



Locks and Keys Specification Guidance Document

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Introduction

UCL has installed comprehensive master keyed lock cylinder systems for the main campus and its outlying buildings.

Security Systems controls centrally, the specification and supply of these 'patented' master keyed systems and holds stocks of keys in secure safes for issue.

We communicate with departments to specify their master keying requirement details.

We also specify plant room / maintenance master keyed cylinders for UCL, which are ordered on a dedicated master keyed system.

Master keyed lock cylinders supplied from UCL are specified, ordered and free issued to contractors for fitting.

Security Systems provide information and advice on specifying locks and ironmongery. Please do contact us for guidance (see Contact section).

Purpose of Document

This document is to inform the standard specification of locks and ironmongery for UCL project officers and design consultants, plus the process for obtaining master keyed lock cylinders and keys.

It includes our standard product range and technical specifications, for fitting locking hardware on UCL premises.

This ensures we can reliably maintain locking systems on site, whilst conforming to an 'inclusive design' policy for security, and achieve DDA compliance.

Procurement Policy and Process

Contact should be made at an early stage with Security Systems to discuss the project requirements with regard to the use and design of master keyed systems used at UCL. The following information is our standard procedure for ordering these systems:

Information required in advance by Security Systems

- Drawings / plans of existing and proposed layouts, with door numbers and UCL room numbering.
- Ironmongery schedule detailing lock types used and lock cylinder types required / or details.
- Departmental room allocation and staff contact details.
- Details of room area types – departmental space / cleaning cupboards / plant rooms and risers (electrical or mechanical) etc.
- Cost code for project.
- Confirmation of cylinder types to be used (which should match with existing types used in the building). Security Systems can provide details of this, if required.

Lead times (on receipt of above information)

- Small projects and straightforward lock cylinder changes: 4 weeks.
- Larger projects and new buildings : 6-8 weeks.

For urgent works we will endeavour to assist as much as possible, but please bear in mind that the supply of master keyed cylinders involves speaking with the department, specifying and ordering components that are assembled to order. These will then need to be checked and boxed, ready for fitting.

Procurement

- Lockcases and ironmongery ordered, must follow outlined specification and be procured by the main contractor.
- Lock cylinders will be free issued by UCL Security Systems to contractor, individually boxed with door / room number references.
- Lock cylinders will be installed by contractor.

Technical Specification

The following lock product ranges are our approved standard specifications, for locks and ironmongery fitted to UCL premises (for standard type doors).

ASSA - Modular Series:

Robust locks with high performance, interchangeable types of lockcase and ironmongery. High DDA compliance on 70mm lock cases with lock cylinder above lever handle. CE marked.

ASSA Modular sash lock (70mm backset)*	ASSA – 765 / 70
ScanFlex Nordic U lever handle	ASSA ScanFlex - Nordic U
ScanFlex thumbturn set (11,13,16 or 18mm)	ASSA ScanFlex – 256SF
ASSA Scandinavian oval cylinder	<i>Supplied by Security Systems</i>



**Other types of ASSA Modular locks can be used, depending on locking requirement. Please see manufacturer's website for the latest datasheets – www.assaabloy.co.uk*

ASSA – Euro D450 Series:

Good quality room locks and handles for standard room doors. Other lock types available DIN standard design. CE marked.

Euro sash lock	ASSA – D455
ScanFlex Nordic U lever handle	ASSA ScanFlex - Nordic U
ScanFlex euro escutcheons	ASSA ScanFlex – 320SF
Euro-profile cylinder	<i>Supplied by Security Systems</i>



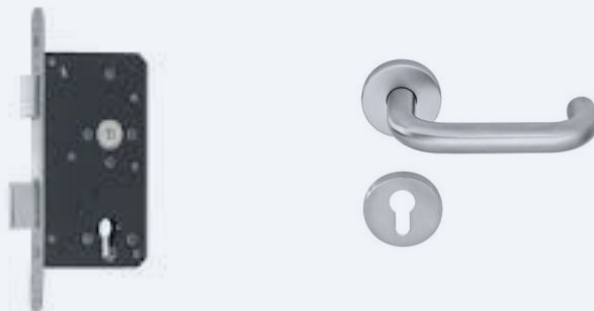
Please see manufacturer's website for the latest datasheets – www.assaabloy.co.uk

Technical Specification...cont.

Allgood 71' series:

*High quality room locks and handles. Good performance for safety and security.
DIN standard design. CE Marked.*

Allgood sash lock (60mm backset)	Allgood – 7179F60
Allgood lever handles*	Allgood – 97422 SS
Allgood euro escutcheons	Allgood – 97876 SS
Euro-profile cylinder	Supplied by Security Systems



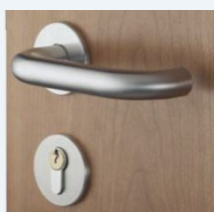
**Other lever handles available in Allgood range.*

Please see manufacturer's website for the latest datasheets – www.allgood.co.uk

Ingersoll Rand – Briton Series:

*Good quality room locks and handles. Good performance for safety and security.
DIN standard design. CE Marked.*

Ingersoll Rand Briton sash lock	Ref – 5520
Ingersoll Rand Briton lever handle set	Ref – 4640.20.R.SS
Ingersoll Rand Briton euro escutcheon	Ref – 4020.5.SS
Euro-profile cylinder	Supplied by Security Systems



Please see manufacturer's website for the latest datasheets – www.ingersollrand.co.uk

Digital Locks

Digital locks are considered 'medium' security, for use in high activity areas - where access must be restricted. For example, laboratories, common spaces and doors between public and private areas. Units should be easily programmable and have a master key override facility.

Digital locks must be of the following specification:

ASSA Codoor CD3500

Good unit specification, with extra out-of-hours physical security (with incorporated additional deadlock). Can easily revert back to a normal ASSA Modular type lock with no further preparation if required.

ASSA Codoor digital lock unit	ASSA – CD3500
ASSA escape sash lockcase	ASSA – 1520/70 (handed left / right)
ASSA accessory set	ASSA- 2356
ASSA lever handles	ASSA– 6696
ASSA split spindles (for lever handles) x2	ASSA – 80 50 73
ASSA Scandinavian oval cylinder	<i>Supplied by Security Systems</i>



Please see manufacturer's website for the latest datasheets – www.assaabloy.co.uk

Advice and guidance

For any advice on other types of locking solutions and ironmongery requirements, e.g. for specialist doors or other locking functions etc., please contact us (see Contact Details section).

Contact Details

The following contact details are for additional advice / queries regarding locks and master keyed systems at UCL:

Jason Orchard

Security Systems

UCL Estates

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Gower Street

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Appendix A

Lock and ironmongery requirements and recommendations

The following advice is to provide project officers, design consultants and contractors with correct technical information when specifying locks and associated ironmongery on doors. This is general advice and relates to the relevant British Standards sections BS 8300: 2001.

Requirements & Recommendations

The following advice relates to the relevant sections in BS 8300: 2001

KEYS & CYLINDERS



6.5.3.3 Keys with larger bows or fobs

Consideration should be given to the provision of a larger bow on lever or cylinder keys to give users greater control.

Recommended: ASSA Twin Combi series or ASSA Key Cassettes

LOCKS



6.5.3.2 Locks & Latches

To ensure that people with impaired vision and/or dexterity have unobstructed access to the keyway, the cylinder should either be above the lever handle or the minimum distance between the handle and the keyway of the locking mechanism should be 72mm.

6.5.1 Door opening furniture

The location and design of the lock should be consistent throughout a property.

Locks and latches should have a minimum of 54mm backset.

Recommended: ASSA Modular 70mm locks (alternative: ASSA Euro)

DOOR FURNITURE



6.5.1 - Door opening furniture

Wherever possible, door opening furniture with a lever action should be used as door furniture with a spherical, circular or similar design is difficult to use by people with, for instance, arthritis or a weak grip.

Care should be taken in the selection of security and fire exit fittings, such as thumbturns and release latches to ensure that they are manageable for all users.

All door furniture should contrast in colour & luminance with the surface of the door, for easy identification by visually impaired people.

Lever furniture should have a minimum diameter of 19mm, with a clearance of 45mm between the grip and the door, and should be of a "return to door" safety lever type. The optimum fixing height for door furniture is 1.0m from floor level.

Recommended: ASSA Distinction and Funxion: return handles and disabled thumbturns

DOOR CLOSERS



7.3.1 Doors fitted with a door closing device - General

Closing devices fitted to single swing doors should conform to BS EN 1154. The closing force at the leading edge of the doors which are not part of a buildings fire protection, and which are fitted with a door closing device for security or privacy or energy control purposes, should not exceed 20N.

7.3.2 Fire doors fitted with door closing devices

The ability of fire doors to perform their designated function depends on their being fully closed at the time of fire. To ensure closure, it is necessary for them to be fitted with a self-closing device, irrespective of whether the door is latched or unlatched.

Closing devices fitted to single swing fire doors should conform to the requirements of BS EN 1154:1997, Annex A.

Recommended: ASSA 235 (fire doors), ASSA 240 series

HINGES



6.5.2 Hinges

Single axis hinges should conform to the requirements of BS:7352.

Fixing positions of hinges should conform to the requirements of BS: 4787-1.

Recommended: ASSA Journal Supported hinges

This leaflet provides general advice and recommendations, but should not be taken as a specific statement of the law. You are advised to seek advice from a professional relating to your own circumstances. For further information on the requirements of the DDA and BS 8300 please contact us at the address below.

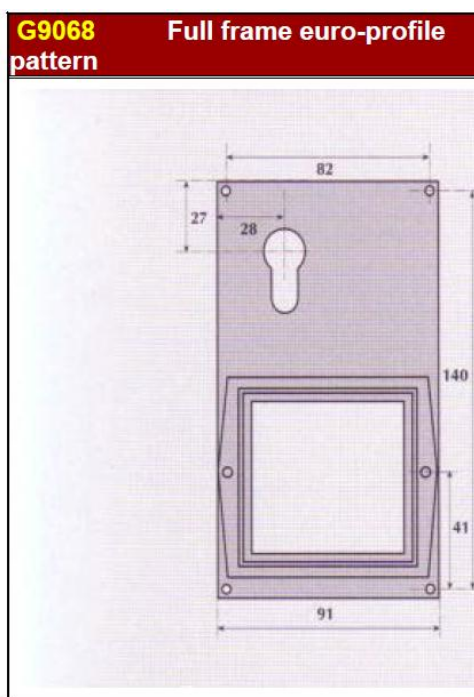
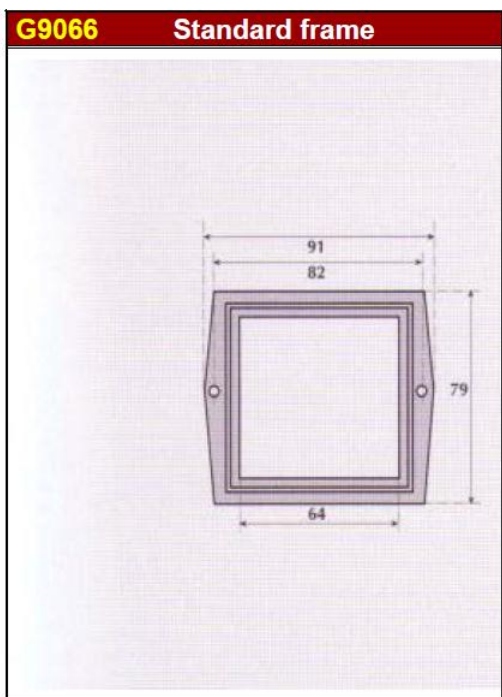
Appendix B Specialist Escape Locks

For specialist escape lock requirements, for fire and emergency escapes, please refer to the specification documents outlined below by the UCL fire officer:

Please note – this lock should only be used on an occasional use fire escape only door (not a high traffic area) requiring emergency exit.



www.ucl.ac.uk/estates/maintenance/fire/documents/UCLFire_TN_003.pdf



G9764 Euro-profile cylinder mortice fire escape deadlock							
	OPERATION: Deadbolt operated by key or release lever from either side using a double cylinder or by key one side and release lever either side using a single cylinder..						
	SPECIFICATION: CASE. Pierced to accept 20mm centre bolt through fixing escutcheons. May also be pierced to accept Kaba-profile cylinders - Lock ref: KP9764						
	STRIKER PLATE. Box, Type I.						
	DEADBOLT. Brass, with 2 hardened steel rollers. Throw 14mm.						
	CYLINDER. Not supplied. May be used with the following cylinders: a) Key one side such as Guardian G9000 b) Key either side such as Guardian G9001						
REBATE UNITS TO SUIT: G3051-13mm G3052-19mm G3053-25mm							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #800000; color: white; padding: 2px;">A Lockcase</td> <td style="background-color: #800000; color: white; padding: 2px;">B Backset</td> <td style="background-color: #800000; color: white; padding: 2px;">C Centres</td> </tr> <tr> <td style="text-align: center; padding: 2px;">101mm</td> <td style="text-align: center; padding: 2px;">57mm</td> <td style="text-align: center; padding: 2px;">-</td> </tr> </table>		A Lockcase	B Backset	C Centres	101mm	57mm	-
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