2.10 Checklist: Approval of Locks on Elevator Lobby Doors (2016)

Reference: 2016 SFFC, Chapter 10; Title 19

Purpose: When approved, exit doors from elevator lobbies may be locked when equipped with an approved unlocking system. Projects will be considered on a case-by-case basis. **For High-Rise office buildings, refer to SFFC Section 1010.1.9.12.**

**NOTE:** In no case will an elevator lobby be allowed to be locked under this Fire Administrative Bulletin if one of the required means of egress for the floor passes through the elevator lobby as referenced in SFFC Section 1020.6 exception 3.

**ALL** of the following conditions below must be met to consider approval under this Fire Administrative Bulletin 2.10.

Check ✓ **ALL of the following bullet points that are applicable to the project:**

- When applying for the permit the following checklist must be signed, completed and placed on the plan by the architect.
- Proposals to lock elevator lobbies shall comply with SFFC Section 1010.1.9.12 or meet ALL conditions contained within this Administrative Bulletin.
- The elevator lobby is located in an office building.
- The required means of egress for the floor does NOT pass through the elevator lobby per SFFC Section 1020.6 exception 3.
- SFFC Section 1020.6 Exception 3 does not apply when locks are utilized on Elevator Doors.
- The lobby door does not serve an Assembly Occupancy.
- The entire building is equipped with an automatic sprinkler system; in accordance with SFFC Section 903.3.1.1.
- Sprinklers on the floor are of the quick response type.
- A monitored fire alarm system capable of alerting all occupants is installed throughout the building.
- Smoke detectors are provided within 5 feet of the door on both the inside and the outside of the door, or smoke detectors are part of an open area protection system covering the room, corridor, elevator lobby, or enclosed space on each side of the door and are located and spaced according to their listing.
- Locks for the elevator lobby door(s) shall be U.L. and California State Fire Marshal listed, fail-safe type, locking mechanisms.
- An illuminated exit sign complying with 2016 SFFC Section 1013 is installed at the door.
- An approved listed, momentary mushroom-shaped palm button, releasing device is provided.
  - This device shall be mounted so that the center line is 48 inches above the finished floor and within 6 inches of the frame. The device shall be installed on the wall adjacent to the latch outside the door. Where there is no space on the latch side, including double leaf doors, devices shall be placed on the nearest adjacent wall, preferably on the right side.
The door shall unlock (but stay latched) immediately and automatically on any of the following conditions:

- Activation of the releasing device.
- Loss of power to the lock circuit, or access control system.
- Activation of any fire alarm initiating device such as a smoke detector, heat detector, sprinkler water-flow detector, manual pull station, etc. on the floor; including initiating devices activated within the alarm evacuation/relocation zone based on the approved building’s evacuation/relocation plan. For example: the alarm floor, one floor above and two floors below.
- Loss of power to the smoke detection system.

No override of the egress control system is allowed.

A sign shall be provided above each EXIT releasing device.

- The sign shall be provide stating: “IN CASE OF EMERGENCY, PUSH PALM BUTTON”, and/or “DOOR WILL UNLOCK AND SECURITY ALARM WILL SOUND.” (if security alarm is provided)
- The color of the lettering shall be in high contrast with the background.
- The words shall be in sans-serif upper case letters, raised 1/32 inch minimum, and shall be a minimum 3/4 inch in height with 1/8 inch width stroke.
- Written characters shall be accompanied by Braille symbols. The symbols shall be contracted Grade 2 Braille. Dots shall be 1/10 inch on center in each cell with 2/10 inch space between cells. Dots shall be raised a minimum of 1/40 inch above the background.
- The sign shall be located directly above the EXIT releasing device at 60 inches above the floor to the centerline of the sign. Note: See SFBC Section 11B-703 for additional information concerning signage.

All electrical wiring shall be in metallic raceway or equivalent protection as approved by the Department of Building Inspection.

The locks shall be required to be reset manually at the door.

"Buzzing in" is not equivalent to the above requirements.

In addition to the requirements above, the following features may be used:

- A local alarm (security alarm) may be initiated by activating the releasing device. This alarm may include a local silence feature. The releasing device may be connected to the fire alarm system, but only as a supervisory point. Its activation shall not initiate any public alarm or notify the Fire Department. The door lock circuit may include remote switches or card readers for controlled access. The door lock may be operated by a remote manual lock release ("buzzing in", which is separate from the releasing requirements listed above).