

# UNIVERSITY CLASSROOM INTERIOR LOCKING HARDWARE

Prepared Aug. 29, 2018  
UNC Facilities Services



THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL

# Exit Device Conversion Kit

These locks are installed on doors that use push bar egress and are located above the push bar mechanism. Note that door latches may or may not be visible depending on specific door hardware.

## TO LOCK AND PREVENT ENTRY FROM OUTSIDE:

- Turn the thumb turn counterclockwise until it stops.

## TO UNLOCK:

- Turn the thumb turn clockwise until it stops.

**LOCKING DOOR DOES NOT PREVENT ROOM OCCUPANTS FROM EXITING USING STANDARD DOOR OPERATIONS**



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

If there is an emergency, dial 9-1-1

For non-emergency questions or concerns about classroom locks, call 962-3456.

# Exit Device Thumb Turn Dogging

These locks are installed on doors that use push bar egress and are located adjacent to the push bar mechanism.

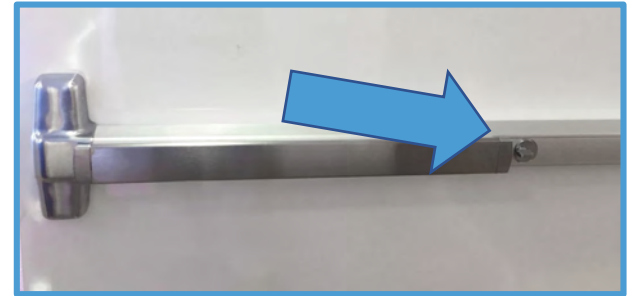
## TO LOCK AND PREVENT ENTRY FROM OUTSIDE:

- Turn the thumb turn counterclockwise until it stops.

## TO UNLOCK:

- Turn the thumb turn clockwise until it stops.

**LOCKING DOOR DOES NOT PREVENT ROOM OCCUPANTS FROM EXITING USING STANDARD DOOR OPERATIONS**



# Emergency Lockdown Switch

Emergency lockdown switches are mounted on the wall beside the door they control.

## TO LOCK AND PREVENT ENTRY FROM OUTSIDE:

- Lift protective shield to expose the red “PUSH” button.
- Press the red “PUSH” button. It will stay depressed and will lock the door.

## TO UNLOCK:

- Lift protective shield to expose the red “PUSH” button.
- Turn the red “PUSH” button clockwise until it returns to original extended position.

**LOCKING DOOR DOES NOT PREVENT ROOM OCCUPANTS FROM EXITING USING STANDARD DOOR OPERATIONS**



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

If there is an emergency, dial 9-1-1

For non-emergency questions or concerns about classroom locks, call 962-3456.

# Mortise Lock Escutcheon Thumb Turn

This hardware is found on doors that use a lever handle for classroom egress.

## TO LOCK AND PREVENT ENTRY FROM OUTSIDE:

- Turn the thumb turn until it stops (it will only turn one way).
- When it is offset from center the door is locked.

## TO UNLOCK:

- Turn the thumb turn until it stops (it will only turn one way).
- When thumb turn is in center the door is unlocked.

**LOCKING DOOR DOES NOT PREVENT ROOM OCCUPANTS FROM EXITING USING STANDARD DOOR OPERATIONS**



**LOCKED**



**UNLOCKED**



# Velcro Dogging

This locking method is used with some push bar doors.

## TO LOCK AND PREVENT ENTRY FROM OUTSIDE:

- Pull and release the Velcro straps to allow the push bar to extend outwards to the locked position.

## TO UNLOCK:

- Depress the push bar and reconnect the upper and lower Velcro straps to hold it in place.

**LOCKING DOOR DOES NOT PREVENT ROOM  
OCCUPANTS FROM EXITING USING STANDARD  
DOOR OPERATIONS**



**LOCKED**



**UNLOCKED**



# Sliding Deadbolt

On some double door entrances, one door is “active” and used for daily operation. The other “inactive” door does not have standard handles or locking hardware.

## TO LOCK AND PREVENT ENTRY FROM OUTSIDE:

- Slide surface bolt on inactive door up into the door frame.
- Turn thumb turn on active door toward inactive door, locking the bolt.

## TO UNLOCK:

- Turn thumb turn away from inactive door to release the bolt.
- Pull the slide bolt down to free the inactive door.

**LOCKING DOOR DOES NOT PREVENT ROOM OCCUPANTS FROM EXITING USING STANDARD DOOR OPERATIONS**

