KS.1 System Design Layout Worksheet

Facility _____

Building _____ Floor _____ of _____

Location _____

By _____

Date _____ Rev. _____

Contact Person _____

Title _____ Phone _____

Fax _____ E-Mail _____

Page ☐ of ☐

	Location				Access Level							
Door #	Sector*	Exterior	Interior	Securing	PLS	AAC	IE	M	Product	Cylinder Type	Keyset	Special Instructions

Patented Locking System (PLS)

Authorized Access Control (ACC)

(M) Mechanical

(IE) Integrated Electronics

*Sector (P) Perimeter (O) Core Areas/Operations (M) Management (S) Services (A) Special Applications

KS.2 System Schematic Worksheet (Level 2)

Job Reference _____

Information _____

Date _____ By _____

Approved By _____

Date _____

Master Key

TMK or Part of *

Top Master Key

Instructions: Instructions: Place the correct master key symbol in the top box. Identify the location, area or department and the change key symbol - ***be sure to include future expansion***. *For level three and higher systems you can use KS.2 with KS.3 and/or KS.4. Simply complete KS.2 for each master key with the appropriate change key(s) number, then attach it to other worksheets to complete the entire system; indicate the correct corresponding worksheet number. For level 3 and higher the change key number follows the master key symbol.

Page ☐ of ☐

Control Key ☐ Used with IC cores only

CMK ☐ Construction Master Keying

Location	Location	Location	Location	Location	Location	Location
Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.
Change Keys	Change Keys	Change Keys	Change Keys	Change Keys	Change Keys	Change Keys
Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.
Change Keys	Change Keys	Change Keys	Change Keys	Change Keys	Change Keys	Change Keys
Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.
Change Keys	Change Keys	Change Keys	Change Keys	Change Keys	Change Keys	Change Keys
Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.
Change Keys	Change Keys	Change Keys	Change Keys	Change Keys	Change Keys	Change Keys

Single Keyed Changes

SKD	SKD	SKD
Door# or Area	Door# or Area	Door# or Area

Change key only, will not be operated by any other key within the system

Special Instructions

_____

_____

_____

KS.2 System Schematic Worksheet (Level 2)

Job Reference: School Name, Location
Information: School Re-Key
Date: 5/12/08 By: R. Smith
Approved By: J. Sawyer
Date: 5/14/08

Master Key
AA
TMK or Part of *
Top Master Key

Instructions: Instructions: Place the correct master key symbol in the top box. Identify the location, area or department and the change key symbol - ***be sure to include future expansion***. *For level three and higher systems you can use KS.2 with KS.3 and/or KS.4. Simply complete KS.2 for each master key with the appropriate change key(s) number, then attach it to other worksheets to complete the entire system; indicate the correct corresponding worksheet number. For level 3 and higher the change key number follows the master key symbol.

Control Key [X] Used with IC cores only
CMK [X] Construction Master Keying

Location: Perimeter	Location: Classrooms	Location: Classrooms	Location: Management	Location: Operations	Location: Services	Location: Future
Area/Dept.: Front Entrances Change Keys: 1AA	Area/Dept.: Room 101 Change Keys: 2AA	Area/Dept.: Room 105 Change Keys: 6AA	Area/Dept.: Principal Change Keys: 8AA	Area/Dept.: Janitors Closets Change Keys: 11AA	Area/Dept.: Teachers Lounge Change Keys: 15AA	Area/Dept.: Future Change Keys: 18AA-35AA
Area/Dept.: Rear Entrances Change Keys: 1AA	Area/Dept.: Room 102 Change Keys: 3AA	Area/Dept.: Room 106 Change Keys: 7AA	Area/Dept.: Office 107 Change Keys: 9AA	Area/Dept.: Storage Change Keys: 12AA	Area/Dept.: Kitchen Change Keys: 16AA	Area/Dept.: Change Keys:
Area/Dept.: North Side Change Keys: 1AA	Area/Dept.: Room 103 Change Keys: 4AA	Area/Dept.: Change Keys:	Area/Dept.: Library Change Keys: 10AA	Area/Dept.: Girls Restrooms Change Keys: 13AA	Area/Dept.: First Aid Change Keys: 17AA	Area/Dept.: Change Keys:
Area/Dept.: South Side Change Keys: 1AA	Area/Dept.: Room 104 Change Keys: 5AA	Area/Dept.: Change Keys:	Area/Dept.: Change Keys:	Area/Dept.: Boys Restrooms Change Keys: 14AA	Area/Dept.: Change Keys:	Area/Dept.: Change Keys:

Single Keyed Changes

SKD 1	SKD 1	SKD 1
Door# or Area: Book Storage	Door# or Area: Office Supply	Door# or Area: First Aid Storage

Change key only, will not be operated by any other key within the system

Special Instructions
Provide 6-pin patented keyway and stamp all keys with visual key control.
Furnish 8 keys per keyed alike group and 4 keys per cylinder, furnish 2 master keys AA

KS.3 System Schematic Worksheet (Level 3)

Job Reference _____

Information _____

Date _____ By _____

Approved By _____

Date _____

Grand Master Key

Area/Dept.

Instructions: Indicate the highest level master key symbol in the top line of each box. Identify the area or department, indicate the total number of key changes, including future expansion. Do not use letters I, O, or Q in key symbols.

Page ☐ of ☐

Selective _____

Master Key _____

Control Key ☐ Used with IC cores only

CMK ☐ Construction Master Keying

Master	Master	Master	Master	Master	Master
Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.
# of Changes	# of Changes	# of Changes	# of Changes	# of Changes	# of Changes
Master	Master	Master	Master	Master	Master
Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.
# of Changes	# of Changes	# of Changes	# of Changes	# of Changes	# of Changes
Master	Master	Master	Master	Master	Master
Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.
# of Changes	# of Changes	# of Changes	# of Changes	# of Changes	# of Changes
Master	Master	Master	Master	Master	Master
Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.
# of Changes	# of Changes	# of Changes	# of Changes	# of Changes	# of Changes

Direct

Special Changes directly under the Top Master Key

# of Changes

Single Keyed Changes

SKD	SKD	SKD
Door# or Area	Door# or Area	Door# or Area

Change key only, will not be operated by any other key within the system

Special Instructions

_____

_____

_____

KS.3 System Schematic Worksheet (Level 3)

Job Reference: Springfield General Hospital
Information: New Wing
Date: 5/12/08 By: R. Smith
Approved By: J. Sawyer
Date: 5/14/08

Grand Master Key
A
Area/Dept.
Top Master Key

Instructions: Indicate the highest level master key symbol in the top line of each box. Identify the area or department, indicate the total number of key changes, including future expansion. Do not use letters I, O, or Q in key symbols.

Selective (HSKP)
Master Key (Housekeeping)

Control Key [X] Used with IC cores only
CMK [X] Construction Master Keying

Master AA Area/Dept. Perimeter # of Changes 20	Master AE Area/Dept. Services # of Changes 40	Master Area/Dept. # of Changes	Master Area/Dept. # of Changes	Master Area/Dept. # of Changes	Master Area/Dept. # of Changes
Master AB Area/Dept. Core Areas # of Changes 20	Master AF Area/Dept. Future # of Changes 20	Master Area/Dept. # of Changes	Master Area/Dept. # of Changes	Master Area/Dept. # of Changes	Master Area/Dept. # of Changes
Master AC Area/Dept. Management # of Changes 40	Master AG Area/Dept. Future # of Changes 40	Master Area/Dept. # of Changes	Master Area/Dept. # of Changes	Master Area/Dept. # of Changes	Master Area/Dept. # of Changes
Master AD Area/Dept. Patient Services # of Changes 20	Master AH Area/Dept. Future # of Changes 40	Master Area/Dept. # of Changes	Master Area/Dept. # of Changes	Master Area/Dept. # of Changes	Master Area/Dept. # of Changes

Direct
Special Changes directly under the Top Master Key
# of Changes 6

Single Keyed Changes

SKD 1	SKD 2	SKD 3
Door# or Area Access Control	Door# or Area Drug Carts	Door# or Area Pharmacy

Change key only, will not be operated by any other key within the system

Special Instructions

KS.4 System Schematic Worksheet (Level 4)

Job Reference _____

Information _____

Date _____ By _____

Approved By _____

Date _____

Great Grand Master
Area/Dept.

Instructions: Indicate the highest level master key symbol in the top line of each box. Identify the area or department, indicate the total number of master keys and changes, including future expansion for each. Do not use letters I, O, or Q in key symbols.

Page ☐ of ☐

Selective _____ Control Key ☐ Used with IC cores only

Master Key _____ CMK ☐ Construction Master Keying

Grand Master	Grand Master	Grand Master	Grand Master	Grand Master	Grand Master	Grand Master
Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.
# of Masters	# of Masters	# of Masters	# of Masters	# of Masters	# of Masters	# of Masters
# of Changes	# of Changes	# of Changes	# of Changes	# of Changes	# of Changes	# of Changes
Grand Master	Grand Master	Grand Master	Grand Master	Grand Master	Grand Master	Grand Master
Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.
# of Masters	# of Masters	# of Masters	# of Masters	# of Masters	# of Masters	# of Masters
# of Changes	# of Changes	# of Changes	# of Changes	# of Changes	# of Changes	# of Changes
Grand Master	Grand Master	Grand Master	Grand Master	Grand Master	Grand Master	**Direct**
Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Area/Dept.	Special Changes Directly Under the Top Key on this Page.
# of Masters	# of Masters	# of Masters	# of Masters	# of Masters	# of Masters	
# of Changes	# of Changes	# of Changes	# of Changes	# of Changes	# of Changes	# of Changes

Single Keyed Changes

SKD	SKD	SKD
Door# or Area	Door# or Area	Door# or Area

Change key only, will not be operated by any other key within the system

Special Instructions

_____

_____

_____

KS.4 System Schematic Worksheet (Level 4)

Job Reference: University Name, Location

Information: Campus Re-Key

Date: 5/12/08 By: R. Smith

Approved By: J. Sawyer

Date: 5/14/08

Great Grand Master
GGMK
Area/Dept.
Top Master Key

Instructions: Indicate the highest level master key symbol in the top line of each box. Identify the area or department, indicate the total number of master keys and changes, including future expansion for each. Do not use letters I, O, or Q in key symbols.

Selective: _____ Control Key [X] Used with IC cores only

Master Key: _____ CMK [ ] Construction Master Keying

Grand Master	Area/Dept.	# of Masters	# of Changes
A	Administration	4	40
D	Library	4	40
G	Engr.	6	40
K	Future	6	40
B	Athletics	6	40
E	Liberal Arts	4	40
H	Physical Plant	6	40
C	Student Union	4	40
F	Science	6	40
J	Future	4	40
Direct	Special Changes Directly Under the Top Key on this Page.		6

Single Keyed Changes

SKD	Door# or Area
1	Access Control

Special Instructions

Note #1: Furnish security cylinder mechanisms for all SKD sets

Change key only, will not be operated by any other key within the system