



SAN DIEGO COMMUNITY COLLEGE DISTRICT

City College • Mesa College
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New Construction Door Keying Process October 2012

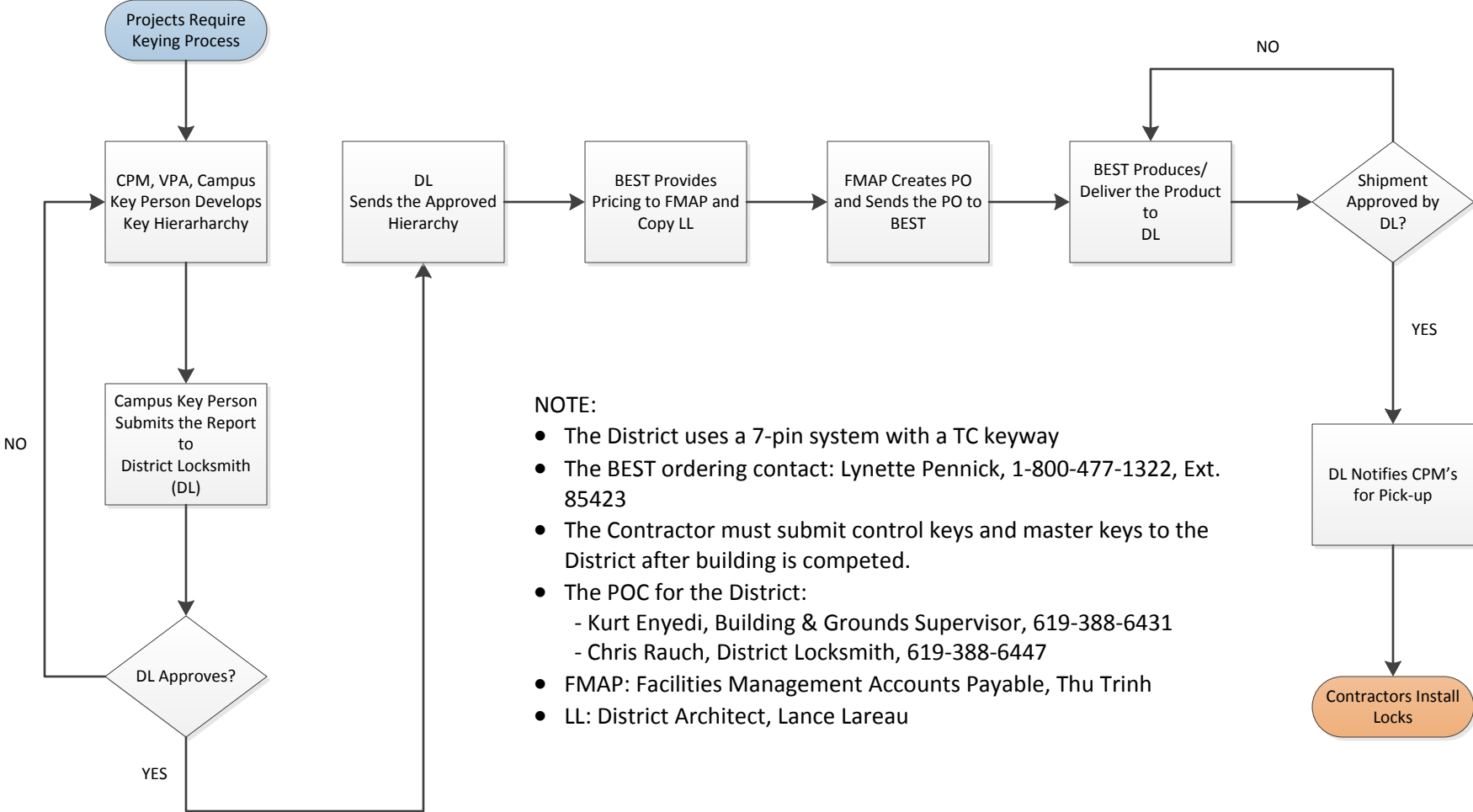
1. CPM will work with District Campus Key person and VPA to establish key hierarchy for each new building. Once complete Campus Key person will submit to Chris Rauch, District Locksmith. This process could take four to six weeks.
2. District Locksmith will review hierarchy; questions will go to Campus Key Individual; once approved District Locksmith will forward to Lynette at Best. This process could take one week.
3. Best will provide pricing for cores and keys once approval is provided from District Locksmith. Pricing to be given to Facilities Management Accounts Payable (Thu Trinh). This process could take three to five days.
4. Thu (FMAP) Trinh will create a Purchase Order for each specific project based on the pricing and send it to Lynette at Best. This could take one week.
5. Best will process the P.O. Shipment of materials will take approximately four to six weeks.
6. Shipment will be sent to District Locksmith; once received District Locksmith will review and notify CPM for pick-up and distribution (two to three days).
 - Partial orders and Change Orders will be handled in the same manner.
 - Contractor shall provide a matrix to District Locksmith and Campus Key Person identifying room names and associated door numbers. Orders must have proper building name and associated room name/number.
 - The District uses a 7-pin system with a TC keyway.
 - The Stanley ordering contact person is Lynette Pennick – 1-800-477-1322 ext. 85423.
 - The contractor must submit control keys and master keys to the District after building is completed.
 - The points of contact for the District are:

Kurt Enyedi – 619-388-6431 – Building & Grounds Supervisor

Chris Rauch – 619-388-6447 District Locksmith

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NOTE:

- The District uses a 7-pin system with a TC keyway
- The BEST ordering contact: Lynette Pennick, 1-800-477-1322, Ext. 85423
- The Contractor must submit control keys and master keys to the District after building is competed.
- The POC for the District:
 - Kurt Enyedi, Building & Grounds Supervisor, 619-388-6431
 - Chris Rauch, District Locksmith, 619-388-6447
- FMAP: Facilities Management Accounts Payable, Thu Trinh
- LL: District Architect, Lance Lareau