



Electrical Locking Systems Checklist

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This checklist is provided as a reference tool, and it is not intended to be inclusive of all possible requirements. Depending on the occupancy and/or scope of work, additional drawings and/or information may be required. For more detailed information and examples of these requirements, view the [Electrical Locking Systems Guidelines](#) and [FAQ's](#).

Referenced Codes

2021 International Building Code (IBC)
Local Amendments to the International Building Code

Submittal Requirements

The following documentation and information must be included as part of the Building Plan Review (PR) submittal set. At a minimum, these items must be shown on the architectural and/or life safety plans.

Required Documents and Plan Submittal Notations

- 1. Floor Plans.** Floor plans (architectural or life safety) showing locations of all electrical locking devices on doors. Include all room names/numbers.
Code Section: IBC 1010.2.11
- 2. Symbol Legend.** Include card readers, electrical strikes, magnetic locks, sensor release, delayed egress, or other pertinent equipment in the symbol legend if applicable.
- 3. Card Readers.** If using card readers for monitoring or auditing of employee movements only, provide a note next to the location on the plan or use a separate symbol.
Code Section: IBC 1010.2.10
- 4. Electrical Locking Requirement Keynotes.** Keynotes indicating which electrical locking requirements apply for egress doors. For example, indicate if a door is required to meet delayed egress requirements in 1010.2.12.
Code Section: IBC 1010.2.10 – 1010.2.15
- 5. Door Hardware Schedule.** If a Door Hardware Schedule is provided, the Schedule and notes should match. Keynotes (Item 4) can be integrated into the Door Hardware Schedule.
- 6. Exit Sign Locations.** Plans showing exit sign locations. This can be included on the electrical lighting plans.
- 7. Sequence of Operation.** A simplified written Sequence of Operation of how the electrical locking and unlocking sequences shall work for every door setup for each electrical lock type.

Include operation for fire alarm, loss of power, sprinkler activation, and Fire Department Security Override Switch, as applicable.

- 8. Stairwell Doors.** All required interior exit stairwell doors are always free egress and free ingress, unless one of the exceptions in 1010.2.7 is met. Any exception used must be noted on the plans. All required exit stairwell doors are required to be fire rated. Panic hardware must be UL listed.
Code Section: LA 1010.2.7
Code Section: IBC 1010.2.9.3
- 9. Existing Electrical Locks.** Existing electrical locks must be shown in gray and an electrical lock will only be considered as “existing” if it was previously approved by the City of Austin and no changes have been made to the door since it was approved. Otherwise, it will be treated as new.
- 10. Doors in Educational Occupancies.** For Group E, Group B, Educational and Group I-4 daycare facilities as defined by Chapter 3, you must show all egress doors that are locked to keep intruders out of occupied rooms.
Code Section: IBC 1010.2.8
- 11. Fire Department Security Override Switch.** If applicable, show location of Fire Department Security Override Switch. The switch must consist of a simple toggle switch provided inside of a Knox Key Box with signage that states the following “AFD Security Override”. The switch must be located next to the Knox Key Box that contains the building keys (typically at the main entrance to the building). For high-rise buildings, a switch is required in the designated Fire Command Center.
Code Section: LA 1010.2.7
Code Section: IBC 403.5.3
- 12. Delayed Egress Doors.** For delayed egress doors, any exception used must be noted on the plans. Emergency lighting locations are required for review and can be included on the electrical lighting plan. Show location of override switch as described in number 11.
Code Section: IBC 1010.2.13
Code Section: IBC 1010.2.13.1
- 13. Controlled Egress Doors in Groups I-1 and I-2.** Indicate on the floor plan all controlled egress doors in Group I-1 and I-2 Occupancies as defined in the IBC Chapter 3. Any doors on plans that are electrically locked must comply with Section 1010.2.14 and you must state on the plans why the areas have these locking arrangements. Show location of override switch as described in number 11.
Code Section: IBC 1010.2.14
- 14. Data Sheets/Specification Sheets.** Manufacturer data sheets/manufacturer documentation must be provided for all access control components shown at any door and must state on the manufacturer data sheet(s), the manufacturers name, part number, mode of operation, and any UL listings required for the specific application. (I.E., UL 294, UL 305, UL 10C). *The expectation is that the documents provided are Basis of Design, with actual selections made by system installer.
Code Section: IBC 1010.2.9.3
Code Section: IBC 1010.2.11-14