



ALLEGION™

Specification consulting services checklist

To create an accurate and professional hardware specification, architects are required to submit the following information.

Step one:

The following information is needed upfront to determine Allegion's ability to assist with your project.

- Project name and location.**
- Floor plan** and **door schedule** providing enough detail to determine the scope of work.
- Owner standards** including locks, exit devices, door closers and key system/keying requirements. Is this a new key system or an extension of an existing one? If existing, identify brand, keyway, etc.
- Deadline** for different stages (i.e. design development, contract development, etc.) so we can plan time accordingly.

Step two:

The materials below are needed to begin the hardware specification.

- Floor plan** showing door swings, door numbers and room/area descriptions.
- Door schedule** showing door number; door width, height and thickness; door material; frame material; fire rating and elevation. Door elevations must show dimensions for any stile and rail doors. Please provide door schedule via [Allegion's Revit plug-in](#) or in an excel spreadsheet, leaving a column blank for the hardware set.
- Building code** applicable to this project.

- Occupancy classification** of project and/or areas within the project, including occupant load calculations and existing analysis.
- Door and frame details** showing head, jamb and sill conditions.
- Special hardware requirements** needed to accommodate building function, including access controlled doors, fire rated doors to be held open and automatic doors.

Step three:

The materials below are needed to begin the hardware specification.

- Site plan** showing orientation and relationship of project to other structures.
- Finish** of hardware.
- Lever design** of lock trim.
- Name of the security integrator or consultant** for the project. This needs to be coordinated early to make sure the correct doors are addressed properly to meet the owner's request.
- Special hardware requirements** requested by code authorities or owner.
- End user contact** if you would like Allegion to review and obtain any special hardware requirements/requests.
- Related sections** such as hollow metal doors and frames, wood doors, aluminum doors and frames, and specialty doors and frames. Include consultants' names and phone numbers, if applicable.

About Allegion

Allegion (NYSE: ALLE) is a global pioneer in safety and security, with leading brands like CISA®, Interflex®, LCN®, Schlage® and Von Duprin®. Focusing on security around the door and adjacent areas, Allegion produces a range of solutions for homes, businesses, schools and other institutions. Allegion is a \$2 billion company, with products sold in almost 130 countries. For more, visit www.allegion.com.