

ABM Security Systems LTD.

Access Control Worksheet

- 1) Number of Doors Being Controlled? (*Allow for anticipated future growth*) _____
(a) Interior _____ Exterior _____
- 2) What Reader Technology is Desired? (*Keypad, Mag Stripe, Wiegand, Proximity, Combination Biometric*) _____
- 3) Number of Users Requiring Unique CODE or Card? _____
- 4) Are Specific Time Schedules Required? _____
- 5) A Door Alarm Monitoring Required? _____
(a) Are Other Alarm Inputs Necessary? _____
- 6) Is An Audit trail of User Activity Required? (*Real Time Printer, Computer*) _____
- 7) Is a Computer Wanted for Programming, Monitoring, Reporting, and Control? _____
(a) Is Remote Monitoring Capability Required? _____

Additional things that need to be determined to complete the design of an access control system.

- 8) What Type of Locks Are Required for Each Door? (*Electric Strikes, Magnetic Locks*) _____
- 9) What Are the Wiring Distances between the Controller, Lock Power, and the Doors? _____
- 10) Where Can the Wiring be Run? (*Ceiling, Conduit, Plenum Ceiling, Exposed*) _____
- 11) Will Request-To-Exit Devices be Required? If So, What Type? (*Motion Sensor, Pushbutton, Touch sensitive Bar*)

- 12) How Long Does the System, Including locks, Need to Operate in the Event of a Power Failure? _____
- 13) If Door Status Monitoring is Required, What Type of Contact Switches Are Appropriate? _____
- 14) What Other Devices Are To Be Monitored? (*Holdup, Glass Break, Intrusion Sensor, Equipment*) _____
- 15) What Other Devices Are To Be Controlled? (*Lights, Machinery, Elevators, HVAC*) _____
- 16) Is there a preferred vendor for any of the above products? _____

Miscellaneous items to consider are: is there an emergency generator power circuit available; custom artwork on cards or photo ID; readers mounted indoors or outdoor; ADA, fire and building code requirements.

COMMENTS/SYSTEM DESCRIPTION: _____

NAME: _____

DATE: _____

PHONE: _____ **FAX:** _____