GDS Minimum Requirements for New Construction Access Control Jobs

1. **Provide Tenant Name and Address.**
2. **Provide The Permit Number Used By The General Contractor:**
   a. If there is no general contractor and no new construction, let GDS know.
3. **Provide Floor Plans That Include The Entire Floor:**
   a. Provide bid set or preferably the permit set in PDF format,
      i. Send us the PDF by email, or
      ii. Online access (provide user name/password),
   b. Provide CAD file (.dwg format),
      i. Architectural or electrical CAD files work best,
         1. Plans that show the furniture is recommended (architectural furniture plan),
         2. Plans must contain the walls, doors and room names,
         3. Plans that include the exit signs is very helpful on larger projects. This may be the reflective ceiling plan, life safety plan, power or lighting plan. If this is not available in CAD format, we will use the bid/permit set provided and manually place the exit signs.
   c. If no CAD file is available, then the plans provided to GDS will have to be converted to AutoCAD. This includes paper plans, PDF and other electronic files that are not .dwg format,
      i. The cost to convert to AutoCAD is hourly - $75/hour.
      ii. The number of hours it takes to convert to AutoCAD varies on the quality of plans provided,
         1. GDS can provide a quick estimate once we see the plans provided.
4. **Provide Access Control Parts List:**
   a. Provide a list of the makes and models of card readers/keypads, exit buttons, electric locks, motion detectors, etc…
      i. If the list of electric locks is provided to GDS in the form of a hardware schedule (provided by a door hardware contractor), then request the hardware submittal provided by the hardware contractor to the general contractor. This submittal package will include the part numbers and spec sheets for all items on the hardware schedule.
      ii. Indicate if electric locks are failsafe or failsecure.
      iii. If motion detectors are used for alarm shunt on electromechanical locks, they must be shown on the plans, so please include these in your parts list.
5. **Provide Access Control Door Locations:**
   a. Provide mark-ups if the plans provided do not indicate the door locations,
      i. Be sure to indicate which side of the door the card reader is located.
   b. Provide the locations of existing access control doors,
      i. Include the type of electric lock used.

GDS
DESIGN
GROUP

GDS Design Group
5005 Mitchelldale Street
Suite 116
Houston, TX 77092
713.524.8270

<u>GDS Minimum Requirements for Existing Construction Access Control Jobs</u>

1. **Provide Tenant Name and Address.**
2. **Provide Floor Plans That Include The Entire Floor:**
   a. Provide bid set or preferably the permit set in PDF format,
      i. Send us the PDF by email, thumb drive, or
      ii. Online access, like Procore or Plan Grid,
         1. Provide user name/password,
   b. Provide CAD file (.dwg format),
      i. Architectural or electrical CAD files work best,
         1. Plans that show the furniture is recommended (architectural furniture plan),
         2. Plans must contain the walls, doors and room names,
         3. Plans that include exit signs is very helpful on larger projects. This may be the reflective ceiling plan, life safety plan, power or lighting plan. If this is not available in CAD format, we will use the bid/permit set provided and manually place the exit signs.
   c. If no CAD file is available, then the plans provided to GDS will have to be converted to AutoCAD. This includes paper plans, PDF and other electronic files that are not .dwg format,
      i. The cost to convert to AutoCAD is hourly - $75/hour.
      ii. The number of hours it takes to convert to AutoCAD varies on the quality of plans provided,
         1. GDS can provide a quick estimate once we see the plans provided.
   d. If no plans are available at all, understand that there are plans somewhere, you just can't locate them. Try the following:
      i. Is there a fire alarm system? If so, the fire alarm company probably has plans because they had to permit the fire alarm system.
      ii. Is there an evacuation plan posted? That is a floor plan.
      iii. Is this a public building? Property management or the leasing company probably have plans they use for marketing purposes, especially if the tenant just moved in.
      iv. Have you searched the Internet? Try searching the address in quotes and the word "leasing" or "floor plan" or other similar words. Look at images under these search terms.
      v. As a last resort, do an Open Records request. Larger jurisdictions like Houston and Harris County have lots of scanned plans. This process takes 10 business days, so plan accordingly.
      vi. You are always welcome to ask GDS if we have the plans. Maybe we did a fire or access control plan in the past. This works about 20% of the time.
3. **Provide Access Control Parts List:**
   a. Provide a list of the makes and models of card readers/keypads, exit buttons, electric locks, motion detectors, etc…
      i. If the list of electric locks is provided to GDS in the form of a hardware schedule (provided by a door hardware contractor), then request the hardware submittal provided by the hardware contractor to the general contractor. This submittal package will include the part numbers and spec sheets for all items on the hardware schedule.
      ii. Indicate if electric locks are failsafe or failsecure.
      iii. If motion detectors are used for alarm shunt on electromechanical locks, they must be shown on the plans, so please include these in your parts list.
4. **Provide Access Control Door Locations:**
   a. Provide mark-ups if the plans provided do not indicate the door locations,
      i. Be sure to indicate which side of the door the card reader is located.
   b. Provide the locations of existing access control doors,
      i. Include the type of electric lock used and in Houston get the sticker number from the door.
      ii. Include stairwells. These are the most important doors of all. Check to see if there are existing electric locks on the stairwell doors.
   c. Provide exit sign locations of the customer you are doing for plus the public corridor if the suite exits into a public corridor. Mark X's with arrows to show which way the exit sign faces.