MULTIPLE BUILDINGS

1. GENERAL
   * + 1. SUMMARY

EDIT REQUIRED: Edit following Paragraph as necessary to give an accurate, but brief description of work of this Section and accurate listing of related work.

* + - * 1. Includes But Not Limited To:

Key exterior doors of existing buildings to be included in existing keying system identified in Contract Documents.

Provide, repair, or replace hardware items necessary to prepare building for re-keying.

* + - 1. SUBMITTALS
         1. Closeout Submittals:

Provide following information in a three-ring binder. Conform to sample documents provided by Owner. If requested by FM Group, include with binder an electronic copy of the information on a CD. If both exterior and interior re-keying is being performed, closeout data for the FM Group may be combined in a single binder.

GreatGrandMasterkey System Diagram.

Key Assignment Schedule with columns for building designation, date delivered, keying designation, ecclesiastical position, printed name, signature, number of keys delivered.

* + - 1. DELIVERY, STORAGE, AND HANDLING
         1. Standard Key Delivery:

Include change keys with new hardware.

1. PRODUCTS
   * + 1. MANUFACTURED UNITS
          1. Performance:

Design Criteria: Match exterior keying system that includes Grandmasterkey, Masterkey, and Changekey levels. Pin locks so pins in masterkeys are two numbers minimum different between masterkeys and associated change keys.

EDIT REQUIRED: Delete following THREE Paragraphs if no new hardware required. Include following THREE Paragraphs as necessary where new hardware is required before re-keying.

DO NOT DELETE, ADD, OR APPROVE ANY OTHER MANUFACTURERS OR MODELS WITHOUT WRITTEN APPROVAL OF PFD HQ.

KEYING SYSTEMS FROM OTHER MANUFACTURERS ARE NOT ACCEPTABLE. IF SUCH SYSTEMS ARE BEING USED IN EXISTING BUILDINGS, IT MAY BE NECESSARY TO REPLACE THEM WITH APPROVED SYSTEMS.

* + - * 1. Exit Devices:

Operation:

Entry shall be by key. Device shall be locked by cylinder from outside. Key shall be removable when cylinder is in locked or unlocked position.

Dogging operation shall be by accessible, permanent knob, not by removable allen wrench devices.

EDIT REQUIRED: Color equivalent to medium bronze anodized may be used on medium bronze anodized storefront doors where matching existing storefront on existing buildings.

Color: Equivalent to clear anodized.

EDIT REQUIRED: Edit to show pull or lever trim. Thumb piece type trim is not acceptable.

Exterior Trim: Lever Handle or Pull equal to Kawneer CO-9.

Types:

Double Doors Without Mullions: Concealed vertical rods.

Double Doors With Mullions And Single Doors: Rim Type. Provide type of strike that will allow installation of specified panic devices on storefront system specified.

Approved Products:

Apex Series by Precision.

80 Series by Sargent.

98 or 99 Rim Series by Von Duprin.

* + - * 1. High Security Cylinders:

EDIT REQUIRED: In conjunction with the Facilities Manager and the local stake leaders, select one of the approved, authorized lock systems specified below for exterior doors. If the Stake's buildings use a manufacturer or system other than those specified, or if the exterior keying systems match the interior keying systems, it is recommended that existing exterior keying system and cylinders be replaced with one of the authorized, approved high security keying systems.

Do not key exterior door hardware same as interior hardware. Also, utilize high security cylinders only on exterior entry doors.

Approved Manufacturer:

ASSA, accepting removable core with exclusive Church keyway.

Medeco, accepting removable core with exclusive Church keyway.

Schlage, accepting removable core with exclusive Church side bit milling.

* + - * 1. Removable Cores: Provided by Owner.

EDIT REQUIRED: Select ONE of following two Options.

OPTION ONE: Use following paragraph if extending existing system.

Cores with \_\_\_\_\_\_ keyway by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and compatible with existing hardware.

OPTION TWO: Select one of following THREE paragraphs if replacing existing system. Select an optional following paragraph to correspond to the selection made in High Security Cylinder Paragraph above.

ASSA Instacores with LDS-62 profile key system.

Church And Factory Authorized Distributor:

Clark Security Products, 3775 W California Ave Ste 400 Salt Lake City, UT 84104

Local: (801) 487-3227.

Other: (800) 453-6430.

FAX: (801) 487-3254.

Medeco cores with Level Six HUK-IC keying system with special Church keyway.

Church And Factory Authorized Distributors:

Intermountain Lock & Supply Co, 3106 South Main, Salt Lake City, UT.

Utah: (801) 486-0079.

Other: (800) 453-5386.

FAX: (801) 485-7205.

Clark Security Products, 3775 W California Ave Ste 400 Salt Lake City, UT 84104

Local: (801) 487-3227.

Other: (800) 453-6430.

FAX: (801) 487-3254.

Schlage cores with Primus Level 4+ keying system with special Church side bit milling.

Church And Factory Authorized USA Distributors:

Architectural Building Supply, P O Box 65678, Salt Lake City, UT 84165-0678 or 2965 South Main St, Salt Lake City, UT 84115.

(801) 486-3481.

FAX: (801) 484-6817.

1. EXECUTION
   * + 1. CLOSEOUT ACTIVITIES
          1. Before Final Acceptance Meeting, send master keys to Facility Manager.

END OF SECTION

1. ATTACHMENTS
   * + 1. Hardware Group sCHEDULE for Exterior aluminum DoorS

EDIT REQUIRED: Exterior doors from classrooms, Chapels, Serving Areas, etc, should be Exit Only and not capable of being dogged. Exterior doors from Foyers and Corridors that are not fitted with cylinders should be capable of being dogged.

It is only necessary to provide one leaf of a series of doors into the same Foyer or Corridor with a cylinder. On most Projects, Owner will want only a few doors to be provided with cylinders, normally two or three depending on location of Offices in the building, configuration of parking area, and if a Stake Suite is present. The other entry doors should have only exit devices that are capable of being dogged down.

* + - * 1. Group ST1:

1 each: Exit Device with dogging capability and locking cylinder.

* + - * 1. Group ST2:

1 each: Cylinder.

* + - * 1. Group ST3

1 each: Replaceable core

* + - 1. KEYING SCHEDULES
         1. MASTERKEY KEYING SCHEDULE

Provide two GrandMasterkeys stamped GMK.

Provide three Masterkeys for each stake stamped A, B, C, D, E, etc.

EDIT REQUIRED: Work with hardware / keying consultant to enter the new and existing keying of all the doors to be under the system. Some adjustments may be necessary in individual buildings to accommodate non-standard conditions, like Family History entrances, FM Group offices, etc.

* + - * 1. STAKE ONE, STAKE CENTER ENTRY DOOR KEYING SCHEDULE

Stake Center Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by units using building, excluding the stake. 30 keys assume two units in building, 15 keys per unit.

XAA1 EXT 30 <**Insert Doors**>

EDIT REQUIRED: Edit number of keys to number required by stake personnel.

AA2 STK EXT 25 <**Insert Doors**>.

AA2 keys will also open doors opened by XAA1 keys.

* + - * 1. STAKE ONE, BUILDING TWO ENTRY DOOR KEYING SCHEDULE

Building Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by units using building. 30 keys assume two units in building, 15 keys per unit.

BA1 EXT 30 <**Insert Doors**>

* + - * 1. STAKE ONE, BUILDING THREE ENTRY DOOR KEYING SCHEDULE

Building Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by units using building. 30 keys assume two units in building, 15 keys per unit.

CA1 EXT 30 <**Insert Doors**>

* + - * 1. STAKE ONE, BUILDING FOUR ENTRY DOOR KEYING SCHEDULE

Building Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by the units using the building. 30 keys assume two units in building, 15 keys per unit.

DA1 EXT 30 <**Insert Doors**>

* + - * 1. STAKE ONE, BUILDING FIVE ENTRY DOOR KEYING SCHEDULE

Building Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by the units using the building. 30 keys assume two units in building, 15 keys per unit.

XEA1 EXT 80 <**Insert Doors**>

* + - * 1. STAKE TWO, STAKE CENTER ENTRY DOOR KEYING SCHEDULE

Stake Center Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by the units using the building, excluding the stake. 30 keys assume two units in building, 15 keys per unit.

XBA1 EXT 30 <**Insert Doors**>

EDIT REQUIRED: Edit number of keys to number required by stake personnel.

BA2 STK EXT 25 <**Insert Doors**>.

AA2 keys will also open doors opened by XAA1 keys.

* + - * 1. STAKE TWO, BUILDING TWO ENTRY DOOR KEYING SCHEDULE

Building Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by the units using the building. 30 keys assume two units in building, 15 keys per unit.

XBB1 EXT 30 <**Insert Doors**>

* + - * 1. STAKE TWO, BUILDING THREE ENTRY DOOR KEYING SCHEDULE

Building Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by the units using the building. 30 keys assume two units in building, 15 keys per unit.

XBC1 EXT 30 <**Insert Doors**>

* + - * 1. STAKE TWO, BUILDING FOUR ENTRY DOOR KEYING SCHEDULE

Building Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by the units using the building. 30 keys assume two units in building, 15 keys per unit.

XBD1 EXT 30 <**Insert Doors**>

* + - * 1. STAKE TWO, BUILDING FIVE ENTRY DOOR KEYING SCHEDULE

Building Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by the units using the building. 30 keys assume two units in building, 15 keys per unit.

XBE1 EXT 30 <**Insert Doors**>

* + - * 1. STAKE THREE, STAKE CENTER ENTRY DOOR KEYING SCHEDULE

Stake Center Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by the units using the building, excluding the stake. 30 keys assume two units in building, 15 keys per unit.

XCA1 EXT 30 <**Insert Doors**>

EDIT REQUIRED: Edit number of keys to number required by stake personnel.

CA2 STK EXT 25 <**Insert Doors**>.

AA2 keys will also open doors opened by XAA1 keys.

* + - * 1. STAKE THREE, BUILDING TWO ENTRY DOOR KEYING SCHEDULE

Building Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by the units using the building. 30 keys assume two units in building, 15 keys per unit.

CB1 EXT 30 <**Insert Doors**>

* + - * 1. STAKE THREE, BUILDING THREE ENTRY DOOR KEYING SCHEDULE

Building Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by the units using the building. 30 keys assume two units in building, 15 keys per unit.

CC1 EXT 30 <**Insert Doors**>

* + - * 1. STAKE THREE, BUILDING FOUR ENTRY DOOR KEYING SCHEDULE

Building Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by the units using the building. 30 keys assume two units in building, 15 keys per unit.

CD1 EXT 30 <**Insert Doors**>

* + - * 1. STAKE THREE, BUILDING FIVE ENTRY DOOR KEYING SCHEDULE

Building Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Key Stamped No. of Keys Doors Operated by Key

EDIT REQUIRED: Edit number of keys to number required by the units using the building. 30 keys assume two units in building, 15 keys per unit.

CE1 EXT 30 <**Insert Doors**>