

## Baldwinsville Central Schools

29 East Oneida Street  
Baldwinsville, New York 13027  
(315) 638-6055  
(315) 635-3970 (fax)

TO: Board Of Education  
CC: BR Johnson, Inc.  
Gladd Security, Inc.  
Independent Hardware Inc.  
Kamco Supply  
Kelly Bros LLC  
FROM: James Rodems  
DATE: June 17, 2013  
RE: Bid Award #334

It is recommended that the all the bids for **CLASSROOM SECURITY LOCKS#334** be rejected as it has been decided that in the best interest of the District, not to proceed with the bid.

	BR JOHNSON	GLADD SECURITY	INDEPENDENT HARDWARE	KAMCO SUPPLY	KELLY BROS
Classroom Security Locks, per specs	\$ 100,340.00	\$ 121,219.00	\$ 68,000.00	\$ 116,341.00	\$ 75,650.00
Additional, if necessary:					
Cylindrical Lock	\$ 168.00	\$ 231.00	\$ 123.00	\$ 208.00	\$ 170.00
Mortise Lock	\$ 248.00	\$ 311.00	\$ 170.00	\$ 323.00	\$ 265.00
STK strike	\$ 12.00	no charge	\$ 5.00	\$ -	\$ 10.00
Note:	all locks are less core & keys				
A list of references included?	Yes	Yes	Yes	No	Yes
Vendor must be a direct authorized reseller of system offered and provide a certificate to install architectural grade hardware?	Yes	Yes	Yes	?	Yes
NYS Prevailing wage?	Yes	Yes	Yes	?	Yes
Work to commence during the summer of 2013:	Yes	Yes	Yes	?	Yes
Start date – June 24, 2013 and complete by August 30, 2013.					
Work hours to be from 7:00am to 3:00pm, Monday to Friday.					

Bids were also sent to:  
Commercial Door Co.  
Door Specialties, Inc.  
Mid-State Door, Inc.

# Baldwinsville Central Schools

---

Baldwinsville, New York 13027

## - NOTICE TO BIDDERS -

Sealed bids are to be addressed and delivered to:

Baldwinsville Central School District  
Attn: Patricia McKenna  
29 East Oneida Street  
Baldwinsville, New York 13027

They will be received until Wednesday, May 29, 2013 at 2:00 PM at which time they will be opened for:

### **CLASSROOM SECURITY LOCKS#334**

Specifications and bid forms may be obtained as said office or online at [www.bville.org](http://www.bville.org) (Administration/Business Office/Purchasing). The Board Of Education reserves the right to reject any and all bids.

Any bids submitted will be binding for **SIXTY** (60) days subsequent to date of bid opening.

By order of the Board Of Education, Baldwinsville Central School District, Onondaga County, Baldwinsville, New York 13027.

Dated: April 1, 2013

James Rodems  
Assistant Superintendent for Mgt. Services

Name of Bidder\_\_\_\_\_

# Baldwinsville Central Schools

Baldwinsville, New York 13027

## - INSTRUCTIONS TO BIDDERS-

1. Complete the Bid Form. Bids MUST be submitted on the enclosed set of forms. *Failure to do so MAY result in rejection of bid.*
2. Complete and sign the Non-Collusive Bidding Certificate. *A bid may be rejected if the Non-Collusive Bidding Certificate is not signed.*
3. Return the entire BID packet. The following should be included and returned.
  - COVER SHEET (1)
  - INSTRUCTIONS (2)
  - GENERAL CONDITIONS (3)
  - NON-COLLUSIVE BIDDING CERTIFICATE (4)
  - SPECIAL INSTRUCTIONS (5)
  - SPECIFICATIONS (6)
  - BID FORM (7)
4. It is the responsibility of the Bidder to make sure all pages are included in the bid Packet. If any part of the bid packet is missing you must notify this office **prior** to the bid opening so a complete packet can be sent. *Failure to complete any part of the bid because it was not included in the bid packet may be cause for rejection.*
5. Bids shall be enclosed in an opaque envelope with the NAME OF BIDDER and the statement that "ENVELOPE CONTAINS A SEALED BID FOR CLASSROOM SECURITY LOCKS #334 TO BE OPENED ON Wednesday, May 29, 2013 at 2:00 PM."

NOTE: We will NOT be responsible for bids that are opened by this office because it was not noted on outside of envelope that the envelope contains a sealed bid.
---

6. Direct any inquires concerning bid instructions to Patricia McKenna, Purchasing, (315) 638-6060 or email at [pmckenna@bville.org](mailto:pmckenna@bville.org)
7. The Board Of Education reserves the right to reject any or all bids.

# BALDWINSVILLE CENTRAL SCHOOL DISTRICT

Baldwinsville, New York 13027

## - GENERAL CONDITIONS -

(for the purchase of materials, supplies, and equipment)

All invitations to bid issued by the above named school district will bind bidders and successful bidders to the conditions and requirements set forth in these general conditions, and such conditions shall form an integral part of each purchase contract awarded by the School District.

### DEFINITIONS

"School District"	- shall be the legal designation of the district
"Board"	- the Board of Education of the School District
"Bid"	- an offer to furnish materials, supplies, and/or equipment in accordance with the invitation to bid, the general conditions, and the specifications
"Bid Offer"	- the form on which the bidder submits his bid
"Bidder"	- any individual, company, or corporation submitting a bid
"Successful Bidder"	- any bidder to whom an award is made by the School District
"Specifications"	- description of materials, supplies, and/or equipment and the conditions of its purchase

### BIDS

- The date and time of bid opening will be given in the 'Notice to Bidders'.
- All bids must be submitted on and in accordance with forms provided by the board.
- All bids received after the time stated in the 'Notice to Bidders' may not be counted and will be returned to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the School District. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having their bid deposited on time at the place specified.
- All information required by 'Notice to Bidder's', 'Specifications', and 'Bid Offer', in connection with each item against which a bid is submitted, must be given to constitute a regular bid.
- The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials, or equipment required and a representation that the bidder can furnish the supplies, materials or equipment satisfactorily in complete compliance with the specifications.
- No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in space provided in bid for this purpose.
- Prices and information required, except signature of bidder, should be typewritten for legibility. Illegible or vague bids may be rejected. All signatures must be written. Facsimile, printed or typewritten signatures are not acceptable.
- Sales to School Districts are not affected by any fair trade agreements. (General Business Law, Ch. 39, Sec. 369-A, Sub.3, L. 1941).
- No charge will be allowed for federal, state or municipal sales and excise taxes since the School District is exempt from such taxes. The price bid shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.
- In all specifications, the words "or equal" are understood after each article giving manufacturer's name or catalog reference, or on any patented article. The decision of the School District as to whether an alternate or substitution is in fact "equal" shall be final. If bidding on items other than those specified, bidder must, in every instance, give the trade designation of the article, manufacturer's name, and detailed specification of items he proposes to furnish. Otherwise, bid will be construed as submitted on the identical item as specified.
- Bids on equipment must be on standard new equipment, of latest model, and in current production, unless otherwise specified.
- All regularly manufactured stock electrical items must bear the label of the Underwriters' Laboratories, Inc.
- When bids are requested on a lump sum basis, bidder must bid on each item in the lump sum group. A bidder desiring to bid "no charge" on an item in a group must so indicate; otherwise bid may be rejected.
- All prices quoted must be "per unit" as specified; e.g., do not quote "per case" when "per dozen" is requested; otherwise bid may be rejected.
- Bidder must insert the price per unit and the extensions against each item in their bid. In the event of a discrepancy between the unit price and the extension, the unit price will govern. Prices shall be extended in decimals, not fractions.
- Prices shall be net, including transportation and delivery charges fully prepaid by the successful bidder to destination indicated in the proposal. If award is made on any other basis, transportation charges must be prepaid by the successful bidder and added to the invoice as a separate item. In any case, title shall not pass until items have been delivered and accepted.
- Under penalty of perjury, the bidder certifies that:
  - The bid has been arrived at by the bidder independently and has been submitted without collusion with any other vendor of materials, supplies or equipment of the type described in the invitation for bids, and
  - The contents of the bid have not been communicated by the bidder, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the bidder or its surety on any bond furnished herewith prior to the official opening of the bid. See Section 103-d reproduced on back.
- All bids must be sealed. They may be submitted either in plain, opaque envelopes, or in those furnished by the School District. Bid envelopes must be clearly marked "Bid". Also the date and time of the bid opening as indicated on the Notice to Bidders must appear on the envelope. Bids must not be attached to or enclosed in packages containing bid samples. Telegraphed bids may be considered at the

discretion of the School District. Telephoned quotations or amendments will not be accepted at any time.

19. No interpretation of the meaning of the specifications or other contract document will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to the School District, not later than five (5) days prior to the date fixed for the opening of bids. Notice of any and all such interpretations and any supplemental instructions will be sent to all bidders of record by the School District in the form of addenda to the specifications. All addenda so issued shall become a part of the contract document.
20. If supplies, materials, or equipment are to be delivered over an extended period of time, or if the specifications so state, then the

successful bidder may be required to execute an agreement in relation to the performance of his contract, such agreement to be executed by the bidder within 15 days after notification to execute such contract. If the specifications so state, the successful bidder also may be required to furnish a performance bond equal to the full amount of the contract to guarantee the faithful performance of such contract. Such performance bond shall be maintained in full force and effect until the contract shall have been fully performed. The surety company furnishing such performance bond shall be authorized to do business in the State of New York and must be satisfactory to the attorney for the School District. The performance bond shall be executed by the successful bidder at the time of the execution of the contract by the successful bidder and the Board.

## SAMPLES

1. All specifications are minimum standards; and accepted bid samples do not supersede specifications for quality unless bid sample is superior, in which case deliveries must be the same identity and quality as accepted bid sample.
2. The School District reserves the right to request a representative sample of the item quoted upon either prior to the award or before shipments are made. If the sample is not in accordance with the requirements of the specification, the School District may reject the bid; or if award has been made, cancel the contract at the expense of the successful bidder.
3. Samples, when required, must be submitted strictly in accordance with instructions; otherwise, bid may not be considered. If samples

are requested subsequent to bid opening, they shall be delivered within ten (10) days of the request, or as directed, for bid to have consideration. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating if the bidder desires their return and specifying address to which they are to be returned provided they have not been used or made useless by testing. Award samples may be held for comparison with deliveries. The School District will not be responsible for any samples destroyed or mutilated by examination or testing. Samples not removed within fifteen (15) days after written notice to the bidder will be regarded as abandoned and the School District shall have the right to dispose of them as its own property.

## AWARD

1. Awards will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of the materials, equipment, or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of delivery.
2. The School District reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid in whole or in part, to waive technical defects; qualifications; irregularities; and omission, if in its judgment the best interest of the district will be served. Also reserved is the right to reject, for cause, irregularities; and omission, if in its judgment the best interests of the district will be served. Also reserved is the right to reject bids and to purchase items on State

contract if such items can be obtained on the same terms, conditions, specifications, and at lower price.

3. The School District reserves the right to make awards within sixty (60) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in his bid that acceptance thereof must be made within a shorter specified time.
4. Where a bidder is requested to submit a bid on individual items and also on a total sum or sums, the right is reserved to award bids on individual items or on total sums.

## CONTRACT

1. Each bid will be received with the understanding that the acceptance thereof in writing by the School District, approved by the Board of Education, to furnish any or all of the items described therein shall constitute a contract between the successful bidder and the School District. Contract shall bind the successful bidder on their part to furnish and deliver at the prices and in accordance with the conditions of their bid. Contract shall bind the School District on its part to order from such successful bidder (except in the case of emergency) and to pay for the contract prices, all items ordered and delivered, within ten (10) per cent over or under the award quantity, unless otherwise specified.
2. The placing in the mail of a notice of award or purchase order to a successful bidder, to the address given in their bid, will be considered sufficient notice of acceptance of contract.
3. If the successful bidder fails to deliver within the time specified, or within reasonable time as interpreted by the School District, or fails to make replacements of rejected articles, when so requested, immediately or as directed by the School District, the School District may purchase from other sources to take the place of the item rejected or not delivered. The School District reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary. On all such purchases the successful bidder agrees to reimburse the School District promptly for excess costs occasioned by such purchases. Should the cost be less, the successful

bidder shall have no claim to the difference. Such purchases will be deducted from contract quantity.

4. A contract may be canceled at the successful bidder's expense upon non-performance of the contract.
5. If the successful bidder fails to deliver as ordered, the School District reserves the right to cancel the contract and purchase the balance from other sources at the successful bidder's expense.
6. Cancellation of contract for any reason may result in the removal of the successful bidder's name from mailing list for future proposals for an indeterminate period.
7. When materials, equipment or supplies are rejected, they must be removed by the successful bidder from the premise of the School District within five (5) days of notification. Rejected items left longer than five (5) days will be regarded as abandoned, and the School District shall have the right to dispose of them as its own property.
8. No items are to be shipped or delivered until receipt of an official order from the School District.
9. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title, or interest therein, or their power to execute such contract, to any other person, company, or corporation, without the previous written consent of the School District.

## INSTALLATION OF EQUIPMENT

1. The successful bidder shall clean up and remove all debris and rubbish resulting from their work from time to time as required or directed. Upon completion of the work, the premises shall be left in a neat, unobstructed condition, and the buildings broom cleaned, and everything in perfect repair and order. Old materials are the property of the successful bidder unless otherwise specified.
2. Equipment, supplies, and materials shall be stored at the site only on the approval of the School District and at the successful bidder's risk. In general, such on-site storage should be avoided to prevent possible damage or loss of the material.
3. Work shall be progressed so as to cause the least inconvenience to the School District and with proper consideration for the rights of other successful bidders or workmen. The successful bidder shall keep in touch with the entire operation and install their work promptly.
4. Bidders shall acquaint themselves with conditions to be found at the site and shall assume all responsibility for placing and installing the equipment in the locations required.
5. Equipment for trade-in shall be dismantled by the successful bidder and removed at his expense. The condition of the trade-in equipment at the time it is turned over to the successful bidder shall be the same as covered in the specifications, except as affected by normal wear and tear from use up to the time of trade-in. All equipment is represented simply "as is". Equipment is available for inspection only at the delivery point listed for new equipment, unless otherwise specified.

## GUARANTEES BY THE SUCCESSFUL BIDDER

6. The Successful bidder guarantees:
  - a) Their products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.
  - b) To furnish adequate protection from damage for all work and to repair damages of any kind for which they or their work people are responsible, to the building or equipment, to their own work, or the work of other successful bidders.
  - c) To carry adequate insurance to protect the School District from loss in case of accident, fire, theft, etc.
  - d) That all deliveries will be equal to the accepted bid sample.
  - e) That the equipment or furniture offered is standard, new, latest model or regular stock product or as required by the specifications, with parts regularly used for the type of equipment or furniture offered; also that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice. Every unit delivered must be guaranteed against faulty material and workmanship for a period of at least one year from date of delivery. If during this period such faults develop, the successful bidder agrees to replace the unit or the part affected without cost to the School District.
2. Any merchandise provided under the contract which is or becomes defective during the guarantee period shall be replaced by the successful bidder free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment (one year from the date of acceptance of the replacement). The successful bidder shall make any such replacement immediately upon receiving notice from the School District.

## DELIVERY

1. Delivery must be made as ordered and in accordance with the proposal and specifications. If delivery instructions do not appear on order, it will be interpreted to mean prompt delivery (not to exceed 30 days). The decision of the School District as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the successful bidder. Failure to deliver because of delayed payments or for any other reason except that described in Paragraph 51 will be cause for open market purchase at the expense of the successful bidder.
2. The School District will not schedule any deliveries for Saturdays, Sundays, or legal holidays, except commodities required for daily consumption or where the delivery is an emergency, as replacement, or is overdue, in which event the conveniences of the School District shall govern.
3. Items shall be securely and properly packed for shipment, storage and stocking in new shipping containers and according to accepted commercial practice, without extra charge for packing cases, baling, or sacks.
4. The successful bidder shall be responsible for delivery of items in good condition at point of destination. They shall file with the carrier all claims for breakage, imperfections and other losses, which will be deducted from invoices. The receiving School District will note, for the benefit of successful bidder, when packages are not received in good condition.
5. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the agent for the School District. The successful bidder will be required to furnish proof of delivery in every instance.
6. Unloading and placing of the equipment and furniture is the responsibility of the successful bidder and the School District accepts no responsibility for unloading and placing of equipment. Any costs incurred due to the failure of the successful bidder to comply with this requirement will be charged to them. No help for unloading will be provided by the School District, and suppliers should notify their truckers accordingly.
7. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered:
  - a) Contract Number and/or Purchase Order Number
  - b) Name of Article
  - c) Item Number
  - d) Quantity
  - e) Name of successful bidder
  - f) Cartons shall be labeled with purchase order or contract number, successful bidder's name and general statement of contents. Failure to comply with this condition shall be considered sufficient reason for refusal to accept goods.

## PAYMENTS

1. Payment for the used position of an inferior delivery will be made by the School District on an adjusted price basis.
2. Payments of any claim shall not preclude the School District from making claim for adjustment of any item found not to have been in accordance with general conditions and specifications.

## SAVING CLAUSE

1. The successful bidder shall not be held responsible for any losses resulting if the fulfillment of the terms of the contract
2. shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God.

<b>CERTIFICATE OF INDEPENDENT PRICE DETERMINATION</b>
---

1. Section 103-d. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: non-collusive bidding certification.
2. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
3. The price in this bid has been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
4. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
5. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition.
6. A bid shall not be considered for award nor shall any award be made where (a), (1), (2), and (3) above have not been complied with;
7. provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a), (1), (2), and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or their designee, determines that such disclosure was not made for the purpose of restricting competition.
8. The fact that the bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, with more, a disclosure within the meaning subparagraph one (a).
9. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision on of the section, shall be deemed to have been authorized by the board of directors of the bidders, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

**BALDWINSVILLE CENTRAL SCHOOL DISTRICT**  
 Baldwinsville, New York 13027

**NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this bid or proposal, the bidder certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
2. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project to any other bidder, competitor or potential competitor;
3. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
4. The person signing this bid or proposal certifies that they has fully informed themselves regarding the accuracy of the statements contained in this certification and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
5. That attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signature of this bid or proposal in behalf of the corporate bidder.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**RESOLUTION - for corporate bidders only**

RESOLVED that \_\_\_\_\_ be authorized to sign and submit the proposal of this corporation for the subject bid and to include in such proposal the certification for the subject bid and to include in such proposal the certificate as to non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

A resolution authorizing the above signature was adopted by this corporation at a regular meeting of its board of directors. Such resolution is still in full for force and effect.

SEAL OF THE CORPORATION \_\_\_\_\_

Secretary



# Baldwinsville Central Schools

Baldwinsville, New York 13027

## - SPECIAL CONDITIONS -

CLASSROOM SECURITY LOCKS #334 Wednesday, May 29, 2013 at 2:00 PM
---

1. It is the intent of this District to buy good, quality merchandise. Where a specific brand has been indicated for any item in bid it is to mean "or equal to". Where substitutes for items specified are offered, which are claimed to be equivalent, **bidder must furnish information as to manufacturer, brand and catalog number. Failure to do so will indicate to the District that EXACT item as specified is being bid.** If substitute items are found to be less than the quality specified, the item(s) will be rejected. The School District shall be the sole determination as to the quality of the product and such decision shall be final.
2. To prevent any bidder's misunderstanding, a vendor's bid should be in the District's requested quantity and size specified. Any line item may be rejected if such a change is submitted.
3. The bid will be awarded, in total, to the lowest bid meeting specifications. Any such decision by the School District shall be final and conclusive.
4. **A list of references on similar Lock Set installs is required.**
5. **Vendor must be a direct authorized reseller of system offered and provide a certificate to install architectural grade hardware.**
6. **NYS Prevailing wage project vendor must submit certified payroll.**
7. **Work to commence during the summer of 2013: Start date – June 24, 2013 and complete by August 30, 2013. Work hours to be from 7:00am to 3:00pm, Monday to Friday.**
8. The District will not pay any delivery charges and/or sales tax. Bid price is to include delivery.
9. The District reserves the right to make awards within sixty (60) days after date of bid opening during which time bids may not be withdrawn.
10. The Board of Education reserves the right to waive any informalities in or reject any or all bids.

# Baldwinsville Central Schools

---

Baldwinsville, New York 13027

## - SPECIFICATIONS -

#334 Classroom Security Locks

Wednesday, May 29, 2013 AT 2:00 PM

Bid to include supplying the locks per the attached specs and INSTALLATION on typical classroom doors during the summer of 2013: start date - June 24, 2013 and completed by August 30, 2013. Work hours to be from 7:00 am to 3:00pm, Monday through Friday.

Performed product to match existing is **Stanley/BEST Access Systems:**

**Backset-93K:** 2 ¾"

**Core Housing-7:** 7 pin housing accepts all Best cores

**Function Code-T:** Dormitory

**Lever Style-15:** Contour angle return

**Rose Style-D:** 3 ½" convex

**Strike Package-S3:** 4 7/8" ANSI

**Finish-626:** Satin Chromium Plated

Ray MS Mortise Style with Lever-15/Escutcheon-J and Single Keyed-T Dormitory.

Refer to attached sheets for further detail.

The following are the quantities to bid:

Baker: Mortise Style – 60

Baker: Cylinder Style - 36

Durgee-70

Ray MS-107 (Mortise style)

Elden-37

VanBuren-37

Palmer-40

McNamara-40

Reynolds-40

If STK strike is required, provide price for these.

The quantities above are very close to what is needed and is what bid should be bid on. If additional locksets are needed, please provide a unit cost for cylindrical and mortise style lock, including installation.

All locks removed shall be turned over to the owner in re-usable condition with all parts assembled together in a box.

# Baldwinsville Central Schools

Baldwinsville, New York 13027

- BID FORM -

#334 Classroom Security Locks

Wednesday, May 29, 2013 AT 2:00 PM

The undersigned: Name \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

hereby certifies that they have examined and fully comprehend the requirements and intent of the plans and specifications of the proposed work, and being familiar with all the conditions surrounding the construction of the project, including the availability of materials and labor, hereby proposes to furnish all labor, materials, supplies, equipment, and other facilities necessary or proper for or incidental to the performance of the proposed work and does hereby agree to perform, as specified, in accordance with the Contract Documents at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part.

Signed: \_\_\_\_\_

The above signed agrees to furnish all Materials, Labor, and all other costs for the total Lump Sum Base Quote of

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)

A list of references included?	Yes or No
Vendor must be a direct authorized reseller of system offered and provide a certificate to install architectural grade hardware?	Yes or No
NYS Prevailing wage?	Yes or No
Work to commence during the summer of 2013: Start date – June 24, 2013 and complete by August 30, 2013. Work hours to be from 7:00am to 3:00pm, Monday to Friday.	Yes or No

The above amounts, and the amounts indicated for Alternates, if any, shall be shown in typing or written in ink in both words and figures. In case of a discrepancy, the amount show in words will govern.

In submitting this Quote, it is understood that the right is reserved by the District to accept or reject any or all quotes.

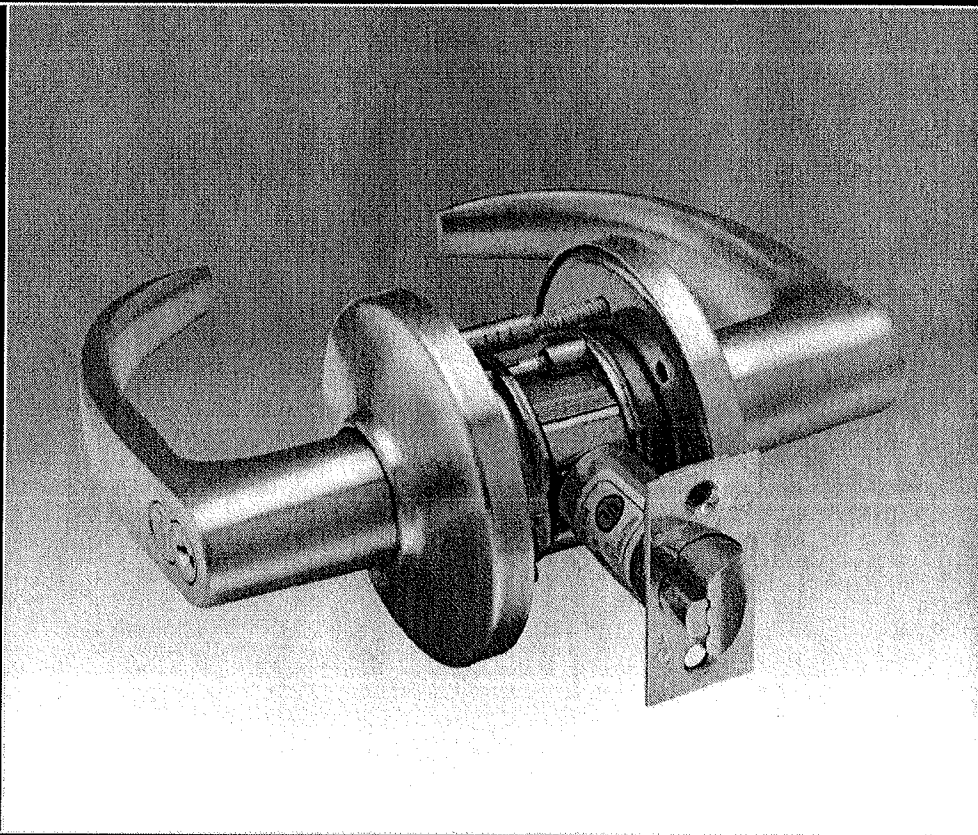
In addition: the following is the unit cost for each item, including installation, ***if it is necessary to add additional*** above the quantities stated in specifications:

Cylindrical Lock \$\_\_\_\_\_ each

Mortise Lock \$\_\_\_\_\_ each

STK strike \$\_\_\_\_\_ each

**STANLEY**  
Security Solutions



# 9K SERIES

HEAVY DUTY LOCKS - LEVERS



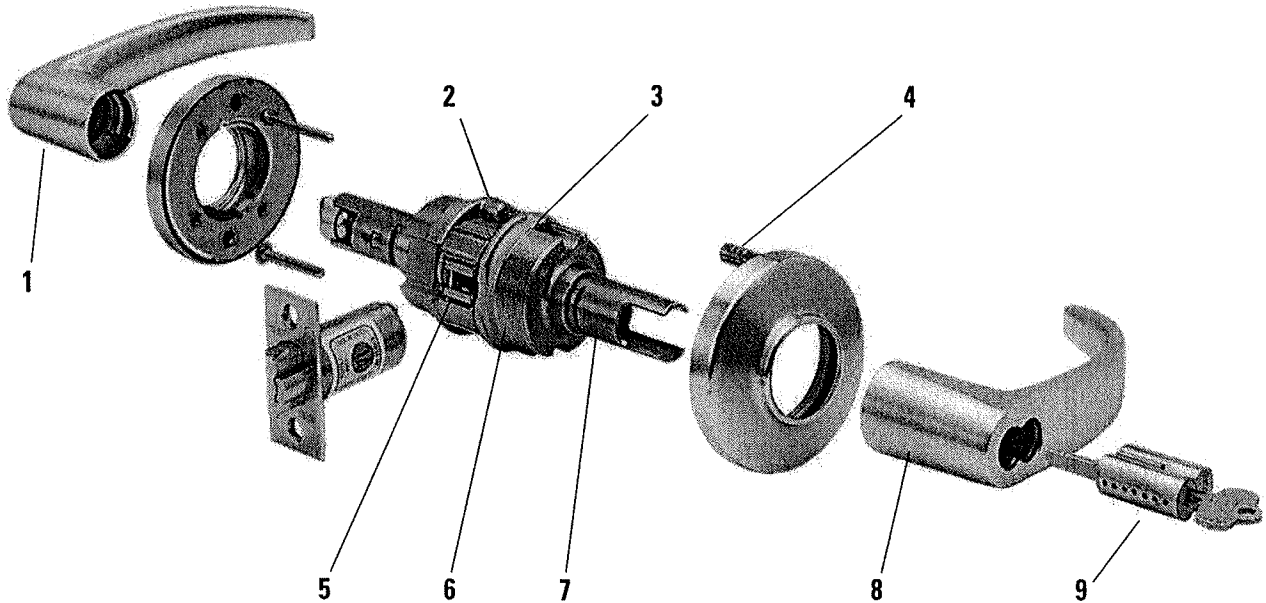
HEAVY DUTY CYLINDRICAL LOCKS - LEVERS

**TABLE OF CONTENTS**

	Page		Page
Features .....	2	Function Descriptions .....	6-9
Specifications .....	3	Shipping Weights .....	9
How to Order .....	3	9K Sample Specifications .....	10
Trim Variations .....	4	Patented Keying System .....	10
Options/Features .....	5	Deadlocking Latches .....	11
Service Equipment .....	5	Strikes & Door Preparation .....	11

**FEATURES**

1. For versatile applications, lever by knob trim variations are available.
2. Rose locking pin and rose assembly design offers great torque resistance. It prevents the locking pin from twisting, bending, or breaking under attack.
3. The innovative design of the slotted key release cam and locking lug assembly create maximum attack resistance. Even though damaged, the lock still allows key access. In addition, the lever is fully functional from the inside. The hub-mounted torsion spring and strong retractor springs help prevent lever sag and offer a smooth and snappy operation.
4. Strong through-bolt mounting studs increase torque resistance. Heavy rose liner material is highly attack resistant.
5. Strong retractor springs provide resistance to lever sag.
6. Zinc hubs with a shrouded locking lug, guaranteeing higher quality and increased torque resistance.
7. The outside lever sleeve is a seamless one piece construction made of a hardened steel alloy that provides additional reinforcement in the locking lug slot.
8. Lost Motion feature available allowing 45° lever rotation in either direction without engaging retractor assembly.
9. Interchangeable core allows for quick re-keying and customized masterkeying.

**9K — EXPLODED**



# SPECIFICATIONS

## Certifications – UL Listed:

Listed by Underwriter's Laboratories for use on 3 Hr, A label single swinging doors (4'x10'). GYJT Builders Hardware-single point locks or latches.



## American National Standard:

ANSI A156.2, Series 4000 Grade 1  
California Fire Code NOA ANSI A250.13  
Listed.



Finish – (BHMA)	US	DESCRIPTION
605	3	bright brass
606	4	satin brass
611	9	bright bronze
612	10	satin bronze
613	10B	oxidized satin bronze, oil rubbed
618	14	bright nickel plated
619	15	satin nickel plated
622	19	flat black
625	26	bright chromium plated
626	26D	satin chromium plated
690	20	dark bronze

**Backset** – 2 3/4" standard, 3 3/4" and 5" available.

**Chassis** – Critical latch and chassis components are brass or corrosion-treated steel. 2 1/16" diameter to fit 2 1/8" hole in door (Conforms to ANSI A115.2). Lost Motion feature available as an option. (see page 5 for options/features)

**Door thickness** – Available for 1 3/4" to 2 1/4" doors.  
Spacers available for 1 3/8" doors.

**Latch** – Solid brass 9/16" throw. Front 2 1/4" x 1 1/8" beveled.

**Lever handles** – Lever handles are a high-quality zinc alloy. Trim components are brass or bronze. Body is approximately 1 5/8" in diameter; Handle is approximately 4 3/4" long (from center-line of chassis). #14 and #15 levers conform to California Administrative Code Title 19 and Title 24. All three styles of levers conform to the Illinois Accessibility Standard.

**Mounting** – In addition to standard door preparation (ANSI A115.2 for 1 3/4" doors), two additional holes are needed for through-bolts. Through-bolts require two 5/16" diameter holes located at 12 o'clock and 6 o'clock positions. A drill jig is provided to insure accuracy of the holes. (see KD303 page 5).

**Projection on door** – Approximately 2 3/4" when mounted on 1 3/4" door.

**Roses** –  
C – 3" Convex  
D – 3 1/2" Convex  
K – 3" Convex - no ring  
L – 3 1/2" Convex - no ring

**Strike** – **STK**: Conforms to ANSI A115.2 (2 3/4" x 1 1/8" with curved lip & box). **S3**: Conforms to ANSI A115.2 for 1 3/4" doors (4 7/8" x 1 1/4" with curved lip). **S3-7/8**: Conforms to ANSI A115.2 for 1 3/4" doors (4 7/8" x 1 7/8" flat)

**Products protected by one or more of the following patents:**

	<u>U.S.:</u>		<u>Canada:</u>
D290,085	4,428,212	4,428,570	1,184,773
4,843,852	4,318,558	4,779,908	1,194,057
4,262,507	4,496,178	5,794,472	1,229,358
5,116,170	5,590,555		

Other products patent pending.

PART #

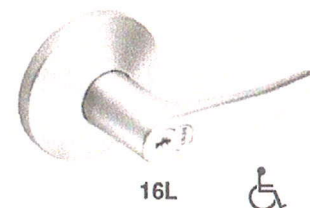
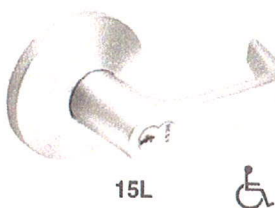
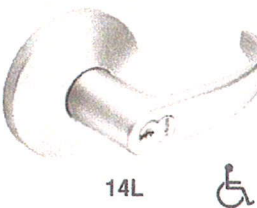
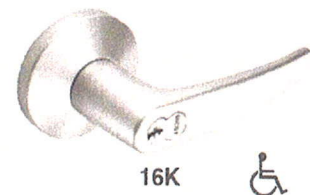
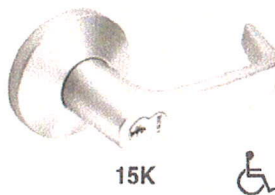
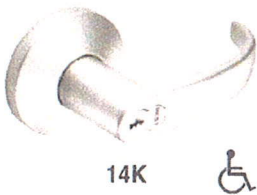
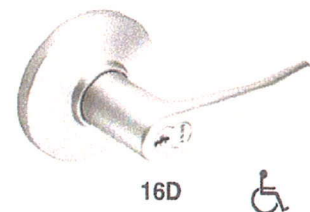
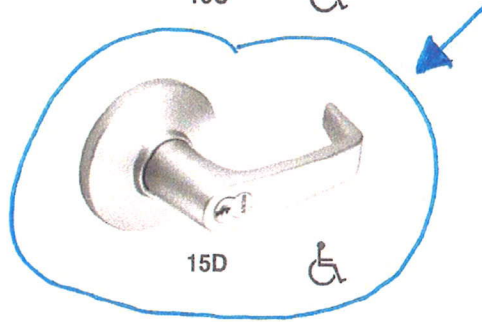
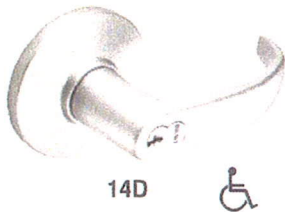
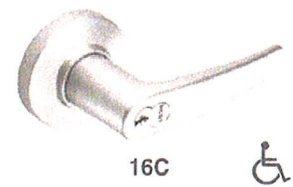
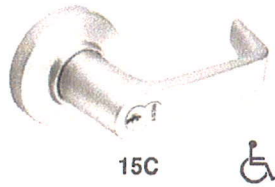
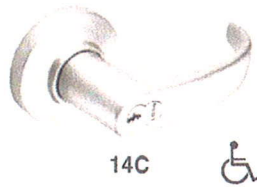
93K	7	T	15	D	S3	626	HOW TO ORDER
Backset	Core Housing	Function Code	Lever Style	Rose Style	Strike Package	Available Finishes*	Options
93K– 2 3/4" 94K– 3 3/4" 95K– 5"	0– keyless 7– 7 pin housing accepts all Best cores	AB– entrance D– storeroom L– privacy N– passage R– classroom Etc.	14– curved return 15– contour angle return 16– curved no return	C– 3" convex D– 3 1/2" convex K– 3" convex - no ring L– 3 1/2" convex - no ring	STK– 2 3/4" ANSI S3– 4 7/8" ANSI S3– 7/8– 7/8" flat strike	605 606 611 612 613 618 619 622 625 626 690	AL– abrasive lever LL– lead lined LM– lost motion RQE– request to exit SH– security head screws TL– tactile lever 3/4– 3/4" throw latch 7/8" LTC– flat lip strike NOTE: specify inside (I), outside (O), or both (B) for AL, TL options
		pages 6-9	pages 4-5	pages 4-5	page 11		page 5

\* Handles are made from a zinc alloy, and have been plated to be equivalent in appearance to the finishes listed. For information on 9K non IC products please refer to Best's non-IC keying products brochure.

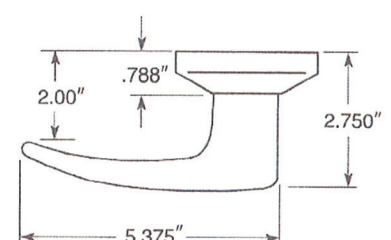
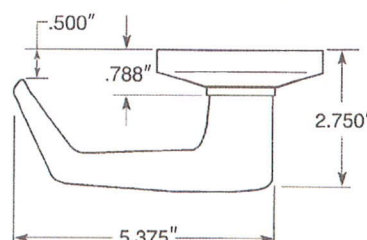
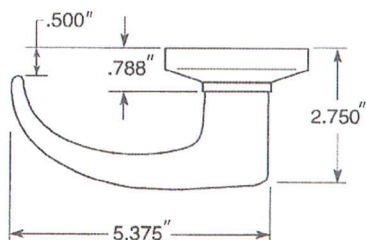
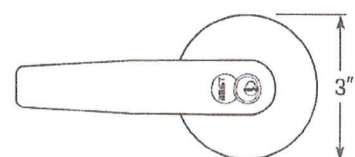
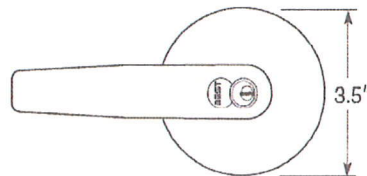
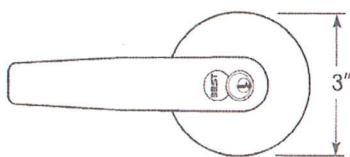
OCK - LEVERS



TRIM VARIATIONS



LEVER & TRIM DIMENSIONS



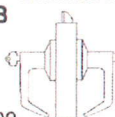
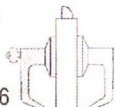
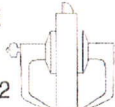
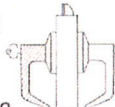
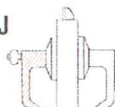
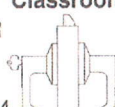
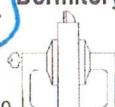
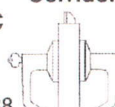
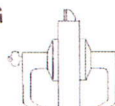
#14C or #14K Trim  
("C" rose shown)

#15D or #15L Trim  
("D" rose shown)

#16C or #16K Trim  
("K" rose shown)













## FUNCTIONS

Function & Diag. (ANSI No.)	Description	Outside Lever		Inside Lever		
		Latch operated by	Locked by	Unlocked by	Locked by	Unlocked by
Single Keyed						
<b>Entrance</b> <b>AB</b>  F109	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Rotating the outside lever—only when the inside push button is out,</li><li>Turning the key in the outside lever</li></ul>	<ul style="list-style-type: none"><li>Pushing the inside button,</li><li>Pushing and turning the inside button. Turning the button keeps the outside lever locked until the button is turned back</li></ul>	<ul style="list-style-type: none"><li>Turning the key in the outside lever, (only when the button is not turned)</li><li>Rotating the inside lever, (only when the button is not turned).</li><li>Closing the door (only when the button is not turned)</li></ul>	Cannot be locked	Always unlocked	
<b>Storeroom</b> <b>D</b>  F86	<ul style="list-style-type: none"><li>Turning the key in the outside lever,</li><li>Rotating the inside lever</li></ul>	Always fixed	Cannot be unlocked	Cannot be locked	Always unlocked	
<b>Service Station</b> <b>E</b>  F92	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Rotating the outside lever—only when the inside push button is out.</li><li>Turning the key in the outside lever</li></ul>	<ul style="list-style-type: none"><li>Pushing the inside button,</li><li>Pushing and turning the inside button. Turning the button keeps the outside lever locked until the button is turned back</li></ul>	<ul style="list-style-type: none"><li>Turning the key in the outside lever,</li><li>Rotating the inside lever,</li><li>Closing the door—only when the button is not turned,</li><li>Turning back the slotted button</li></ul>	Cannot be locked	Always unlocked	
<b>Hotel Guest Rm.</b> <b>H</b>  F93 <b>Indicator Included</b>	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Turning the key in the outside lever—only when the inside push button is out,</li><li>Removing the core with a control key and using a special emergency key</li></ul>	Always fixed	<b>Key block feature is released by:</b> <ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Closing the door</li></ul>	Cannot be locked	Always unlocked	
Pushing the inside button projects an “occupied” indicator in the outside lever and blocks all operating keys.						
<b>Hotel Guest Rm.</b> <b>HJ</b>  <b>No Indicator</b>	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Turning the key in the outside lever—only when the inside push button is out,</li><li>Removing the core with a control key and using a special emergency key</li></ul>	Always fixed	<b>Key block feature is released by:</b> <ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Closing the door</li></ul>	Cannot be locked	Always unlocked	
Pushing the inside button blocks all operating keys, but <i>no</i> “occupied” indicator is projected.						
<b>Classroom</b> <b>R</b>  F84	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Turning the key in the outside lever,</li><li>Rotating the outside lever when not locked by key</li></ul>	Turning the key in the outside lever	Turning the key in the outside lever	Cannot be locked	Always unlocked	
<b>Dormitory</b> <b>T</b>  F90	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Rotating the outside lever when not locked by key or push button</li></ul>	<ul style="list-style-type: none"><li>Turning the key in the outside lever,</li><li>Pushing the button on the inside lever</li></ul>	<ul style="list-style-type: none"><li>Turning the key in the outside lever,</li><li>Rotating the inside lever (only when locked by push button),</li><li>Closing the door (only when locked by push button)</li></ul>	Cannot be locked	Always unlocked	
Double Keyed*						
<b>Corridor</b> <b>C</b>  F88	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Rotating the outside lever when not locked by key,</li><li>Turning the key in the outside lever</li></ul>	Turning the key in the inside lever	Turning the key in the inside lever	Cannot be locked	Always unlocked	
<b>Storeroom *</b> <b>G</b>  F91	<ul style="list-style-type: none"><li>Rotating the outside lever when not locked by key,</li><li>Rotating the inside lever when not locked by key</li></ul>	<ul style="list-style-type: none"><li>Turning the key in the inside lever,</li><li>Turning the key in the outside lever</li></ul>	<ul style="list-style-type: none"><li>Turning the key in the inside lever,</li><li>Turning the key in the outside lever</li></ul>	<ul style="list-style-type: none"><li>Turning the key in the inside lever,</li><li>Turning the key in the outside lever</li></ul>	<ul style="list-style-type: none"><li>Turning the key in the inside lever,</li><li>Turning the key in the outside lever</li></ul>	
Turning the key in either the inside or the outside, locks or unlocks both sides.						



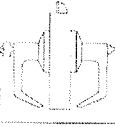
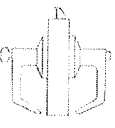



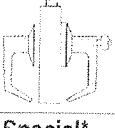

**\*ATTENTION:** Locksets that secure both sides of the door are controlled by building codes and the Life Safety Code. In an emergency exit situation, failure to quickly unlock the inside lever could be hazardous or even fatal.



Function & Diag. (ANSI No.)	Description	Outside Lever		Inside Lever		
		Latch operated by	Locked by	Unlocked by	Locked by	Unlocked by
Double Keyed (Continued)						
<b>Intruder</b> IN 	<ul style="list-style-type: none"><li>Rotating inside lever,</li><li>Rotating outside lever only when not locked by inside or outside key</li></ul>	<ul style="list-style-type: none"><li>Turning key in the inside lever,</li><li>Turning the key in the outside lever</li></ul>	<ul style="list-style-type: none"><li>Turning key in the inside lever,</li><li>Turning the key in the outside lever</li></ul>	Cannot be locked	Always unlocked	
<b>Communicating*</b> S F80 	<ul style="list-style-type: none"><li>Turning the key in the inside lever,</li><li>Turning the key in the outside lever,</li><li>Rotating the inside or outside lever (if unlocked)</li></ul>	Turning the key in the outside lever	Turning the key in the outside lever	Turning the key in the inside lever	Turning the key in the inside lever	
Turning the key in either lever, locks or unlocks its own lever independently.						
<b>Institutional*</b> W F87 	<ul style="list-style-type: none"><li>Turning the key in the inside lever,</li><li>Turning the key in the outside lever</li></ul>	Always fixed	Cannot be unlocked	Always fixed	Cannot be unlocked	
Keyless						
<b>Privacy</b> L F76 	<ul style="list-style-type: none"><li>Rotating the inside lever</li><li>Rotating the outside lever only when the inside push button is out</li></ul>	Pushing the inside button	<ul style="list-style-type: none"><li>Rotating the outside slotted button,</li><li>Rotating the inside lever,</li><li>Closing the door.</li></ul>	Cannot be locked	Always unlocked	
<b>Passage</b> N F75 	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Rotating the outside lever</li></ul>	Cannot be locked	Always unlocked	Cannot be locked	Always unlocked	
<b>Exit</b> NX F89 	Rotating the inside lever	Always fixed	Always fixed	Cannot be locked	Always unlocked	
<b>Patio</b> P F77 	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Rotating the outside lever only when the inside push button is out</li></ul>	Pushing the inside button	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Closing the door</li></ul>	Cannot be locked	Always unlocked	
<b>Exit</b> Y 	Rotating the inside lever			Cannot be locked	Always unlocked	
<b>Single Dummy Trim</b> 1DT 	This is a single, surface-mounted lever for an inactive door or a non-latching door					
<b>Double Dummy Trim</b> 2DT 	This is a through bolt mounted pair of matching levers for an inactive door or a non-latching door					








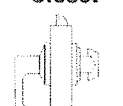
**\*ATTENTION:** Locksets that secure both sides of the door are controlled by building codes and the Life Safety Code. In an emergency exit situation, failure to quickly unlock the inside lever could be hazardous or even fatal.

## FUNCTIONS

Function & Diag. (ANSI No.)	Description	Outside Lever		Inside Lever	
	Latch operated by	Locked by	Unlocked by	Locked by	Unlocked by
Electromechanical					
Electrically Locked DEL 	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Rotating the outside lever only when power is off,</li><li>Turning the key in the outside lever</li></ul>	<ul style="list-style-type: none"><li>Applying 24 Volts DC.</li><li>Outside lever remains locked only while power is on</li></ul>	Switching off 24 Volts DC	Cannot be locked	Always unlocked
Electrically Unlocked DEU 	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Rotating the outside lever only when power is on,</li><li>Turning the key in the outside lever</li></ul>	Switching off 24 Volts DC	<ul style="list-style-type: none"><li>Applying 24 Volts DC</li><li>Outside lever remains unlocked only while power is on</li></ul>	Cannot be locked	Always unlocked
Special					
Dormitory or Storeroom A 	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Rotating the outside lever only when inside turn button is in unlocked position,</li><li>Turning the key in the outside lever</li></ul>	Turning the inside button	Turning the inside button	Cannot be locked	Always unlocked
NOTE: Turn button must be manually rotated to unlock the outside lever.					
Office B 	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Rotating the outside lever only when inside push button is out,</li><li>Turning the key in the outside lever</li></ul>	Pushing the inside button	<ul style="list-style-type: none"><li>Turning the key in the outside lever,</li><li>Rotating the inside lever</li></ul>	Cannot be locked	Always unlocked
NOTE: Push button is released by turning the key in the outside lever, OR rotating the inside lever. Closing the door does not release the push button.					
Closet or Storeroom DZ 	<ul style="list-style-type: none"><li>Turning the key in the outside lever,</li><li>Turning the inside closet turn knob</li></ul>	Always fixed	Cannot be unlocked	Closet turn knob cannot be locked	Closet turn knob always free
Entrance or Office EA 	<ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Rotating the outside lever only when inside push button is out,</li><li>Turning the key in the outside lever</li></ul>	<ul style="list-style-type: none"><li>Pushing the inside button,</li><li>Pushing and turning the inside button. Turning the slotted button keeps the outside lever locked until the button is turned back</li></ul>	<ul style="list-style-type: none"><li>Turning the key in the outside lever,</li><li>Rotating the inside lever,</li><li>Turning the slotted button back</li></ul>	Cannot be locked	Always unlocked
Closet or Storeroom RZ 	<ul style="list-style-type: none"><li>Turning the key in the outside lever,</li><li>Turning the inside closet turn knob,</li><li>Rotating the outside lever when not locked by key</li></ul>	Turning the key in the outside lever	Turning the key in the outside lever	Closet turn knob cannot be locked	Closet turn knob always free
Special* XD 	Turning the key in the inside lever	Always fixed	Cannot be unlocked	Always fixed	Cannot be unlocked
Special* XR 	<ul style="list-style-type: none"><li>Turning the key in the inside lever,</li><li>Rotating the inside lever when not locked by key</li></ul>	Always fixed	Cannot be unlocked	Turning the key in the inside lever	Turning the key in the inside lever

**\*ATTENTION:** Locksets that secure both sides of the door are controlled by building codes and the Life Safety Code. In an emergency exit situation, failure to quickly unlock the inside lever could be hazardous or even fatal.

# FUNCTIONS

Function & Diag. (ANSI No.)	Description Latch operated by	Outside Lever		Inside Lever	
		Locked by	Unlocked by	Locked by	Unlocked by
Special (Continued)					
YD 	Exit * Turning the key in the inside lever			Always fixed	Cannot be unlocked
YR 	Special * <ul style="list-style-type: none"><li>Turning the key in the inside lever,</li><li>Rotating the inside lever when not locked by key</li></ul>			Turning the key in the inside lever	Turning the key in the inside lever
DR 	Special * <ul style="list-style-type: none"><li>Rotating the inside lever only when not locked by key,</li><li>Turning the key in the outside lever,</li><li>Turning the key in the inside lever</li></ul>	Always fixed	Cannot be unlocked	Turning the key in the inside lever	Turning the key in the inside lever
RD 	Special * <ul style="list-style-type: none"><li>Rotating the outside lever only when not locked by key,</li><li>Turning the key in the outside lever,</li><li>Turning the key in the inside lever</li></ul>	Turning the key in the outside lever	Turning the key in the outside lever	Always fixed	Cannot be unlocked
LL 	Hospital Privacy <ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Rotating the outside lever only when the inside push button is out</li></ul>	Pushing the inside push button	<ul style="list-style-type: none"><li>Turning the turn button in the outside lever,</li><li>Rotating the inside lever,</li><li>Closing the door</li></ul>	Cannot be locked	Always unlocked
M F78 	Communicating* <ul style="list-style-type: none"><li>Rotating the inside lever-only when the outside turn button is in the unlocked position,</li><li>Rotating the outside lever-only when the inside turn button is in the unlocked position</li></ul>	Turning the inside turn button	Turning the inside turn button	Turning the outside turn button	Turning the outside turn button
NOTE: Do not use this function for rooms that have no other entrance.					
Q F83 	Exit <ul style="list-style-type: none"><li>Rotating the inside lever,</li><li>Rotating the outside lever-only when the inside turn button is in the unlocked position</li></ul>	Turning the inside turn button	Turning the inside turn button	Cannot be locked	Always unlocked
Z 	Closet <ul style="list-style-type: none"><li>Rotating the outside lever,</li><li>Turning the inside closet turn knob</li></ul>	Cannot be locked	Always unlocked	Closet turn knob cannot be locked	Closet turn knob is always free

**\*ATTENTION:** Locksets that secure both sides of the door are controlled by building codes and the Life Safety Code. In an emergency exit situation, failure to quickly unlock the inside lever could be hazardous or even fatal.

# SHIPPING WEIGHTS

The chart is the approximate shipping weight for the standard 9K functions locksets. This weight includes the weight of the lockset with the "#15" style lever, "K" style rose, latch, strike package, and box. Listed separately are the approximate weights for "with core" and "less core" shipments.

LOCK FUNCTION NOMENCLATURE	CASE QUANTITY	SHIPPING WEIGHT-WITH CORE	SHIPPING WEIGHT-LESS CORE
Y	9		31 lbs.
N	9		40 lbs.
L,NX,P	9		40 lbs.
AB,D,E,H,HJ,R,T	9	42lbs.	40 lbs.
C,G,IN,S,W	9	44 lbs.	40 lbs.

## ACCEPTABLE MANUFACTURERS

**A. Locksets and Latchsets**

Stanley/Best - No Substitution.

1. Locksets and latchsets: ANSI A156.2, Series 4000, Grade 1 UL listed, extra heavy-duty cylindrical type.
2. Backset 2 3/4 inches (70mm)
3. Interchangeable core 7-pin: [Restricted keyway] [Patented] [Standard] [\_\_\_\_\_].
4. Locksets to have anti-rotational studs that are through-bolted.
5. Keyed lever with no exposed keeper hole.
6. Each lever to have independent spring mechanism designed to control lever only.
7. Outside lever sleeve seamless, 1-piece construction, hardened steel alloy.
8. Keyed Lever: Removable only after core is removed, by authorized control key, to allow access to knob keeper.
9. Hub, side plate, anti-rotational studs 1-piece casting with shrouded locking lug.

**B. Keys and Keying**

A. Cylinders: 7-pin, interchangeable core and keyed into a [New] [Existing] factory registered Grand Masterkey System with a [Standard] [Restricted] [Patented] keyway.

1. Acceptable Material: Cylinders as manufactured by Best Access Systems.

B. Provide construction cores and keys during construction period. Construction control and operating keys and cores are not part of permanent keying system or furnished on same keyway (or key section) as permanent keying system.

C. Permanent Keys and Cores: Prepare permanent cores and keys in accordance with keying schedule. [Stamp with applicable key mark for identification.] [Do not stamp.] [\_\_\_\_\_].

D. Provide Grand Masterkeys, Masterkeys and other Security Keys.

E. Furnish keys in the following quantities:

1. [4] [\_\_\_\_\_] each Grand Masterkeys.
2. [4] [\_\_\_\_\_] each Masterkeys per set.
3. [2] [\_\_\_\_\_] each Change keys each keyed core.
4. [6] [\_\_\_\_\_] each Construction masterkeys.
5. [2] [\_\_\_\_\_] each Control keys.
6. Install permanent cores in locksets.

F. Return construction cores to [(Best) factory representative] [Hardware manufacturer's representative].

**MX8 — PATENTED KEYING SYSTEM**

One of the greatest threats to key control within your facility is the unauthorized duplication of keys; one simple solution is the use of the MX8 Patented Keying System by Stanley-Best Access Systems—a patent-protected keying system.

Very seldom can a single product meet all of your exact needs, and often your level of convenience must be sacrificed to fit the capabilities of the product. The MX8 Patented Keying System provides you with a significant amount of flexibility, enabling a solution that fits your unique balance between security and convenience.

The MX8 Patented Keying System is available in two series of keyways, the M Series and the X Series. Each series offers a different blend of features to help you maximize convenience while optimizing your security.

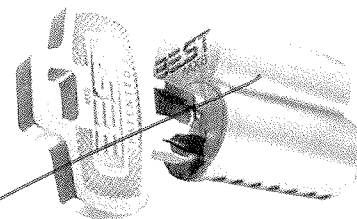
The MX8 Patented Keying System has the ability to provide geographic exclusivity to the customer.

**M Series Keyway Features**

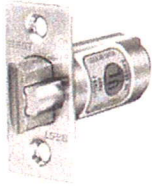
- Patented keys operate both MX8 and Standard BEST cores (backward compatibility) with existing BEST keyways (JKLM only). Standard keys do not operate MX8 cores.
- Available in large bow, long blade, and long nose key blanks to work with special applications.
- Available in core designs for use in special application locks, such as high security mortise, hotel cylinders, and glass display-case locks.
- Utilizes the same combining kits and key cutting equipment as the Standard BEST keyways.
- M Series keys operate MX8 cores and Standard (non-patented) BEST cores. Standard key blanks do not operate MX8 cores.

**X Series Keyway Features**

- Distinctive key design includes thicker key blanks with larger bow for added strength and easier handling.
- Keyways are unique to MX8 Patented Keying System offering even higher key duplication protection.
- Requires only minor modifications to key cutting equipment to accommodate new keyways. X Series keyways utilize the standard combining kit, minimizing the expense of system changeover.
- X Series keys only operate MX8 cores.

**MX8 Key & Core**

## DEADLOCKING LATCHES



### 8KL3 Deadlocking Latch

**Bolt throw**— $\frac{9}{16}$ "

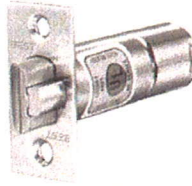
**Backset**— $2\frac{3}{4}$ "

**Front**— $2\frac{1}{4}$ " x  $1\frac{1}{8}$ " beveled.

**Tube**— To fit 1" diameter hole in door edge.

**To order:** (with unit) designate "93K" on How to Order (page 3).

**To order:** (without unit) designate "8KL3-SL" (Spring Latch) or DL (Deadlocking Latch) and finish.



### 8KL4 Deadlocking Latch

**Bolt throw**— $\frac{9}{16}$ "

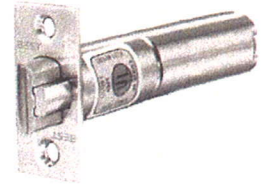
**Backset**— $3\frac{3}{4}$ "

**Front**— $2\frac{1}{4}$ " x  $1\frac{1}{8}$ " beveled.

**Tube**— To fit 1" diameter hole in door edge.

**To order:** (with unit) designate "94K" on How to Order (page 3).

**To order:** (without unit) designate "8KL4-SL" (Spring Latch) or DL (Deadlocking Latch) and finish.



### 8KL5 Deadlocking Latch

**Bolt throw**— $\frac{9}{16}$ "

**Backset**— 5"

**Front**— $2\frac{1}{4}$ " x  $1\frac{1}{8}$ " beveled.

**Tube**— To fit 1" diameter hole in door edge.

**To order:** (with unit) designate "95K" on How to Order (page 3).

**To order:** (without unit) designate "8KL5-SL" (Spring Latch) or DL (Deadlocking Latch) and finish.



8KS3-7/8

### 8KS3-7/8 Flat Strike

**Dimension:** Conforms to ANSI A115.2 for  $1\frac{3}{4}$ " doors ( $4\frac{7}{8}$ " x  $1\frac{7}{8}$ " flat)

**To order:** (with unit) designate "S3-7/8" on How to Order (page 3).

**To order:** (without unit) designate 8KS3-7/8 and finish.



8KS3

### 8KS3 Strike

**Dimension:** Conforms to ANSI A115.2 for  $1\frac{3}{4}$ " doors ( $4\frac{7}{8}$ " x  $1\frac{1}{8}$ " with curved lip).

**To order:** (with unit) designate "S3" on How to Order (page 3).

**To order:** (without unit) designate 8KS3 and finish.



8KS2

### 8KS2 Strike (Supplied Standard)

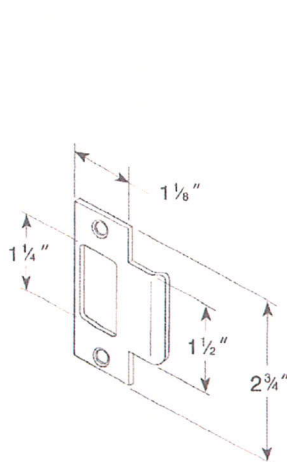
**Dimension:** Conforms to ANSI A115.2 for  $1\frac{3}{4}$ " doors ( $2\frac{3}{4}$ " x  $1\frac{1}{8}$ " with curved lip and box).

**To order:** (with unit) designate "STK" on How to Order (page 3).

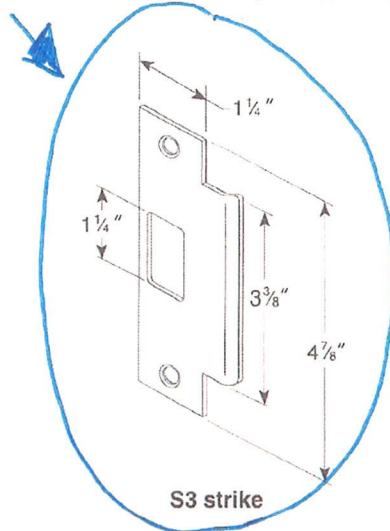
**To order:** (without unit) designate 8KS2 and finish.

## STRIKES

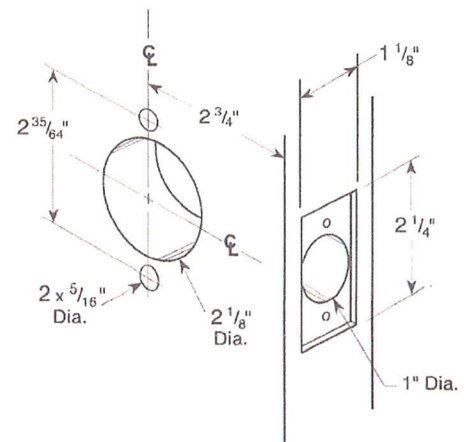
## STRIKES & DOOR PREPARATION



STK strike (standard)



S3 strike



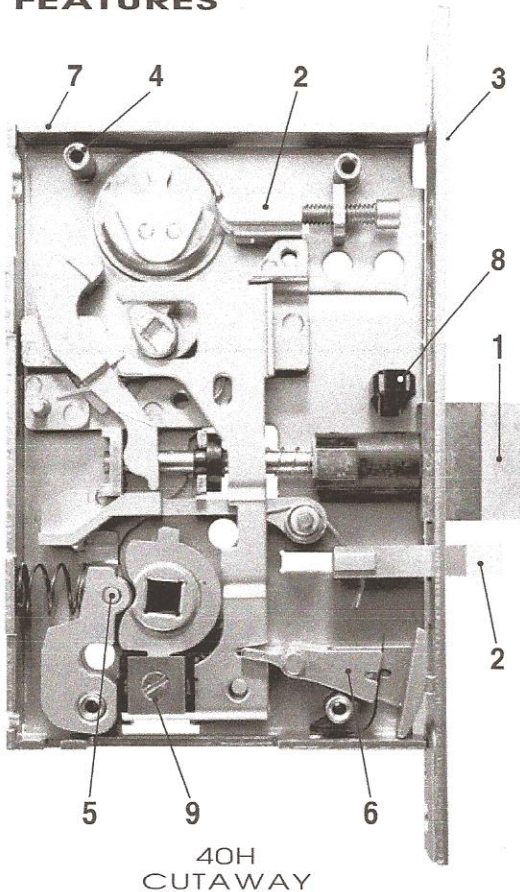
9K door preparation with through-bolt mountings



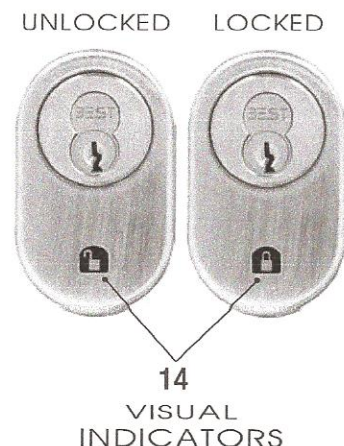
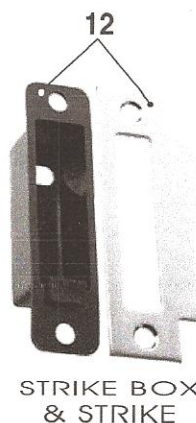
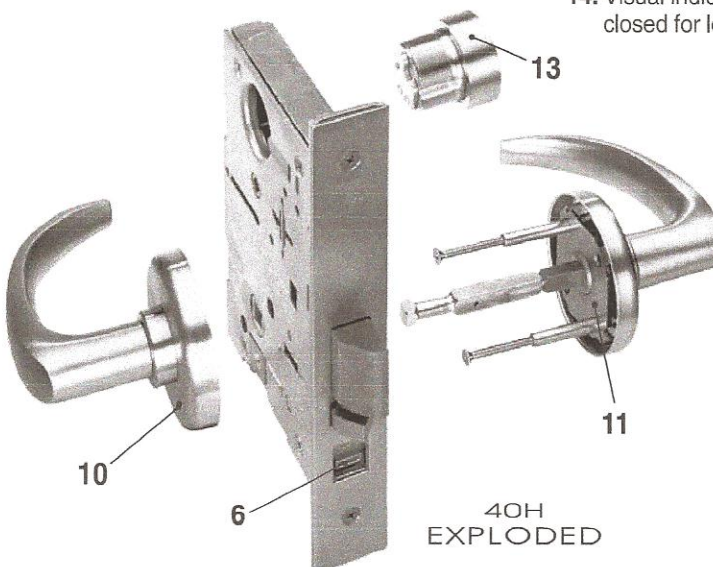
## TABLE OF CONTENTS

	Page		Page
Features .....	2	Mortise Sample Specification .....	9
Specification .....	3	Lever, Knob & Trim Variations.....	10-11
Universal Lock Concept .....	4-5	Decorative Levers .....	12-13
How To Order.....	6-7	Functions .....	14-17
Special Features.....	8	48H & 49H High Security Specification.....	18
Service Equipment .....	8	48H & 49H Function & How To Order.....	18
Hand of Door .....	8	Standard & High Security Cylinders .....	19

## FEATURES



1. Solid one-piece stainless steel anti-friction latch provides 50% more surface contact with strike for superior strength and security. Reversible latch rotates 180 degrees for easy handing change without opening case. Precision-engineered curve provides enhanced cycle life with reduced wear to the strike.
2. Non-handed cylinder retainer and stainless steel auxiliary bolt for ease of changing hand.
3. Armored front completely surrounds latch and deadbolt providing increased lateral strength. Staked assembly design allows the armored front to self-align with the door bevel during installation.
4. Enhanced case integrity achieved through four case cover screws (one at each corner), plus interlocking armored front and cover design at the latch.
5. Roller bearing hub mechanism provides smooth, wear resistant operation.
6. Locking toggle includes clear indication of "locked" and "unlocked" states.
7. 40H case, cover, and armored front manufactured from 0.095" cold rolled steel for strength and durability.
8. Fusible link.
9. Four position hub toggle design determines whether each hub is always locked, always unlocked, or locked by key for easy handing change without opening case.
10. Lever return spring mechanism located in trim for enhanced protection against lever droop, providing a firm, positive return of the lever to the horizontal position.
11. Self-aligning trim mechanism for fast, easy, and accurate installation.
12. Curved lip strike and strike box assembly provides an aesthetic, non-handed solution to complement field reversible case.
13. Solid machined cylinder rings with tension spring provide resistance to wrenching of cylinder. Cylinder security screw prevents removal of cylinder without first removing interchangeable core.
14. Visual indicator shows a padlock icon open for unlocked and padlock icon closed for locked.





### ADA-Americans With Disabilities Act:

**45H Series** - The design and operation of the BEST® mortise lock meets the intent of the standard for ANSI A117.1 section 404.2.6.



### Builders Hardware Manufacturers Association:

**45H Series** - ANSI A156.13, Series 1000, Grade 1 Operational, Strength, and Security. To meet Grade 1 Security, drill resistant cores (1CD, 1CDP, 1CDF, and 1CDX) must be used with escutcheon trims, and 1E7K4 high security cylinder must be used with sectional trims (H, R, and S).

**47H Series** - ANSI A156.13, Series 1000, Grade 1 Operational, Strength, and Security.



### Underwriters Laboratories®

The 40H series is listed by Underwriters Laboratories for use on a 3 hour A label doors. These locks also carry the C-UL mark which is officially accepted in all of Canada, indicating compliance with appropriate Canadian standards and codes. The 47H series locks conform to UL437 standard for key locks, referencing door locks. The 1E7J4 cylinder used in the 47H series also conforms to UL437 standard for key locks, referencing high security cylinders, and is listed for Canada as well as the United States.



### Florida Building Code (FBC) Listed and Miami-Dade County Code Compliance Office

For "AB" function 40H series lock is certified for use in applications requiring a design pressure rating as specified.

PSF w/o DeadBolt	+-60	+-35
PSF w/ DeadBolt	+-100	+-50

The 40H series lock has received a notice of acceptance from Miami-Dade County and is considered Miami-Dade County product control approved.

**Auxiliary bolt:** Stainless steel, non-handed.

**Backset:** 2 3/4"

**Case:** 0.095" cold rolled steel, 5 7/8" H x 7/8" D x 4 1/16" W. Steel is zinc dichromate plated for corrosion protection.

**Deadbolt:** Stainless steel, 1" throw.

**Door Thickness:** Standard lock configuration designed for doors 1 3/4" thick. Thick door configuration available for doors up to 5" thick (specify thickness when ordering).

**Escutcheons:** J - Wrought brass, bronze, or stainless steel base material, 7 1/2" H x 2 9/32" W x 17/32" T. M & N - Forged brass or bronze, 8" H x 2 1/8" W x 37/64" T, through bolt mounted (no exposed screws outside). M - Standard cylinder; N - Concealed cylinder.

**Faceplate:** Brass or bronze material, 8" H x 1 1/4" W x 1/16" T. Lock face automatically adjusts to proper bevel during installation.

**Products protected by one or more of the following patents:**  
4,873,853 5,590,555 5,794,472

### Finishes:

- 605 - bright brass, clear coated
- 606 - satin brass, clear coated
- 611 - bright bronze, clear coated
- 612 - satin bronze, clear coated
- 613\* - oxidized satin bronze, oil rubbed
- 618 - bright nickel plated, clear coated (brass base material)
- 619 - satin nickel plated, clear coated (brass base material)
- 622 - flat black coated (brass base material)
- 625 - bright chromium plated (brass base material)
- 626 - satin chromium plated (brass base material)
- 629 - bright stainless steel
- 630 - satin stainless steel
- 690\* - dark bronze coated (brass base material)

\* 613 finish is designed to wear over time, providing an "antique" appearance. 690 finish will continue as a dark brown appearance over time.

### Antimicrobial Finish

- 626AM - satin chrome plated with *UltraShield™* antimicrobial protected coating
- 630AM - satin stainless steel with *UltraShield™* antimicrobial protected coating



The Stanley Security Solutions UltraShield™ finish inhibits the growth of bacteria and other microbes on the surface of the hardware.

**Note:** Stanley's UltraShield™ option is recommended for use on any hardware application where product cleanliness is a high priority. i.e.: Hospital/Healthcare, Elderly Care, Education, Transportation, Food-Service, Hospitality.

**#4 Knob:** Diameter - 2 1/8"; Projection on door - 2 7/8"  
Material machined from solid brass or bronze.

**Decorative and Special Order Lever Handles:** Stainless steel base material with applied finish.

**Latchbolt:** Solid stainless steel, 3/4" throw. Latch is oil-impregnated for anti-friction operation. Reversible without opening case.

**Roses:** Wrought brass, bronze, or stainless steel base material. H - Flat w/ round edge, 2 3/4" diameter.  
R - Contoured w/ round edge, 2 3/4" diameter.  
S - Flat w/ beveled edge, 3 1/2" diameter.

**Standard Lever Handles:** Brass, bronze, or stainless steel base material for standard lever designs. Lever styles #3, #14, and #15 return to a minimum of 1/2" of door surface. Lever styles #3 and #14 conform to California Titles 19 and 24. Lever styles 12, 16 and 17 do not return. Levers project 2 15/16" from door surface with H, J, R and S trim. Levers project 3 1/64" with M and N trim.

**Strike:** For complete strike package spec's see page 5.

**Vandal Trim:** VT-Vandal trim is available in standard finish for H, J, M, N, R, and S trims in either #14 or #15 levers.

**Note:** Not available in single or dummy trim functions. If compliance to California Building Code Title 19 & 24 is required, the #14 lever design must be specified.

**Visual Indicators:** VIN-Visual indication uses an unlocked padlock or locked padlock image with red background to indicate lock state.



## HOW TO ORDER: 45H

45H	7	R	14	H	626	RH	
Series	Core Housing	Function Code	Lever/Knob Style	Trim Style	Finishes	Door Hand	Options
45H— standard mortise lock	0— non keyed or dummy trim 7— 7 pin housing accepts all BEST cores	A— office D— storeroom L— privacy N— passage R— classroom T— dormitory etc.  pages 14-17	<b>Standard Levers:</b> 3— solid tube/return 12— solid tube/no return 14— curved return 15— contour/angle return 16— curved/no return 17— gull wing  <b>Knobs:</b> 4— round  <b>Decorative &amp; special order levers:</b> pgs 11-13  pages 10-13	H— 2 3/4" dia. R— 2 3/4" dia. S— 3 1/2" dia. J— wrought M— forged N— forged (concealed cyl.)  pages 10-11	618 626 630 690  <b>Satin</b> 606 612 613 619  <b>Bright</b> 605 611 622 625 629  <b>Antimicrobial</b> 626AM 630AM  page 3	RH RHRB LH LHRB  page 8	LL— lead lined SH— security head screws <b>Thick Door—</b> (specify thickness if other than 1 3/4") TAC— tactile lever/knob 7/8 LTC— 7/8" lip-to-center strike RQE— request-to-exit VIN*— visual indicator S1— standard strike S5— latchbolt-only strike S6— latchbolt/deadbolt strike VT— vandal trim

## HOW TO ORDER: 47H

47H	7	R	14	M	626	RH	
Series	Core Housing	Function Code	Lever/Knob Style	Trim Style	Finishes	Door Hand	Options
47H— lever/ knob high security mortise lock	7— 7 pin housing, must use 5C cores and long blade keys	A— office D— storeroom R— classroom T— dormitory etc.  pages 14-17	<b>Standard Levers:</b> 3— solid tube/return 12— solid return no return 14— curved return 15— contour/angle return 16— curve/no return 17— gull wing  <b>Knobs:</b> 4— round  pages 10-13	H— 2 3/4" dia. R— 2 3/4" dia. S— 3 1/2" dia. M— forged  pages 10-11	626 630  <b>Antimicrobial</b> 626AM 630AM  page 3	RH RHRB LH LHRB  page 8	K— non UL cylinder LL— lead lined <b>Thick Door—</b> (specify thickness if other than 1 3/4") TAC— tactile lever/knob 7/8 LTC— 7/8" lip-to-center strike RQE— request-to-exit VIN*— visual indicator S1— standard strike S5— latchbolt-only strike S6— latchbolt/deadbolt strike VT— vandal trim

\* These options may not be immediately available.

## HOW TO ORDER: 45H CASE ONLY

45HCA	R	626	RH	
Series	Function Code	Finishes	Door Hand	Options
45HCA— case only mortise lock	A— office D— storeroom R— classroom T— dormitory etc.  pages 14-17	605 606 611 612 613 618 619 622 625 626 629 630 690 page 3	RH RHRB LH LHRB  page 8	SH— security head screws 7/8 LTC— 7/8" lip-to-center strike

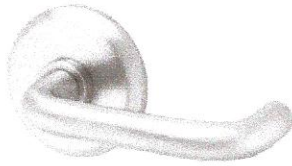
## HOW TO ORDER: 40H TRIM KITS

40HTK	OS2	14	H	626	
Series	Function Code	Lever/Knob Style	Trim Style	Finishes	Options
40HTK— trim kit	IS1— inside lever only IS2— inside lever x thumb turn IS3— inside lever x cylinder IS4*— inside cylinder only IS5— inside thumb turn only IS6— inside lever x cylinder x VIN  OS1— outside lever only OS2— outside lever x cylinder OS3— outside lever x emergency plate OS4*— outside cylinder only OS5— outside lever x VIN OS6— inside lever x cylinder x VIN  Note: VIN— visual indicator  pages 14-17	<b>Standard Levers:</b> 3— solid tube/return 12— solid tube no return 14— curved return 15— contour/angle return 16— curve/no return 17RH— gull wing right hand 17LH— gull wing left hand  <b>Knobs:</b> 4— round  page 10-13	H— 2 3/4" dia. R— 2 3/4" dia. S— 3 1/2" dia. J— wrought M— forged N— forged (concealed cylinder)  page 3	605 606 611 612 613 618 619 622 625 626 629 630 690  page 8	D— double cylinder <b>Thick Door—</b> (specify thickness if other than 1 3/4") SH— security head screws TAC— tactile lever/knob

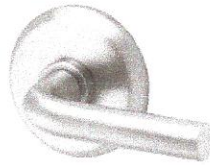
\* Only works with H, R, S, M and N trim.



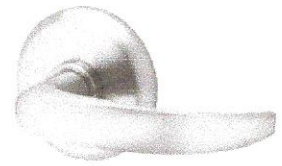
**40H SERIES - STANDARD LEVERS, KNOB & TRIMS**



Lever-3  
Rose - S



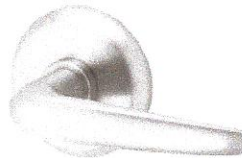
Lever-12  
Rose - S



Lever-14  
Rose - S



Lever-15  
Rose - S



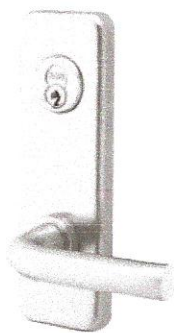
Lever-16  
Rose - S



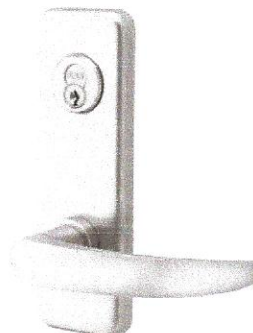
Lever-17  
Rose - S



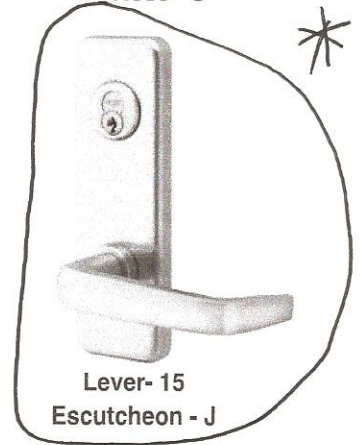
Lever-3  
Escutcheon - J



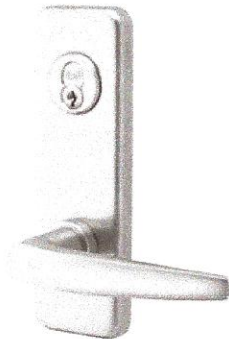
Lever-12  
Escutcheon - J



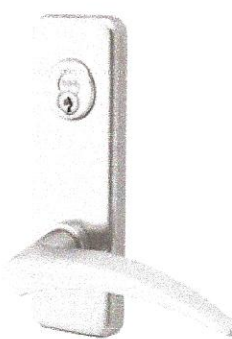
Lever-14  
Escutcheon - J



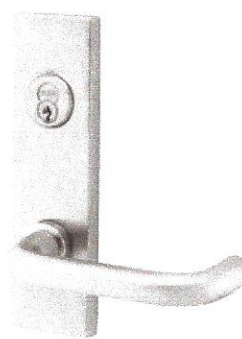
Lever-15  
Escutcheon - J



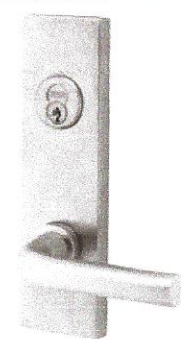
Lever-16  
Escutcheon - J



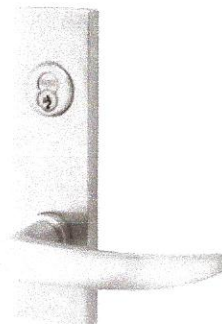
Lever-17  
Escutcheon - J



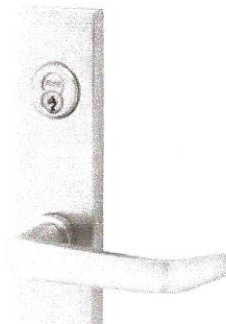
Lever-3  
Escutcheon - M



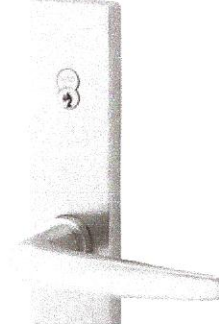
Lever-12  
Escutcheon - M



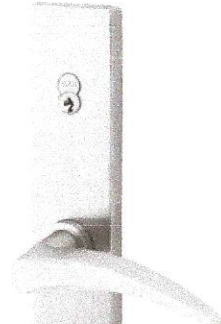
Lever-14  
Escutcheon - M



Lever-15  
Escutcheon - M



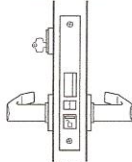
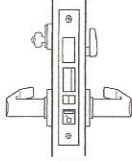
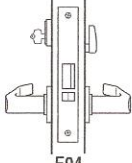
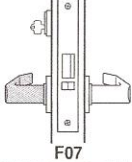
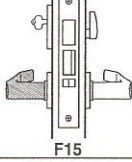
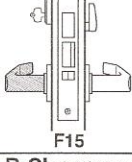
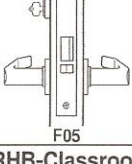
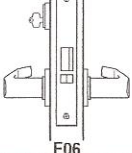
Lever-16  
Escutcheon - N



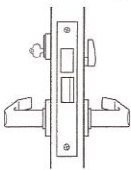
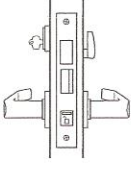
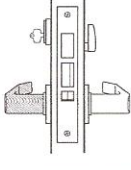
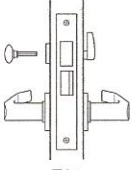
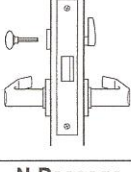
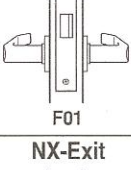
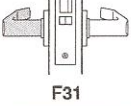
Lever-17  
Escutcheon - N



## FUNCTIONS

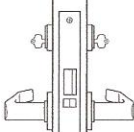
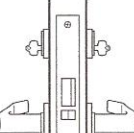
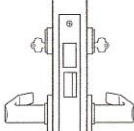
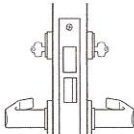
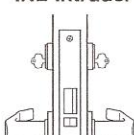
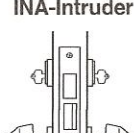

Function & Diag. ANSI No.	Description	Outside Lever or Knob			Inside Lever or Knob	
	Latch operated by	Deadbolt operated by	Locked by	Unlocked by	Locked by	Unlocked by
Single Keyed						
<b>A-Office</b>  F04	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Rotating outside lever—only when locking toggle is in unlocked position,</li><li>• Turning key in outside cylinder.</li></ul>	N/A	Placing locking toggle in locked position	Placing locking toggle in unlocked position	Cannot be locked	Always unlocked
The latchbolt is deadlocked with an auxiliary deadlatch						
<b>AB-Office</b>  F20	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Rotating outside lever—only when locking toggle is in unlocked position,</li><li>• Turning key in outside cylinder.</li></ul>	<ul style="list-style-type: none"><li>• Turning key in outside cylinder,</li><li>• Inside turn lever,</li><li>• Inside lever retracts deadbolt and latch simultaneously.</li></ul>	<ul style="list-style-type: none"><li>• Placing locking toggle in locked position,</li><li>• Projecting deadbolt by key or turn lever.</li></ul>	Turning key in outside cylinder and placing locking toggle in unlocked position	Cannot be locked	Always unlocked
The latchbolt is deadlocked with an auxiliary deadlatch						
<b>AT-Office</b>  F04	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Rotating outside lever only when unlocked by key or turn lever,</li><li>• Turning key in outside cylinder.</li></ul>	N/A	<ul style="list-style-type: none"><li>• Turning inside turn lever,</li><li>• Turn key in outside cylinder.</li></ul>	<ul style="list-style-type: none"><li>• Turning inside turn lever,</li><li>• Turning key in outside cylinder.</li></ul>	Cannot be locked	Always unlocked
The latchbolt is deadlocked with an auxiliary deadlatch						
<b>D-Storeroom</b>  F07	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Turning key in outside cylinder.</li></ul>	N/A	Always locked	Cannot be unlocked	Cannot be locked	Always unlocked
The latchbolt is deadlocked with an auxiliary deadlatch						
<b>H-Hotel</b>  F15	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Turning key in outside cylinder.</li></ul>	<ul style="list-style-type: none"><li>• Turning inside turn knob</li><li>• Turning key in O/S cylinder. (Rotating inside lever retracts deadbolt and latch simultaneously).</li></ul>	Always locked	Cannot be unlocked	Cannot be locked	Always unlocked
The latchbolt is deadlocked with an auxiliary deadlatch. Throwing deadbolt blocks out all keys except "ER" key.						
<b>HJ-Hotel</b>  F15	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Turning key in outside cylinder.</li></ul>	<ul style="list-style-type: none"><li>• Turning inside turn lever,</li><li>• Turning emergency key in O/S cylinder. (Rotating inside lever retracts deadbolt and latch simultaneously.)</li></ul>	Always locked	Cannot be unlocked	Cannot be locked	Always unlocked
The latchbolt is deadlocked with an auxiliary deadlatch. Throwing deadbolt blocks out all keys except "ER" key.						
<b>R-Classroom</b>  F05	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Rotating outside lever only when unlocked by key,</li><li>• Turning key in outside cylinder.</li></ul>	N/A	Turning key in outside cylinder	Turning key in outside cylinder	Cannot be locked	Always unlocked
The latchbolt is deadlocked with an auxiliary deadlatch						
<b>RHB-Classroom Holdback</b>  F06	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Turning key in outside cylinder,</li><li>• O/S lever except when locked by outside key,</li><li>• Latchbolt held retracted by turning O/S key while holding up I/S lever.</li></ul>	N/A	Turning key in outside cylinder	Turning key in outside cylinder	Cannot be locked	Always unlocked
The latchbolt is deadlocked with an auxiliary deadlatch						



Function & Diag. ANSI No.	Description	Outside Lever or Knob				Inside Lever or Knob	
		Latch operated by	Deadbolt operated by	Locked by	Unlocked by	Locked by	Unlocked by
Single Keyed (continued)							
 F13	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Rotating outside lever—only when deadbolt is retracted</li><li>• Turning key in outside cylinder.</li></ul>	<ul style="list-style-type: none"><li>• Turning key in outside cylinder,</li><li>• Inside turn lever,</li><li>• Inside lever retracts deadbolt and latch simultaneously.</li></ul>	<ul style="list-style-type: none"><li>• Turning key in outside cylinder,</li><li>• Turning inside turn lever.</li></ul>	<ul style="list-style-type: none"><li>• Turning key in outside cylinder,</li><li>• Turning inside turn lever,</li><li>• Rotating inside lever.</li></ul>	Cannot be locked	Always unlocked	
 F12	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Rotating O/S lever only when locking toggle is in unlocked position and deadbolt is retracted,</li><li>• Turning key in outside cylinder.</li></ul>	<ul style="list-style-type: none"><li>• Turning key in outside cylinder,</li><li>• Turning inside turn lever. (Rotating inside lever retracts deadbolt and latch simultaneously.)</li></ul>	<ul style="list-style-type: none"><li>• Placing locking toggle in locked position,</li><li>• Projecting deadbolt by key or turn lever.</li></ul>	Turning key in outside cylinder and placing locking toggle in unlocked position	Cannot be locked	Always unlocked	
 TD-Dormitory	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Turning key in outside cylinder.</li></ul>	<ul style="list-style-type: none"><li>• Turning inside turn lever,</li><li>• Rotating inside lever retracts deadbolt and latch simultaneously.),</li><li>• Turning key in outside cylinder.</li></ul>	Always locked	Cannot be unlocked	Cannot be locked	Always unlocked	
The latchbolt is deadlocked with an auxiliary deadlatch							
Non-Keyed							
 F19	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Rotating outside lever only when deadbolt is retracted.</li></ul>	<ul style="list-style-type: none"><li>• Turning the emergency key,</li><li>• Turning inside turn lever. (Rotating inside knob/lever retracts deadbolt and latch simultaneously.)</li></ul>	<ul style="list-style-type: none"><li>• Turning inside turn lever,</li><li>• Turning the emergency key.</li></ul>	<ul style="list-style-type: none"><li>• Turning inside turn lever,</li><li>• Rotating inside lever retracts latch and deadbolt simultaneously,</li><li>• Turning the emergency key.</li></ul>	Cannot be locked	Always unlocked	
 LT-Privacy	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Rotating outside lever only when turn knob is unlocked.</li></ul>	N/A	<ul style="list-style-type: none"><li>• Turning inside turn lever,</li><li>• Turning the emergency key.</li></ul>	<ul style="list-style-type: none"><li>• Turning inside turn lever,</li><li>• Rotating inside lever,</li><li>• Turning the emergency key.</li></ul>	Cannot be locked	Always unlocked	
 F01	Rotating inside or outside lever	N/A	Cannot be locked	Always unlocked	Cannot be locked	Always unlocked	
 F31	Rotating inside lever	N/A	Always locked	Cannot be unlocked	Cannot be locked	Always unlocked	
The latchbolt is deadlocked with an auxiliary deadlatch							



## FUNCTIONS

Function & Diag. ANSI No.	Description	Outside Lever or Knob			Inside Lever or Knob	
	Latch operated by	Deadbolt operated by	Locked by	Unlocked by	Locked by	Unlocked by
Double Keyed*						
<b>*C-Public Entrance</b>  F09	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Rotating outside lever only when unlocked by key in inside cylinder,</li><li>• Turning key in outside cylinder only.</li></ul>	N/A	Turning key in inside cylinder	Turning key in inside cylinder	Cannot be locked	Always unlocked
The latchbolt is deadlocked with an auxiliary deadlatch. When required, inside cylinder may be combined to operate by master key only.						
<b>CHB-Holdback</b>  F09	<ul style="list-style-type: none"><li>• Turning outside key,</li><li>• Rotating outside lever only when unlocked by key in inside cylinder,</li><li>• Inside lever,</li><li>• Latchbolt held retracted by turning inside key while holding up on inside lever.</li></ul>	N/A	Turning key in inside cylinder	Turning key in inside cylinder	Cannot be locked	Always unlocked
The latchbolt is deadlocked with an auxiliary deadlatch.						
<b>G-Communicating</b>  F14	Rotating inside or outside lever—only when deadbolt is retracted	Turning key in inside or outside cylinder	Turning key in inside or outside cylinder	Turning key in inside or outside cylinder	Turning key in inside or outside cylinder	Turning key in inside or outside cylinder
<b>IND-Intruder</b>  F33	<ul style="list-style-type: none"><li>• Turning key in inside or outside cylinder,</li><li>• Rotating outside lever when deadbolt is retracted,</li><li>• Rotating inside lever.</li></ul>	<ul style="list-style-type: none"><li>• Turning key in outside or inside cylinder,</li><li>• Rotating inside lever (Retracts the deadbolt and latch simultaneously).</li></ul>	Extending the deadbolt by turning key in inside or outside cylinder	<ul style="list-style-type: none"><li>• Retracting the deadbolt by turning key in inside or outside cylinder,</li><li>• Rotating inside lever (Retracts the deadbolt and latch simultaneously).</li></ul>	Cannot be locked	Always unlocked
<b>INL-Intruder</b>  F32	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Rotating outside lever only when unlocked by inside or outside key,</li><li>• Turning key in inside or outside cylinder.</li></ul>	N/A	Turning key in inside or outside cylinder	Turning key in inside or outside cylinder	Cannot be locked	Always unlocked
The latchbolt is deadlocked with an auxiliary deadlatch. When required, inside cylinder may be combined to operate by master key only.						
<b>INA-Intruder</b>  F34	<ul style="list-style-type: none"><li>• Turning key in inside or outside cylinder,</li><li>• Rotating outside lever when deadbolt is retracted,</li><li>• Rotating inside lever.</li></ul>	<ul style="list-style-type: none"><li>• Turning key in outside or inside cylinder,</li><li>• Rotating inside lever (Retracts the deadbolt and latch simultaneously).</li></ul>	Extending the deadbolt by turning key in inside or outside cylinder	<ul style="list-style-type: none"><li>• Retracting the deadbolt by turning key in inside or outside cylinder,</li><li>• Rotating inside lever (Retracts the deadbolt and latch simultaneously).</li></ul>	Cannot be locked	Always unlocked
The latchbolt is deadlocked with an auxiliary deadlatch. When required, inside cylinder may be combined to operate by master key only.						
<b>*S-Storeroom</b>  F35	<ul style="list-style-type: none"><li>• Rotating inside lever,</li><li>• Rotating outside lever only when locking toggle is in unlocked position and deadbolt is retracted,</li><li>• Turning key in inside or outside cylinder.</li></ul>	Turning key in inside or outside cylinder	Placing locking toggle in locked position	Turning key in outside cylinder or inside cylinder and placing locking toggle in unlocked position	Extending the deadbolt	Retracting the deadbolt

**\*ATTENTION:** Locksets that secure both sides of the door are controlled by building codes and the Life Safety Code®. In an emergency exit situation, failure to quickly unlock the inside lever could be hazardous or even fatal.