

**FREEPORT FIRE & EMS DEPARTMENT
OFFICE OF THE FIRE MARSHAL**

ACCESS CONTROLLED DOORS INSTALLATION AND OPERATION

These guidelines are to be followed when a building or facility within the City of Freeport proposes to install an entry and/or exit access controlled egress door for pedestrian traffic. This guideline includes the use of electric strikes, magnetic locks and/or any device(s) intending to impede or restrict egress from a building.

OPERATIONAL REQUIREMENTS

1. All access controlled systems shall be UL 294 listed.
2. The use of a motion sensor, or equivalent, to detect and unlock the egress door shall be able to operate such that it can detect movement in both a tenable atmosphere and one obscured by smoke.
3. Push-To Exit buttons, or “mushroom buttons”, shall be a minimum 2 ½ in. diameter and red in color.
4. Doors shall be equipped with hardware complying with 2015 IFC Section 1010.1.9.
The manual unlocking device required by the Freeport Fire & EMS Department is a mechanical push bar/switch or other type of device that is integrated into the panic hardware/crash bar of the door and is mechanically operated. The use of a pressure bar, touch sense bar or electrically powered circuitry is not permitted.
5. Sign shall be provided in accordance with 1010.1.9.8, Item 3. Signage shall also be provided in Spanish, as required on the Permit.
6. Loss of power to that part of the access control system which locks the doors shall automatically unlock the doors. This is to include both the access and egress side of the door.
7. If a full building smoke detection system is not provided, approved smoke detectors shall be provided on both the access and egress sides of doors and in a location approved by the authority having jurisdiction of NFPA 72. Actuation of a smoke detector shall automatically unlock the door.
8. Activation of the building fire alarm system, if provided, shall automatically unlock the doors. The doors shall remain unlocked until the fire alarm system has been reset. Reset of the fire alarm system may re-engage the access control system, including any mag-locks or electric strikes.
9. Activation of the building automatic sprinkler system or fire detection system, if provided, shall automatically unlock the doors. The doors shall remain unlocked until the fire alarm system has been reset.
10. Entrance doors in buildings with a Group A, B, E or M occupancy shall not be secured from the egress side during periods that the building is open to the general public.
11. All doors and equipment shall be wired fail-safe.
When specifically requested, fail-secure doors may be permitted on a case-by-case basis and may be subject to additional requirements not listed therein.
12. Group E Occupancies Only: In Group E Occupancies where ingress is available by keys located in a Knox Box mounted at the main entrance to the building, the Fire Alarm must unlock the egress portion or capability of all doors while the ingress function may remain locked.
13. A “Master Key” access control card shall be required and shall be located within the Knox Box. If the building is not provided with a Knox Box, a Knox Box will be required and shall be provided in accordance with the Knox Box Installation Guidelines.

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EXCEPTIONS

14. Installations in which the doors being outfitted with an access control system are a frameless glass door (e.g. Herculite), the installation shall comply with Administrative Ruling 2010-01, Access Control Systems for Frameless Glass Doors, revised September 1st, 2013.

To expedite the plan review and inspection processes, please refer to the information listed below. Incomplete submittals may result in a delay of the permit being issued.

PERMITTING REQUIREMENTS

15. Provide a written description of the operation of the Access Control/Egress Control System in normal, loss of power and activation of a fire protection system.
16. Drawings detailing the installation location and layout, including all hookups/integration into building systems (i.e. fire alarm) and wiring.
17. Submittal shall include a full floor plan for the facility, to include the egress routes.
18. A full equipment listing.
19. Manufacturer documentation for all parts and materials used in the project.
20. Drawings shall be submitted for review and approval, PRIOR to installation.
21. Drawings shall be generated by the installing company specific to the installation. Drawings shall show plan view and other pertinent information.
22. Submittal package must identify and include all the above requirements to be accepted for review.
23. All installations shall comply with Section 1010.
24. No doors and/or hardware shall be installed on the site until a Permit has been issued. Any work performed prior to the issuance of this permit may result in a citation being issued for violation of Section 113.3 of the 2015 International Fire Code.

GENERAL SUBMITTAL REQUIREMENTS

25. Each submittal shall have a completed Freeport Fire & EMS Department Plan Review Permit Application.
26. Plans approved by the Office of the Fire Marshal give authorization for installation. Final approvals are subject to field verification. Any approval issued by the Office of the Fire Marshal does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances.
27. All fire department inspection forms and permits shall be kept on the job site until final inspection.
28. All installations shall comply with the approved plans. Any deviation from the approved plans requires a re-submittal to the Office of the Fire Marshal.

All access control criteria for the purposes of this guideline and any other guidelines or requirements of the Fire & EMS Department shall conform to the 2015 International Fire Code, as adopted and amended by City of Freeport.

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Freeport, or determinations and positions of the Fire Chief or Fire Marshal.