



# Access Control System Door Planning Worksheet

In order to install the proper locking hardware, answers to the following questions are essential.  
*(Reference ANSI/NFPA101 Life Safety Code when installing locking products.)*

## Door Name

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## Door Location

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### Door Operation

- Employee     Visitor     Employee/Visitor
- Fire Exit     Other

### Existing Door Hardware

- Mortise     Knob Set     Dead Bolt
- Mechanical Exit Bar \_\_\_\_\_  
Dimensions \_\_\_\_\_
- Latch Protection \_\_\_\_\_
- Offset Latch \_\_\_\_\_

### Miscellaneous Door Information

- Interior     Exterior     Fire Rated
- Required Fire Exit     Other \_\_\_\_\_

### Door Type

- Single     Double     In-Swing     Out-Swing
- Medium Height Turnstile     Optical Turnstile
- Full Height Turnstile     Parking Gate
- Other \_\_\_\_\_

### Door Material

- Wood     Metal     Glass
- Other \_\_\_\_\_

### Door Frame Material

- Wood     Metal     Glass
- Other \_\_\_\_\_

## Required Door Hardware Changes:

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### Proposed Lock Type

- Magnetic (Surface)     Magnetic (Shear)
- Electric Strike     Electric Lockset
- Other \_\_\_\_\_
- Finish \_\_\_\_\_

Voltage Requirements – 12VAC, 24VAC, 24VDC

### Proposed Reader Type

- Magnetic Stripe     Wiegand     Proximity
- Bar Code     Barium Sulfate
- Keypad     Combination
- Biometric \_\_\_\_\_
- Other \_\_\_\_\_

### Miscellaneous Options

- Local Audible Annunciator     Remote Release
- Time Delay Egress
- Other \_\_\_\_\_

### Door Contact

- Recessed     Surface     Built into Lock
- Other \_\_\_\_\_

### Request-To-Exit Device

- Motion Sensor     Push Button
- Touch Sensitive Exit Bar
- Mechanical Exit Bar
- Other \_\_\_\_\_

### Reader Mounting Options

- Flush     Surface     Proximity
- Interior     Exterior
- Handicapped     Weatherized
- Other \_\_\_\_\_

### Reader Mounting Surface:

- Brick/Stone     Glass     Pedestal
- Other \_\_\_\_\_

## Required Door Hardware Changes

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