

A Guide to Developing a Door Hardware & Access Control Plan

DD Phase

1. Coordination and planning meeting with door hardware, electrical and tech consultant to review all doors.
2. The same drawings should be in all the following drawing sections: Architectural, electrical and tech. The drawings should include access control, tech, door schedules, hardware schedules and electrical requirements to ensure consistency with the desires of the owner and consultants.
3. Review responsibility matrix.
4. Handicap Actuators, card readers shall be at 44 inches to bottom which keeps the device within the ADA limits.
5. Develop and tag drawing as a map for access control with Owner. This meeting should include door hardware, tech and electrical consultants. At a minimum, the architect and tech consultant should be there for access control decisions.
6. Discuss capabilities and options. Costs.
7. Establish security policies with the Owner
 - Lock Down Scenario--Is there to be a lock down pull or button?
 - Develop and tag drawing as a map for access control
 - Meet with Owner to confirm your thoughts and using his criteria
 - Make a count and location of doors controlled
 - Locate handicap entrances
8. Provide local and remote control of all access points and alarm sensors
9. Shall integrate seamlessly with intrusion detection and CCTV
10. Integration with Fire Alarm
11. Coordinate elevator control with Owner
12. Coordinate with Door Hardware
13. Consideration of Point of Entry (POE) Locksets
14. Locate card readers with Owner
15. Monitor all of the exterior doors.
16. Locate handicap entrances.
17. Is there to be a lock down pull or button?
18. Is there to be electric strike/ lock control by receptionist with release?
19. Service doors to be access controlled?
20. Service doors: Cameras or Bells?
21. Write accurate spec that incorporates owners' needs and expectations.
22. Confirm the scope of the work is so there is no question about who is responsible from Latch bolt to computer.
23. All raceway and 120V power to be by electrician.
24. Specify E-Frame for all hollow metal exterior doors or any opening that may want to be controlled or monitored, now and in the future.
25. 120 Volt is typical at Handicap operator is run by electrician.
26. Low voltage wire from door to power supply to be by an integrator.

27. All wiring must be installed at same time as aluminum entrances are installed, including monitoring.
28. Identify who is responsible to provide for handicap operators, key switches, door position switches, card readers, HC actuators (Push buttons). Use same terminology throughout.
29. Use enhanced access control plan, to populate the opening schedule, hardware schedule, electric and tech drawings to develop electrified door install guide.
30. Architect to provide a narrative of how the hardware is to function. Riser and point to point wiring diagram to be developed by hardware supplier. Include narrative on the same piece of paper for each type of door.
31. Hardware supplier to provide riser diagram for each version of opening.
32. Leave nothing to chance, Drill the holes, pull the wire and have them exposed to view as the aluminum entrances are installed.
33. Confuses the issues if we split the hardware Hollow Metal from Aluminum with different contractors.
34. Coordinate door hardware and programming responsibilities with CM, A/E, Electrical and door hardware contractor prior to the doors being ordered.
35. Coordination and planning meeting with door hardware, electrical and tech contractor to review all doors prior to the doors being ordered.
36. Coordinate training with the Owner (40 hours)

CD Phase

1. Coordinate operator permission levels with Owner
2. Coordinate badge requirements with Owner
3. Coordinate report generation needs with the Owner
4. Coordinate access rights for cards with the Owner Coordinate card holder information with the Owner
5. Coordinate building schedule with the Owner
6. Coordinate alarms and video analytics
7. Coordinate graphical maps with the Owner
8. Coordinate visitor management with the Owner
9. Coordinate building control with MEP and the Owner
10. Determine the number of proximity cards to provide
11. Review security policies with the Owner
 - a. Lock Down Scenario--Is there to be a lock down pull or button?
 - b. Develop and tag drawing as a map for access control
 - c. Meet with Owner to confirm your thoughts and using his criteria
 - d. Make a count and location of doors controlled
 - e. List by door number for controlled doors
12. Review drawings and update any changes on all sets.
13. Review Responsibility Matrix
14. Review specs and schedules for accuracy
15. Locate handicap entrances

Construction Phase

1. Review Responsibility Matrix
2. Confirm operator permission levels with Owner
3. Confirm badge requirements with Owner
4. Confirm report generation needs with the Owner
5. Confirm access rights for cards with the Owner Coordinate card holder information with the Owner
6. Confirm building schedule with the Owner
7. Confirm alarms and video analytics
8. Confirm graphical maps with the Owner
9. Confirm visitor management with the Owner
10. Confirm building control with MEP and the Owner
11. Review security policies with the Owner
 - a. Lock Down Scenario
 - i. What is the policy?
 - ii. Is there to be a lock down pull or button?
 - iii. Is there a web interface?
 - iv. Mobile application?
 - v. Police and fire department access?
 - vi. List of staff to be trained on lock down procedures
 - b. Develop and tag drawing as a map for access control
 - c. Meet with Owner to confirm your thoughts and using this criteria
 - d. Make a count and location of doors controlled
12. **No one is done until it all works.**