

BUILDING KEY NUMBERING SYSTEM

March 20, 2001

Each key is to be *stamped* with a numerical code; 8 Digits total for most keys, key types 03, 05, & 07 will have 11 or 12 digits total and key type 02 will have 8 or 9 digits.

Sample: **000 00-000**

000--

00--

000

Sequentially issued Key Number
(3 Digits)

Key Type: (2 Digits)

- 00 – Special (i.e Grandmaster)
- 01 – Master
- 02 – Submaster A, B, C etc.)
- 03 – Suite Master (add 4 more digits after key#, Suite#)
- 04 – Building Entry only
- 05 – Suite Entry (add 4 more digits after key#, Suite#)
- 06 – Open
- 07 – Change Key (add 4 more digits after key#, Door#)

Building Number (3 Digits)

Example:

The Maribelle B. Davis Library, Building No. 89, is keyed:

-Master: all doors; {Quantity – 30 keys}

-1st Key: 089 01-001
-2nd Key: 089 01-002
-3rd Key 089 01-003
etc.

-Submaster {Program Room}: Lobby (Dr No. 100A), Program Room (Drs No. 112, 113), Kitchen (Dr No. 106) and Storage (Dr No. 104); {Quantity – 3 keys}

1 st Key	089 02A-001
2 nd Key	089 02A-002
3 rd Key	089 02A-003
	etc.

-Submaster {Building Inspection}: Lobby (Dr No. 100A), Building Inspection (Dr. No. 116A); {Quantity – 4 keys}

1 st Key	089 02B-001
2 nd Key	089 02B-002
3 rd Key	089 02B-003
4 th Key	089 02B-004
	etc.

-Change Key, Door #100A {Quantity-2 keys}

1 st Key	089 07 100 01
2 nd Key	089 07 100 02

-Change Key, Door #124 {Quantity-2 keys}

1 st Key	089 07 124 07
2 nd Key	089 07 124 02

Pass this information to the Contractor, referring Contractor to Finish *Hardware Section* in Specifications for other applicable information related to Keying and Filing System.

NOTE:

- ⇒ All passage door cylinders are to be keyed to the Master (i.e., storefront, bi-fold)
- ⇒ Lockable access panels shall be keyed alike.
- ⇒ Lockable cabinets and furniture in an office or an area shall be keyed alike within each office/area.
- ⇒ Lockable display cabinets shall be keyed alike.
- ⇒ Provide two key cabinets, one mounted at site, one transferred to owner representative. Both cabinets to be set up and indexed by Contractor.

If you have any questions, call Owner's Representative.

xc: Richard Medlen, Facilities Maintenance Manager
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