

GDS Minimum Requirements for Austin 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 permit set,
 - i. PDF format,
 - ii. Online access (provide user name/password),
 - iii. If not available because there is no new construction, get the best electronic files available.
 - b. Provide CAD file (.dwg format),
 - i. Architectural or electrical CAD files work best,
 1. Plans that show the furniture is recommended (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, provide the exit signs in PDF format.
 - 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 spec sheets of each electric lock must be provided to GDS.
 - ii. Indicate if electric locks are failsafe or failsecure.
- 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.
 - c. Provide the fire rating of all new access control doors,
 - i. If this information is not in the door schedule then it will need to be verified in the field.
 - ii. The fire rating is stamped on the hinge side of fire rated doors,
 1. No rating stamp on the edge of the door indicates the door is not fire rated.