



LOS ANGELES COMMUNITY COLLEGE DISTRICT

CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

DIVISION OF HUMAN RESOURCES - OFFICE OF SAFETY AND EMERGENCY SERVICES

To: East Los Angeles College Community

May 29, 2018

From: William Ramirez 
Safety and Emergency Services Manager, Human Resources

Re: Safety and Security Project

The district plans to retrofit door locks on all classrooms in order to have the ability to be locked from the inside without a key. An assessment and scope of work has begun in order to get these retrofits done as expeditiously as possible.

Next week June 6th to the 9th you will observe individuals wearing orange safety vests with the company logo PS2 Engineering walking around campus. They will be doing an inventory and assessment of **all** doors and hardware.

This inventory and assessment will give us the data we need in order to submit a request to the Division of State Architecture (DSA), to allow us to retrofit the locks on all classrooms so they can be locked from the inside.

Once DSA have given approval, we will commence the process of installing the new door locks. All work will be done during off hours when classes are not in session in order to minimize the disruption to the school.

Thank you for your understanding and support as we implement this important safety measure.

If you have any questions, I can be reached at ramirew@email.laccd.edu



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OFFICE OF THE CHANCELLOR

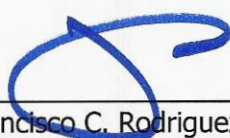
Directive Number 185
April 27, 2018

TO: College Presidents, Vice Presidents of Administrative Services

RE: **LACCD Facilities Design Standards – Door Hardware/Locking Devices**

LACCD has developed the following minimum District-wide standards for Classroom Door Hardware to aid in the application of design and performance standards to the LACCD environment.

- 1. Interior Doors** – The classroom door locking mechanisms must meet the following (8) minimum requirements:
 - a. The locking mechanism must provide immediate free egress from within the classroom and be accomplished with one operation when in the locked position.
 - b. The locking mechanism must be installed to comply with ADA requirements.
 - c. The locking mechanism must not require special knowledge, effort, key, tool, or tight grasping, twisting, or pinching to operate and be accomplished with one operation.
 - d. The locking mechanism must be easily lockable in case of emergency from within the classroom without opening the door.
 - e. The locking mechanism must be lockable and unlockable from outside the door.
 - f. The locking mechanism must be installed with an indicator equipped with the following:
 - i. The indicator will have a display identifying when the door is in the "Locked/Unlocked" or "Secured/Unsecured" position. This feature shall only be on the interior of the door only.
 - ii. The indicator will be color coded, identifying "green" as the unlocked position and "red" as the locked position.
 - g. The locking mechanisms must meet code requirements for free egress, fire protection and accessibility.
 - h. All classrooms and building entrances will have only one key override per building.
- 2. Exterior Doors** – Exterior doors must meet the following (2) minimum requirements:
 - a. All building perimeter doors that lead to classrooms must be equipped with an iClass SE compliant or equal access card reader that can be locked down remotely utilizing the existing District-wide Access Control System.
 - b. In cases where classrooms have a building perimeter door, both an access card reader and classroom door locking mechanism shall be installed.



Francisco C. Rodriguez, Ph.D.
Chancellor

c: Board of Trustees
Executive Staff