Keying Schedule Template

Fill in your project details and door list. We turn it into a finished keying schedule and send you a fixed quote within 48 hours.

1. Project details

PROJECT / BUILDING NAME

BUILDING ADDRESS

COMPANY

CONTACT NAME

EMAIL

PHONE

BUILDING TYPE

APPROX. NUMBER OF DOORS

PREFERRED LOCK BRAND

DEADLINE

WHO SHOULD HOLD MASTER KEYS? (ROLES, NOT NAMES)

How key levels work

Grand master (GM)
Opens every door in the building or campus.

Master (A, B, ...)
Opens a group of doors, such as one floor.

Change key (AA1, ...)
Opens one door or a small set of doors.

Restricted (X1, ...)
Kept outside the master system, e.g. IT rooms.

2. How to fill in the door list

1. Add one row per door, using the door numbers from your drawings.
2. Choose a **lock function** from the guide below.
3. In **Who needs access**, describe groups or roles (for example "IT team", "Floor 2 staff").
4. Leave the grey **Key set** column empty. We fill it in when we design your system.
5. Attach floor plans or a hardware schedule if you have them.

Lock function guide

Function	Typical use
Office	Key outside, button inside
Classroom	Locked or unlocked by key from outside
Storeroom	Always locked: IT, storage, plant rooms
Entrance	Main and exterior doors
Passage	No key: corridors, restrooms

3. Door list

Project: _____ Sheet ___ of ___ The first row is an example.

Door no.	Room name	Floor	Door type Int. / Ext.	Lock function	Hardware brand / model	Who needs access	Key set We fill in	Notes
101	*Main entry*	*1*	*Ext.*	*Entrance*	*Brand / model*	*All staff, daytime*		*Card reader planned*

3. Door list (continued)

Project: _____ Sheet ___ of ___ Print more copies of this page if you need more rows.

Door no.	Room name	Floor	Door type Int. / Ext.	Lock function	Hardware brand / model	Who needs access	Key set We fill in	Notes