

# KEY SYSTEM SPECIFICATION FORM

Dear valued customer,

Please include this **Key System Specification Form** with your purchase order and keying schedule. E-mail to [dahorders.us@dormakaba.com](mailto:dahorders.us@dormakaba.com).

## General Information

**YOUR ORDER CANNOT BE ENTERED OR MANUFACTURED WITHOUT THIS INFORMATION**

**A. Dealer** \_\_\_\_\_ **PO Number** \_\_\_\_\_

**B. Contact Person** \_\_\_\_\_ **Date** \_\_\_\_\_

**C. Contact Phone** \_\_\_\_\_

**D. Contact Email** \_\_\_\_\_

(To send edited keying schedule or other documents for review)

**E. Name of Representative** \_\_\_\_\_

**F. Is this a new or existing key system?**    ☐ New    ☐ Existing

**G. If existing, what is the Registry number or prior order number?** \_\_\_\_\_

**H. Project name and complete address with zip code:**

---

---

---

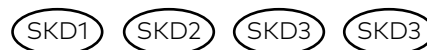
---

**I. What type of project is this?** \_\_\_\_\_

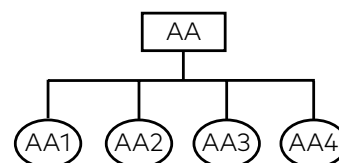
(Airport, condo, condo complex, apartment, hospital, nursing home, office building, office park, private school, school district, college, university, retail, industrial, manufacturing, government, military, etc.)

**System Architecture and Expansion – Please Select Only One**
☐ **One Level of Keying** – Not Master Keyed

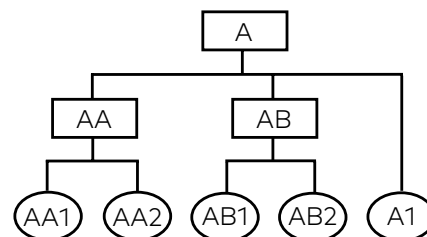
- A. How many changes will be required? \_\_\_\_\_
- B. Does the attached order constitute the completed project ☐ or just a portion? ☐
- C. What is the approximate number of locked openings on the completed project? \_\_\_\_\_


☐ **Two Levels of Keying** – Master Key System

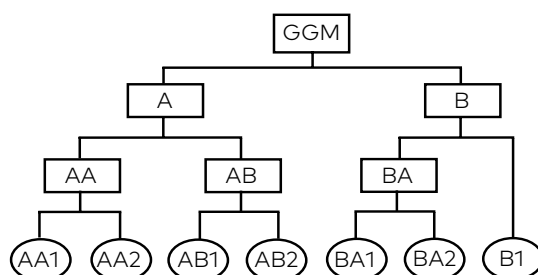
- A. How many changes will be required? \_\_\_\_\_
- B. Does the attached order constitute the completed project ☐ or just a portion? ☐
- C. What is the approximate number of locked openings on a completed project? \_\_\_\_\_


☐ **Three Levels of Keying** – Grand Master Key System

- A. How many separate masters will be required under the grand master? \_\_\_\_\_
- B. What is the maximum number of changes required under any given master? \_\_\_\_\_
- C. Does the attached order constitute the completed project ☐ or just a portion? ☐
- D. What is the approximate number of locked openings on the completed project? \_\_\_\_\_


☐ **Four Levels of Keying** – Great Grand Master Key System

- A. How many separate grand masters will be required under the great grand? \_\_\_\_\_
- B. What is the maximum number of masters required under any given grand master? \_\_\_\_\_
- C. What is the maximum number of changes required under any given master? \_\_\_\_\_
- D. Does the attached order constitute the completed project ☐ or just a portion? ☐
- E. What is the approximate number of locked openings on the completed project? \_\_\_\_\_



**A. Keyway**

- |  |  |
|--|--|
| <input type="checkbox"/> SC Conventional Cylinders | <input type="checkbox"/> BA 7-pin Small Format IC  |
| <input type="checkbox"/> SC Large Format IC        | <input type="checkbox"/> D100 7-pin Small Format IC DORMA SKC<br>– <b>Complete B Below</b> |
| <input type="checkbox"/> Other (Specify) _____     | <input type="checkbox"/> D100 7-pin Conventional SKC<br>– <b>Complete B Below</b>          |

**B. For dormakaba SKC Keyway Only (D100 – D600)**

- ☐ Existing Project – Please furnish project/site number \_\_\_\_\_
- ☐ New SKC Project
- This project will be maintained by ☐ dormakaba ☐ CKC ☐ New Commercial Key Cutter
- Name of existing dormakaba Commercial Key Cutter who will maintain this project \_\_\_\_\_
- CKC Phone/Email \_\_\_\_\_
- ☐ New Commercial Key Cutter Agreement Attached
- ☐ End user has in-house lockshop and wants to be a dormakaba Institutional Key Cutter
- ☐ New Institutional Key Cutter Agreement Attached
- Name of End User Locksmith \_\_\_\_\_
- End User Lockshop Phone \_\_\_\_\_

**Special Keying Required**

- ☐ Cross Keying – Please furnish complete specifications using BHMA keying symbols.
- ☐ Construction master keying – Causes a loss of 75% of combinations.

**Temporary cores or cylinders are highly recommended for larger systems.**

- ☐ Selective master keys (JAN, HKP, etc.)

**Each selective causes a loss of 25 % of combinations.**

- ☐ SKD combinations under system control
- ☐ SKD combinations under a separate control

**Cylinders and Key Marking****Cylinders**

- ☐ Ink in concealed place (default)

**Keys**

- ☐ Key Symbol (default)
- ☐ DND
- ☐ US Property
- ☐ Special – Please attach with specifics

**Attn:**