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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

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### **Guide for review and approval of Temporary locking devices used in schools.**

**For new installations**, the administrative authority of the school building shall provide the following:

- 1) Paper submissions provide two sets to the Bureau of Construction Codes (BCC) and one set to the Bureau of Fire Services (BFS). Online submissions provide one set of construction documents to BCC and BFS.
  - a. Plans showing location of each device with label of each room, type of door or door rating the device is installed on.
  - b. Diagrams of device/ specification sheets concerning requirements of Section 2(j,k,&l) of 2020 PA 45.
  - c. Copy of the installation instructions.
- 2) Provide the name, title, address, telephone number of the contact person at the local fire department and the law enforcement agency that has jurisdiction over the building of the intended installation or use.
- 3) After plan review approval, apply for permits and inspections from the [enforcing agency](#) before using a newly installed device or system in the school building.

**For existing installations installed prior to June 1, 2020**, the administrative authority of the school building shall provide the following:

- 1 For paper submissions, two sets of construction documents to the Bureau of Construction Codes. Online submission, one set of construction documents to BCC.
  - a. Plans showing location of each device with label of each room, type of door or door rating the device is installed on.
  - b. Diagrams of device/ specification sheets concerning requirements of Section 2(j,k,&l) of 2020 PA 45.
  - c. Copy of the installation instructions.
2. Provide the name, title, address, telephone number of the contact person at the local fire department and the law enforcement agency that has jurisdiction over the building of the intended installation or use.
3. After plan review approval, apply for permits and inspections from the [enforcing agency](#).  
Note for new and existing installations: A list of personnel/ school staff trained in locking and unlocking devices must be kept as record at each building.