Southwest AUTOMATED SECURITY

Door Checklist

800-299-3222 | www.SouthwestAutomated.com

Job Name		Date	

Door Identification	Interior ☐ Exterior ☐		
Single Door Handing	RH ☐ LH ☐ RHR ☐ LHR ☐	**Pair Door Handing**	RHA/LHI ☐ LHA/RHI ☐ RHRA/LHRI ☐ LHRA/RHRI ☐
Bi-parting Door Handing	RH/LHR ☐ LH/RHR ☐	**Astragal/Flush Bolt**	Yes ☐ No ☐
Door Size	Width:_____" Height:_____" Thickness:_____" Lock Height:_____" Backset:_____"		
Door Type	Wood ☐ Hollow Metal ☐ Aluminum/Glass ☐ Impact ☐		
Door Panels	Flush ☐ 2 Panel ☐ 4 Panel ☐ 6 Panel ☐ Other ☐ :_____		
Header	None ☐ Wood ☐ Steel ☐ Aluminum ☐ Glass ☐		
Frame	Wood ☐ Hollow Metal ☐ Aluminum ☐ Timely ☐ Face Width:_____"		
Existing Lock	Type:_____ Brand:_____ Function:_____ Finish:_____		
Hinge Type	Standard ☐ Heavy Duty ☐ Continuous ☐ Pivot ☐		
Door Closer	Size:_____" Finish:_____ Surface Interior ☐ Surface Exterior ☐ In the Header ☐ In the Floor ☐		
Closer Arm	Regular ☐ Parallel ☐		Manufacturer:_____
Hold Open	Yes ☐ No ☐		Degree Open:_____
Lite Kit Size	Full Glass ☐ Half Glass ☐ Other ☐ : Exposure _____" x _____" Distance From Top of Door:_____" Distance From Latch Edge:_____"		
Lite Kit Type	Sandwich ☐ Flush ☐ Other ☐		
Pictures of Door	Yes ☐ No ☐	**Link to Pictures**	

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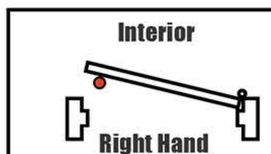
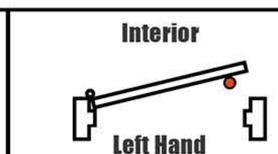
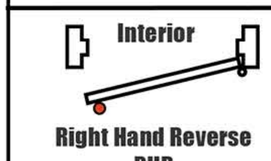
Door Handing Chart

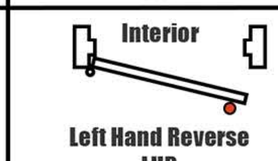
● Indicates Key Side

Single Door

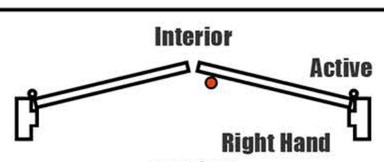


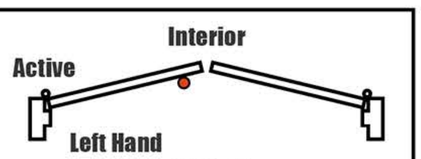


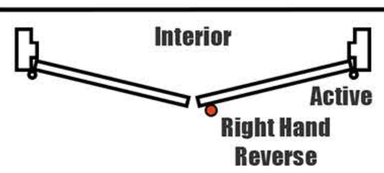


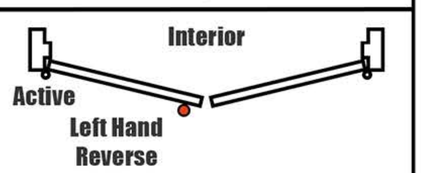


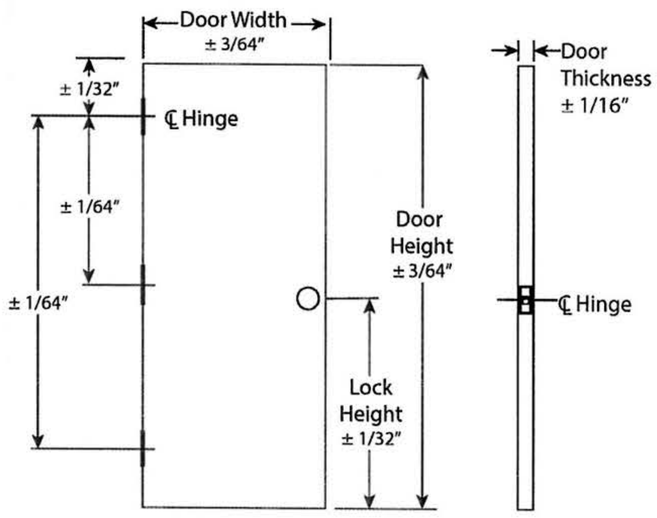
Pair of Doors











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Auto Operator	Manufacturer:_____ Model #:_____ Push ☐ Pull ☐		
Exit Sign Above	Yes ☐ No ☐	**Operator Button**	Wired ☐ Wireless ☐
Travel	Distance to Access Panel:_____' Distance to Power Supply:_____'		
Wire	Guage:_____ Type:_____ Amount:_____ Extra/Unused:_____		
Ceiling Access	Plaster ☐ Drywall ☐ Lift Out ☐ Panel ☐ Puzzle ☐ Other ☐ :_____		
Ceiling Height		**Ladder Needed**	None ☐ 6'☐ 12'☐ 12'+ ☐
Power	Voltage at Door:_____ Current at Door:_____ Voltage at P/S:_____		

Passage Latch	Privacy Lock	Office Lock	Entrance Lock	Classroom Lock	Storeroom Lock
-Both levers always unlocked	-Push-button locking -Unlocked from outside with a small screwdriver -Turn inside lever or close door to release button -Inside lever always free for immediate egress	-Push-button locking -Push-button locks outside lever until it is unlocked with key or by turning inside lever -Inside lever always free for immediate egress	-Turn/push-button locking: Pushing and turning the button lock the outside lever, requiring use of a key until the button is manually unlocked -Push-button locking: Pushing button locks outside lever until unlocked by key or by turning the inside lever -Inside lever always free for immediate egress	-Outside lever locked and unlocked by key -Inside lever always free for immediate egress	-Outside lever is fixed -Entrance by key only -Inside lever always free for immediate egress
Outside Inside	Outside Inside	Outside Inside	Outside Inside	Outside Inside	Outside Inside