Master Key System Design

2- Levels of keying

Master Key

A

Change Keys

1AA  2AA  3AA  SKD1

3- Levels of keying

Grand Master Key

A

Master Key

AA  AB

Change Keys

AA1  AA2  AA3  AB1  AB2  A1  SKD1

4- Levels of keying

Great Grand Master Key

GGM

Grand Master Key

A

Master Key

AA  AB

Change Keys

AA1  AA2  AA3  AB1  AB2  A1  GGM1  BA  BB

BA1  BB1  BB2  B1  SKD1
Master Key System Planning Form

<table>
<thead>
<tr>
<th>Sold To:</th>
<th>Ship To:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Job Name and Address:</th>
<th>Key Quantity:</th>
<th>Change Keys:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Qty</td>
<td>Qty</td>
</tr>
<tr>
<td></td>
<td>GGGM</td>
<td>Per Cylinder</td>
</tr>
<tr>
<td></td>
<td>GGM</td>
<td>Per Keyed alike Group</td>
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<tr>
<td></td>
<td>GGM</td>
<td>Per Keyed different cyl.</td>
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<tr>
<td></td>
<td>GM</td>
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<table>
<thead>
<tr>
<th>Change Keys:</th>
<th>Qty</th>
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</thead>
<tbody>
<tr>
<td>Per Cylinder</td>
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<tr>
<td>Per Keyed alike Group</td>
<td></td>
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<tr>
<td>Per Keyed different cyl.</td>
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</table>

<table>
<thead>
<tr>
<th>Special Function</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control</td>
<td>Main</td>
</tr>
<tr>
<td>CMK</td>
<td>HKP</td>
</tr>
<tr>
<td>CMK Ctrl</td>
<td>MECH</td>
</tr>
<tr>
<td>EMK</td>
<td>ENG</td>
</tr>
<tr>
<td>SKD Ctrl</td>
<td>JAN</td>
</tr>
<tr>
<td>SKD CMK</td>
<td>OTHR</td>
</tr>
<tr>
<td>Blockout</td>
<td>OTHR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MK/Group</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>System Info:</th>
<th>Cross Keying:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW</td>
<td>Key Symbol</td>
</tr>
<tr>
<td>Existing System</td>
<td>Operated by (OB)</td>
</tr>
<tr>
<td>PDQ SO #</td>
<td></td>
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<tr>
<td>Your your original PO#</td>
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<td>Original date of order</td>
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<table>
<thead>
<tr>
<th>System Level:</th>
<th>Type:</th>
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</thead>
<tbody>
<tr>
<td>1-SKD</td>
<td>High Security</td>
</tr>
<tr>
<td>2-MK</td>
<td>IC</td>
</tr>
<tr>
<td>3-GM</td>
<td>Standard</td>
</tr>
<tr>
<td>4-GGM</td>
<td>Other</td>
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<tr>
<td>4-GGGM</td>
<td></td>
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<tr>
<td>4-GGGGM</td>
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<table>
<thead>
<tr>
<th>Type:</th>
<th>Keys:</th>
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<tbody>
<tr>
<td></td>
<td>Standard SCC</td>
</tr>
<tr>
<td></td>
<td>Restricted*</td>
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<tr>
<td></td>
<td>Specific Keyway:</td>
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*Restricted Keyway requires system approval

<table>
<thead>
<tr>
<th>Keys:</th>
<th>Additional Information:</th>
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<tr>
<td></td>
<td>(Including system expansion and Special Remarks)</td>
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<table>
<thead>
<tr>
<th>Additional Information:</th>
<th>Name of individual in organization who is knowledgeable about this project should clarification be required.</th>
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<tbody>
<tr>
<td></td>
<td>Name:</td>
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<td></td>
<td>Phone:</td>
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<td></td>
<td>Email:</td>
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</table>

2230 Embassy Drive, Lancaster, PA 17603 • 1-800-441-9692

This sheet to be used with Keying Schedule Form
Keying System Worksheet

**Instructions:** Indicate the highest level master key symbol in the top line of each box. Identify the area or department, indicate the total number of key changes, including future expansion. Do not use letters I, O, or Q in key symbols.

<table>
<thead>
<tr>
<th>Master</th>
<th>Area/Dept</th>
<th># of Changes</th>
<th>Master</th>
<th>Area/Dept</th>
<th># of Changes</th>
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**Selective**

**Control Key**
- Used with IC cores only

**CMK**
- Construction Master Keying

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**Single Keyed Changes**

**SKD**
- Door# or Area

**Special Instructions**

Change key only, will not be operated by any other key within the system.
# Keying Schedule Form

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Key Symbol</th>
<th>Hand (Specify Qty)</th>
<th>Door Number (Up to 10 Characters)</th>
<th>Heading (Up to 10 Characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td>RH</td>
<td>LH</td>
<td>RHR</td>
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To be used with PDQ Master Keying Layout form