# GUIDELINES:

Issued: December 17, 2014 Revised February 2021

# PURPOSE:

To develop a seamless and efficient process for development of keying hierarchy, fabrication, receipt and installation of cores and keys for all campus customers. Through this procedure, improvements will be gained in the areas of customer service, security, and project completion/close out.

# DEFINITIONS:

CP = Capital Projects

PM = Project Manager

PS = Protective Services

WUSM = Washington University School of Medicine

# PROCESS: WUSM On-Campus and Off-Campus Buildings

**For BJC Facilities-** All Key and Core coordination and installation is handled through the BJC Key Control. Please contact keycontrol@bjc.org Attention: Jermie Bishop.

1. **Design Phase**
	1. Project drawings will be provided to the Key Shop through Mary Lamar, for review during the Design Development phase to determine coring of the master keys and potential scope impact. The Key Shop will determine the appropriate keyway.
	2. The PM will provide a project schedule, project number, project scope and location.
	3. The Key Shop will confirm the Grand Master keying and proposed keyway.
	4. The Key Shop will preliminarily identify if the project will be handled internally through the Key Shop or if the project should go through the contractor
	5. The CP PM along with the architect will review the doors with the Customer(s) to determine which doors are to receive locks and what type of locksets (privacy, office function, classroom or storeroom, etc.).
	6. The architect will complete the door schedule, incorporating all of the hardware and lockset information, based upon the reviews with the User and CP PM.

# Demolition/Pre-Construction

* 1. If reusing Cores – For On-Campus projects, the Key Shop will handle the removal of cores and salvage for reuse. The Key Shop will install the Construction Cores during construction at control doors into the construction area. The PM should identify the doors to receive construction cores. The CP PM will contact the Key Shop to request these work orders.

 For Off-Campus projects, the building property management will handle the removal of cores and salvage for reuse. The building property management will coordinate installation of the Construction Cores during construction at control doors into the construction area.

* 1. At the Pre-Construction Meeting, installation and location of the Construction Cores will be confirmed by the General Contractor.

For On- Campus projects, the GC will contact the Key Shop for installation of the Construction Cores and provide PM and WUSM project number.

For Off-Campus projects, the GC will coordinate installation with the building property management.

* 1. For On- Campus projects, contractors are **not allowed** to install their own construction cores. For Off-Campus projects, building property management determines responsibility of construction cores.

# Construction Phase

* 1. The Key Shop and PM will meet with the customer to review plans and confirm locked doors and establish keying hierarchy and quantity of keys required for each lock.
	2. Key Shop confirms the keyway based on information gathered at the meeting and provides the information to the PM to share with the contractor and Dormakaba.
	3. The CP PM will share the project keying and coring information to the contractor who will contact the Washington University School of Medicine (WUSM) authorized Dormakaba-Key/Core Vendor – and provide them with:
		1. Project Name.
		2. Project #
		3. Key/Core Information
		4. Date the Key/Core is needed
		5. Protective Services Address- MCC, 1st Floor Children’s Place Information Desk. The Key Shop is responsible for picking up the packages from MCC to facilitate installation.
	4. Dormakaba to proceed with fabrication of all project cores and keys to meet the project schedule.
	5. Throughout the construction phase the PM keeps the Key Shop informed of any door changes along with the install date and confirms final install date with the Key Shop.
	6. For small renovation projects, as identified by the Key shop, blank keys and uncombinated pinned cores shall be ordered and delivered from Dormakaba directly to Protective Services at the MCC.
	7. For all other projects, Dormakaba shall provide combinated cores and keys cut per the approved keying schedule. Combinated cores and all keys shall be delivered from Dormakaba directly to Protective Services at the MCC.
	8. Unless otherwise identified, the contractor will remove the construction cores and install the new cores within the project area. Contractor must check out the Core Key from the Key Shop to facilitate the core installation process. A Protective Services Officer may accompany the contractor during the install.
	9. Day of install, the Key Shop delivers all keys to PM along with a blank signatory document.
	10. PM delivers keys to the department and has the form signed by the customer.
	11. PM emails signed form to Key Shop general mailbox: protectiveservices@wusm.wustl.edu

WUSM-authorized “Best Lock Company” representative:

Primary Contact:

Dormakaba

Dan Stephens

Phone: 913-748-6831

Email: dan.stephens@dormakaba.com

Local Contact:

Overhead Door Company

Erin Rich

Phone: 314- 781-5200

Email: erin.rich@ohdstl.com

WUSM-approved project hardware suppliers: Overhead Door

Newer Materials H&G Sales