

Fremont City Schools
Fremont Middle School Construction Project
Hardware and Keying Meeting
Thursday, October 22, 2009

Attending:

Ken Clarkson	Andrew Poignon	Rhonda Schmidt	Tony Walker
Christine Oravets	Dale Pummell	Dr. Kim Theller	

Ken Clarkson, Educational Technology Consultant, and Dale Pummell, Architectural Hardware Consultant, with Fanning-Howey presented the reviewed hardware and keying requirements for the building.

- Removable core system – plastic plug in core initially during construction - Keying meeting will occur after the bidding – final cores installed before occupancy
- High security cylinder key system on interior doors (staff can't duplicate)
 - Manufacturer used will establish a base for the interior keying for any potential future new buildings
 - Teacher keys will **lock** any classroom door in case of emergency (standard specification)
 - Panic access doors – locker rooms and media center
 - Deadbolt with key core on individual restrooms in academic area w/teacher override
 - Cross-keying teacher keys to classroom, individual restrooms and workroom
- Exterior doors – keys cannot be duplicated except for a company which would have secure blanks
 - Exterior proximity card access system with core system (grand master for select few)
 - Entry points for card reader installations – 6 entry doors identified
 - District needs further discussion on teacher access in off-hours to academic wing – security grille at academic wing
 - Card reader at kitchen door for night delivery – no motion detection in that area – use camera – set time window for amount of time needed for access by delivery person
 - Exterior doors identified for ADA access for handicap (OSFC requirement) on 1) front entrance 2) back entrance and 3) southeast entrance
- Different master keys would access various areas

- Security system programming thoughts
 - Can be programmed to unlock before the school day starts
 - Rear entrance can be programmed to lock at start of school day
 - Arm system automatically at certain times with override capability
 - Proximity card with code to disarm? 2 zones? (***Internal conversation needed***)
 - Electronics/hardware is part of the initial service; ***monitoring service is separate and is outside the scope of work (will need to be set up by the district)***
 - Video monitoring recording – 1 month storage – monitoring is a PC work station on an office desk

- Knox Box programmed for fire department – enunciator for fire codes located inside front entry door - ***LFI or Alternate?***

- ***Master on all casework possible?*** Not typically; Fanning Howey to check whether all case work can be keyed to one manufacturer.

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FANNING HOWEY

OWNER/ARCHITECT MEETING
FREMONT CITY SCHOOLS
Fremont, Ohio

Date: October 22, 2009

Re: New Middle School
Fremont City Schools
Fremont, OH
Project No. 208064.01
OSFC Grant No. 379

To: Dr. Traci McCaudy, Superintendent
Following is a report of our meeting on the above date. If you find anything with which you disagree, please inform us, in writing, within ten calendar days of receipt.

Present: Dr. Kim Theller, Director of Facilities and Operations; Tony Walker, Middle School Principal; Christine Oravets, Middle School Assistant Principal; Rhonda Schmidt, Director of Technology; Andrew Poignon, Technology Assistant; Faye Eishen, Secretary to the Superintendent; all of Fremont City Schools; Kenneth H. Clarkson and Dale L. Pummell of Fanning Howey

Purpose: To discuss the Owner's requirements for door hardware, keying, and security access

1. The Owner stated that all exterior doors will be locked 24/7 with only the main entry to remain unlocked during school hours for visitors access to the administration area.
2. Teachers and staff will not be issued keys for any of the exterior doors. Entrance to the building will be by a proximity card/key fob. Very few people will have a key for exterior doors.
3. We demonstrated the security classroom lockset that allows teachers to lock the classroom door from the classroom side with a key during an emergency lock down situation. It was agreed that the Owner wants this lockset on all interior classroom doors.
4. The existing buildings have a non-duplicating Medeco keying system for all exterior doors. The Owner stated that they had their local locksmith fill out the Fanning/Howey Associates, Inc. hardware and keying requirements sheet in which the locksmith indicated that the exterior doors would be KABA "R" system. The Owner would also like to have non-duplicating keys for all interior doors. After discussion, the Owner directed Fanning Howey to apply for a variance to continue with the existing Medeco keying system for the exterior doors. The Owner stated that the interior doors non-duplicating keying system can be of any manufacturer. The non-duplicating keying system that is bid for the new middle school then can be extended to all future buildings per the Ohio School Facilities Commission (OSFC) guidelines.

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5. Per the hardware and keying requirements, Fanning Howey will use the Ingersoll brand products as the Basis of Design, Schlage locksets, VonDuprin 99 panic exit devices, and the LCN 4041 non-handed/non-sized door closer. Other manufacturers that will be listed as acceptable substitutes will be Dorma and Sargent.
6. A "Knox" lockbox will be specified for use by the fire department. The building Grand Master Keys, one for the exterior doors and one for the interior doors, will be placed in the "Knox" box, and only the fire department will have the key that opens the "Knox" box to access the building Grand Master Keys.
7. The following entries will have security card access:
 - a. The entry between the locker rooms and music department for physical education (PE) return
 - b. The entry at the south end of the locker room for teachers coming from the high school
 - c. Mechanical room entry
 - d. Kitchen entry
 - e. Bus drop-off entry
 - f. Cafeteria patio entry
 - g. Possibly, the entry between the classroom building and main rest rooms - this entry will require further discussion with the staff.

At the main entry, the exterior and vestibule doors will have electric unlocking and card access. The door from the main entry vestibule to the administration area will have an electric mechanical lock for "buzz-in".

8. The following entries will have an automatic door operator for ADA access.
 - a. Both the main entry outside door and vestibule door
 - b. Bus drop-off entry
 - c. Staff entry from the high school

Dale L. Pummell, AHC
Architectural Hardware Consultant/
Senior Associate

dlp/lal

- c: Chris Moore, Touchstone CPM, Inc.
Madison Dowlen, Ohio School Facilities Commission