



# LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY • EAST • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE-TECH • VALLEY • WEST

## OFFICE OF THE CHANCELLOR

Directive Number 185


April 27, 2018

**TO:** College Presidents, Vice Presidents of Administrative Services

**RE:** **LACCD Facilities Design Standards – Door Hardware/Locking Devices**

LACCD has developed the following minimum District-wide standards for Classroom Door Hardware to aid in the application of design and performance standards to the LACCD environment.

- 1. Interior Doors** – The classroom door locking mechanisms must meet the following (8) minimum requirements:
  - a. The locking mechanism must provide immediate free egress from within the classroom and be accomplished with one operation when in the locked position.
  - b. The locking mechanism must be installed to comply with ADA requirements.
  - c. The locking mechanism must not require special knowledge, effort, key, tool, or tight grasping, twisting, or pinching to operate and be accomplished with one operation.
  - d. The locking mechanism must be easily lockable in case of emergency from within the classroom without opening the door.
  - e. The locking mechanism must be lockable and unlockable from outside the door.
  - f. The locking mechanism must be installed with an indicator equipped with the following:
    - i. The indicator will have a display identifying when the door is in the "Locked/Unlocked" or "Secured/Unsecured" position. This feature shall only be on the interior of the door only.
    - ii. The indicator will be color coded, identifying "green" as the unlocked position and "red" as the locked position.
  - g. The locking mechanisms must meet code requirements for free egress, fire protection and accessibility.
  - h. All classrooms and building entrances will have only one key override per building.
- 2. Exterior Doors** – Exterior doors must meet the following (2) minimum requirements:
  - a. All building perimeter doors that lead to classrooms must be equipped with an iClass SE compliant or equal access card reader that can be locked down remotely utilizing the existing District-wide Access Control System.
  - b. In cases where classrooms have a building perimeter door, both an access card reader and classroom door locking mechanism shall be installed.

  
Francisco C. Rodriguez, Ph.D.  
Chancellor

c: Board of Trustees  
Executive Staff