State of Michigan
Administrative Guide to State Government

0250.10 Door Hardware Selection and Installation

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Revised:
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PURPOSE

To establish uniform procedures for the selection and installation of door hardware and related components in DTMB-managed facilities. The door hardware policy does not apply to agency-owned facilities or leased facilities.

APPLICATION

Executive Branch Departments and Sub-units

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Cybersecurity & Infrastructure Protection (CIP)
Office of Infrastructure Protection (OIP)

Telephone: 517-335-6735

SUMMARY

Door hardware and related components installed in DTMB-managed facilities will adhere to specifications determined by the DTMB, Cybersecurity & Infrastructure Protection (CIP), Office of Infrastructure Protection (OIP). Door hardware specifications can be found in the DTMB Door Hardware Specification document maintained by the OIP, Access Control section.

APPLICABLE FORMS

None.

REFERENCES

DTMB Door Hardware Specification

PROCEDURES

Door hardware and related components installed in DTMB-managed facilities will adhere to the specifications determined by CIP, OIP. Door hardware specifications can be found in the DTMB Door Hardware Specification document maintained by the OIP, Access Control section.

Door hardware that does not meet the DTMB Door Hardware Specification requirements is prohibited. All door hardware and lock work in DTMB-managed facilities must be completed by or with the approval of OIP. OIP, Access Control shall remove any unauthorized door hardware at the installing agency's expense.

Agencies will be liable for any resultant damage and the cost of repairs due to unauthorized door hardware installation.

Door hardware shall be installed, repaired or re-keyed upon receipt of a work order assigned to the OIP, Access Control section by a DTMB Building Operations Division (BOD) Facilities Supervisor.

Agencies will be notified if a request for hardware changes or re-keying is a non-maintenance request. Costs for non-maintenance requests are the responsibility of the requesting agency. OIP will provide a cost estimate to the requesting agency for agency approval prior to performing non-maintenance work.

New construction, replacement and/or installation of new door hardware will be coordinated through OIP, Access Control. The DTMB, Design and Construction Division (DCD) will utilize the DTMB Door Hardware Specification when selecting new construction, replacement and/or installation of new door hardware. Final keying design and layout will conform to existing DTMB systems.

State Agency or Authorized Approver

1. Contact BOD Facilities Supervisor for:
    a. Installation of new door hardware,
    b. Door hardware repair or replacement, and
    c. Re-keying of lock cylinders.
2. Approve cost estimate when received from OIP (when necessary).
    a. This is the final approval step for projects at agency expense.

DTMB, BOD Facilities Supervisor

1. BOD Facilities Supervisor will coordinate OIP involvement when necessary.
2. Submit detailed work order for requested installation, repair, modification, or re-keying for work required to be completed by OIP.

DTMB, OIP Access Control Supervisor

1. Assign work order to appropriate staff member.
2. Send cost estimate for approval when necessary.
3. Ensure work is completed as requested.
4. Develop final keying plan for new construction projects.

DTMB, Design and Construction Division

1. DCD project director will:
    a. Require Professional Service Contract to review the DTMB Door Hardware Specification to ensure supplied doors and hardware meet the specifications,
    b. Discuss discrepancies or changes with the BOD Facilities Supervisor and Access Control Supervisor, and

c. Schedule a planning meeting with the BOD Facilities Supervisor and Access Control Supervisor to discuss/plan final keying design and layout.

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