

## DOOR LOCKING GUIDE – NON-HEALTH CARE FACILITIES

### 15 Second Delayed Egress Specialized Locking Systems

The following documents and verifications must be provided to obtain approval of a 15 second delayed egress locking system. Delayed egress locking requirements apply to all non-healthcare occupancies with the exception of assembly, educational, and hazardous occupancies. All door locking submittals must be submitted to the Fire Prevention Bureau for review and approval prior to installation.

A specialized 15 second delayed egress locking system is permitted if installed in accordance with Section 1010.1.9.7 of the International Fire Code (IFC), 2015 edition.

1. All proposals must be submitted as a complete package.
2. Provide documentation showing a resident assessment was completed on facility residents. The assessment must show there is a clinical need to lock doors. Justification for the use of door locks must be provided.
3. The entire building shall be protected **throughout** by an approved sprinkler system that is installed in accordance with Section 903.3.1.1 of the International Fire Code (IFC), 2015 edition.

**In lieu** of the sprinkler system, the building shall be protected **throughout** by an approved, supervised automatic smoke detection system in accordance with Section 907 of the 2015 IFC.

4. Provide a letter from a licensed sprinkler system or fire alarm system installer that confirms the sprinkler system provides protection throughout the entire building and complies with Section 903.3.1.1 of the IFC, 2015 edition, or that the building is protected by a supervised, automatic smoke detection system in accordance with Section 907 of the IFC, 2015 edition.
5. The door leaves shall unlock in the direction of egress upon actuation of one of the following:
  - (a) Approved, supervised automatic sprinkler system in accordance with Section 903.3.1.1 (IFC).
  - (b) Not more than one heat detector of an approved, supervised automatic fire detection system in accordance with Section 907 of the IFC, 2015 edition.
  - (c) Not more than two smoke detectors of an approved, supervised automatic fire detection system in accordance with Section 907 of the IFC, 2015 edition.
6. Verify the door leaves unlock in the direction of egress upon loss of power controlling the lock or locking mechanism.

## **15 Second Delayed Egress Specialized Locking Systems (Cont'd)**

7. Provide a **detailed** floor plan of the ENTIRE building. The floor plan shall identify the doors that will be equipped with specialized locking devices.
8. Provide a **list** of the doors equipped with locks. **List** the locking components used at each of the doors. This list shall include a description of how the door and the locking devices will function. *(Simply providing the many product diagrams and/or cut sheets is not acceptable.)*
9. Not more than one delayed locking device is permitted in any path of egress.
10. Verify all corridor doors will be equipped with labeled positive latching hardware. The releasing device installed on a labeled fire door shall be labeled as being fire rated.
11. The delayed egress locking system shall have the capability of being deactivated at the fire command center and other approved locations.
12. The global override switch must be located at an approved, constantly attended location within the locked space. Verify that the global override switch will unlock all doors. Provide a cut sheet that describes this switch.  
*(Operation of the switch must not require the use of a key and must be clearly marked as to function.)*
13. Verify an irreversible process shall release the lock in the direction of egress within 15 seconds, upon application of a force to the release device required in 1010.1.9.7(4) under all of the following conditions:
  - (a) The force shall not be required to be continuously applied for more than 3 seconds.
  - (b) The initiation of the release process shall activate an audible signal in the vicinity of the door opening.
  - (c) Once the lock has been released by the application of force to the releasing device, relocking shall be by manual means only.
14. A readily visible, durable sign in letters not less than 1 in. (25 mm) high and not less than 1/8 in. (3.2 mm) in stroke width on a contrasting background that reads as follows shall be located on the door leaf adjacent to the release device in the direction of egress:

PUSH UNTIL ALARM SOUNDS  
DOOR CAN BE OPENED IN 15 SECONDS
15. The egress side of doors equipped with delayed-egress locks shall be provided with emergency lighting in accordance with Section 1008 of the IFC, 2015 edition.
16. Verify the delayed egress locking system unit is *listed* in accordance with UL 294.

## **Total Locking Systems (Egress Controlled Locks)**

The following documents and verifications must be provided to obtain approval of a total locking system in the following non-health care facilities: (Assisted Living (Memory Care Units) & Residential Care Facility (RCF) Memory Care Units). For total locking systems in any other occupancies, please contact the Fire Prevention Bureau.

1. All proposals must be submitted as a complete package.
2. Provide documentation showing a resident assessment was completed on facility residents. The assessment must show there is a clinical need to lock doors. Justification for the use of door locks must be provided.
3. The entire building must be protected **throughout** by an approved sprinkler system that is installed in accordance with National Fire Protection Association (NFPA) Standard 13, Standard for the Installation of Sprinkler Systems.
4. Provide documentation, from a licensed sprinkler company, that the sprinkler system provides protection throughout the entire building and complies with NFPA 13.
5. Verify the locks will release upon activation of any heat detector, not more than two smoke detectors, or upon activation of the sprinkler system.
6. Verify the locks release upon loss of power to the device.
7. Provide a **detailed** floor plan of the ENTIRE building. The floor plan must identify the doors that will be equipped with locking devices and the location of the global override switch.
8. The global override switch must be located at an approved, constantly attended location within the locked space. Verify that the global override switch will unlock all doors. Provide a cut sheet that describes this switch.  
*(Operation of the switch must not require the use of a key and must be clearly marked as to function.)*
9. Provide a **list** of the doors equipped with locks and **list** the locking components used at each of the doors.  
*(Simply providing the many product diagrams and/or cut sheets is not acceptable.)*
10. Verify the locks can be released at the door location by a key pad or other approved manual release device.
11. Verify corridor doors will be equipped with labeled positive latching hardware. The releasing device installed on a labeled fire door must be labeled as being fire rated.



12. The egress side of doors equipped with total locks shall be provided with emergency lighting in accordance with Section 1008, International Fire Code (IFC), 2015 Edition.
13. Verify all clinical staff have the means necessary to operate the locking systems.
14. The procedures for unlocking the doors shall be described and approved as part of the emergency planning and preparedness required by Chapter 4, International Fire Code (IFC), 2015 Edition.

### **Total Locking Systems (Egress Controlled Locks) Cont'd**

15. The door locking system units shall be listed in accordance with UL 294.

Please submit all door locking proposals to the Fire Prevention Bureau located at: 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270.

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