

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

### POLICY/PROCEDURE:

#### 1. General Policy.

This HSC OP establishes the exclusive use of Sargent restricted keyways throughout TTUHSC Campuses and allows TTUHSC or Facilities Operations to establish certain keying codes in designated TTUHSC campus areas. The OP further maintains the standardization of the restricted keying systems and key identification program. All systems will be programmed and controlled by the Facilities Operations Lock shops on a per Campus basis.

#### 2. Standardization of Finish Hardware.

##### a. Locksets.

- (1) Mortise Locks: All new locksets in new buildings or in renovation projects shall be mortise type locks and shall meet the ADA requirements for all individuals with disabilities.
- (2) Function: Sargent 8200 series is the standard. Functions of mortise lock shall be Sargent 8200.

Service/Storerooms	04
Office/Lab	55
Passage	15
Storeroom	25
Classroom	37
Entrance	43
Bathroom	65

Sargent functions 25 or 43 are often used where dead bolt security is desired.

(d)

4. Door Closers.
  - a. All closers shall be surface mounted, no concealed closers. Specific location standards shall be coordinated with local Facilities Operations Directors.
  - b. Paint closer arms and cover, statuary bronze, or approved color to match doors and trim.
  
5. Miscellaneous.
  - a. Door Hinges.  
Specific location standard shall be coordinated with local Facilities Operations Directors.
  - b. Door Stops.  
Wall mounted preferred over floor mounted. Specific location standard shall be coordinated with local Facilities Operations Directors.
  - c. Door Pulls.  
Generally designated with locksets or exit devices standard. Specific location standard shall be coordinated with local Facilities Operations Directors.
  - d. No Offset Pulls.  
Coordinators, automatic flush bolts, concealed vertical rods, concealed closers, offset door hinges, offset door pulls are items generally not acceptable unless thoroughly justified.
  
6. Keying Systems.
  - a. Each of the buildings on TTUHSC campuses established an expandable keying system in the Sargent Restricted Keyway System. The Sargent Company has reserved a number of restricted series for TTUHSC facilities.
  - b. All buildings within a zone have been assigned a specific restricted series and will be on specified keyways within that series. Each facility will be keyed to its own building master, building or departmental submaster, etc. There is ample room in each zone system for new building expansion, additions, rekeying, etc. Program development emphasizes as few changes as possible and will be developed in close coordination with the building users.
  
7. Key Identification.
  - a. This HSC OP includes a method of identifying each individual key by code stamped on the key when it is issued. The code does not identify the building or the room. Each room key will be assigned a coded number. When a key is issued to an individual, an identification number is stamped on the key. The identification number is an alphanumeric combination and assigned at random. Every key issued can be identified and traced to its owner.
  - b. The key control and key issue programs permit information access to every key issued, every person to whom a key is issued, what combinations of keys each key holder has, coding of locks, building and zone keying systems and key and lock inventories.
  - c. The keying systems are set up, contained, programmed, and controlled on the Lockshop computer and are accessible only to Lockshop personnel, or the designated regional campus key control office.

d. As the keying systems are changed out and new keys issued, the key code identification system is applicable.

8. Key Security.

