THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

SCHEDULE OF SPECIFIED KEYING FOR MEETINGHOUSES

ARCHITECTURAL AND ENGINEERING SERVICES DIVISION
DEPARTMENT OF PHYSICAL FACILITIES

SPECIFIED KEY DISTRIBUTION FOR EACH WARD AND STAKE

Callings	Key Stamped	Type of Key [1]	# of Keys	Doors the key will open
Bishop, Bishop's Counselors Executive Secretary,	 EXT	Exterior Door BA 1 [2]	4	Exterior entrance doors
	 BP 1 [4]	Interior Door [3] AA 2, 3 or 4 [4]	4	Bishop's office, clerk's office, material center and video storage, family history rooms, and general areas [5]
Ward Clerks	 EXT	Exterior Door BA 1 [2]	3	Exterior entrance door
	 CLK 1 [4]	Interior Door XAA 6, 7 or 8 [4]	3	Clerk's Office and general areas [5]
High Priest Group Leader, Elder's Quorum President, Sunday School President, Music Director, Ward Mission Leader, etc.	 EXT	Exterior Door BA 1 [2]	7 *NOTE: Standard number supplied for these callings*	Exterior entrance door
	 GEN	Interior Door XAA 1	10	General areas [5] *NOTE: This assumes these priesthood leaders and auxiliaries are not assigned closets.*

Callings	Key Stamped	Type of Key	# of Keys	Doors the key will open
Relief Society Presidency	 EXT	Exterior Door BA 1 [2]	1	Exterior entrance door
	 AUX 1	Interior Door AA 11	2	Storage closet #____ and general areas [3]
Young Women Presidency	 EXT	Exterior Door BA 1 [2]	1	Exterior entrance door
	 AUX 2	Interior Door AA 12	2	Storage closet #____ and general areas [3]
Young Men's Presidency	 EXT	Exterior Door BA 1 [2]	1	Exterior entrance door
	 AUX 3	Interior Door AA 13	2	Storage closet #____ and general areas [3]
Scouting Leaders	 EXT	Exterior Door BA 1 [2]	1	Exterior entrance door
	 AUX 4	Interior Door AA 14	2	Storage building exterior door and general areas [3] NOTE: *There are 2 keys for each cabinet for each ward within the storage area of the building.*

Callings	Key Stamped	Type of Key [1]	# of Keys	Doors the key will open
Primary Presidency	 EXT	Exterior Door BA 1	1	Exterior entrance door
	 AUX #	Interior Door AA 15	2	Storage closet #____ and general areas [5]
Ward Librarian	 EXT	Exterior Door BA 1	1	
	 MTL CTR	Interior Door XAA 30	3 *NOTE: For stake centers, add 1 more key*	Material Center and general areas [5]
Custodian	 EXT [4]	Exterior Door BA 1 or BA Master [6]	1	Exterior entrance door
	 MECH [6]	Interior Doors AA 31	2	Mechanical rooms, sound equipment rooms, electrical rooms
	 CUST [6]	Interior Doors AA 32	2	Interior custodial storage, exterior storage building door or overhead door
	 M	Interior Doors AA Master	1	All interior doors including full size doors to closets

Callings	Key Stamped	Type of Key [1]	# of Keys	Doors the key will open
Stake President, Stake President's Counselors, Stake Executive Secretary	 STK EXT	Exterior Door BA 2	5	Stake Suite exterior door and all exterior doors in the building [7] *Note: If a key is needed to unlock exterior doors for other buildings in the stake, then use the grand master system and allow the leaders to carry one key for exterior doors.*
	 STK PR	Interior Door AA 40	5	Stake president's office, general areas [5], other doors in the stake suite, materials center, and the family history rooms.
Stake Clerks, High Counselors, Stake Auxiliary Presidents	 STK EXT	Exterior Door BA 2	20	Stake suite exterior door and all exterior doors for the building [7]
	 STK	Interior Doors XAA 41	20	General areas [5] and the stake suite doors except the stake president's office door(s)
Stake PFR	 M	Exterior Door BA Master	1	Stake suite exterior door and all exterior doors *NOTE: This may be a grand master for other buildings in the stake if required for convenience*
	 M	Interior Doors AA Master	1	All interior doors for a building including full size doors to closets

FOOTNOTES

1. Exterior high security door keys can be Medeco, ASSA or Marloc. Selection of manufacturer's system should be made by the APFR in consultation with the stake president, PFR, and the PM Supervisor to be compatible with other buildings in the stake and PM group.
   Interior door keys are provided by the low bidder for each project from the specified manufacturers, i.e., Arrow, Corbin, Falcon, Russwin, Sargent, Schlage, or Yale.
   Note: If an addition is made to an existing building, edit the specification so the interior locks for the addition are the same as the existing locks. The new locks should be keyed to allow the existing keys to operate both the existing locks and the new locks in the addition.
2. This key, designated BA 1, is an exterior door key for a meetinghouse. If the key is for a stake center it is designated XBA because it is cross keyed with the stake suite door.
3. The bishop is supplied with a master interior key like the stake PFR's interior key. He should put this away in a safe place and carry the key shown in the schedule.
4. The interior door keys are stamped BP 1/CLK 1 for one ward, BP 2/CLK 2 for next ward, BP 3/CLK 3 for the next ward etc. The type of key, i.e., AA 2, AA 3, AA 4, etc., represent the designation for each bishop's office in the meetinghouse.
5. General areas include chapel, cultural center, font and dressing rooms, serving areas, member access custodian room, general access storage rooms such as table, chair, platform, storage areas, folding partitions, etc., and sacrament prep room when locked.
   NOTE: The new meetinghouse classrooms doors do not have locks. For existing buildings disable the locksets on classroom doors so they function as latchsets.
6. The custodian should have a BA master for stake centers rather than the BA 1 key.
7. All exterior doors do not need cylinders with keyways to effectively operate the meetinghouses. Select 2 to 3 locations other than the stake suite for exterior lock cylinders.
8. These keys are intended to be loaned keys, not ones that are carried by the custodian.