



Building Safety Division  
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This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at [www.bendoregon.gov/permitcenter](http://www.bendoregon.gov/permitcenter).

## ACCESS CONTROLLED EGRESS SYSTEMS CHECKLIST

### Background/Definitions

- Access control systems restricting entrance, egress, or those used on fire rated doors are regulated by the Oregon Structural Specialty Code.
- Access control systems are allowed in the egress path provided they are installed in accordance with this guide and the OSSC.
- Request to Exit Devices (REX) include motion detectors, step pads, manual touch bars, panic bars or crash bars.

### General

The installed Access Control System shall:

- Section 1010.2 Door Operations. Except as specifically permitted by this section, egress doors shall be readily openable from the egress side without the use of key or special knowledge or effort. Section 1010.2.1 Unlatching. The unlatching of any door or leaf for egress shall require not more than one motion in a single linear or rotational direction to release all latching and all locking devices. Manual bolts are not permitted.
- Allow normal and emergency egress through doors at all times
- Allow doors required to have a fire rating to latch at all times

### ☐ Door Hardware Release of Electrically Locked Egress Doors Section 1010.2.10

Door hardware release of electrical locking systems shall be permitted on doors in the means of egress in any occupancy except Group H where installed and operated in accordance with **ALL** the following criteria:

1. The door hardware that is affixed to the door leaf has an obvious method of operation that is readily operated under all lighting conditions.
2. The door hardware is capable of being operated with one hand and shall comply with Section 1010.2.1.



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- 3. Operation of the door hardware directly interrupts the power to the electric lock and unlocks the door immediately.
- 4. Loss of power to the electrical locking system automatically unlocks the electric lock.
- 5. Where panic or fire exit hardware is required by Section 1010.2.8, operation of the panic or fire exit hardware also releases the electric lock.
- 6. The electromechanical or electromagnetic locking device shall be listed in accordance with either UL 294 or UL 1034.

#### ☐ **Sensor Release of Electrically Locked Egress Doors Section 1010.2.11.**

Sensor release of electrical locking systems shall be permitted on doors located in the means of egress in any occupancy except Group H where installed and operated in accordance with **ALL** of the following criteria:

- The sensor shall be installed on the egress side, arranged to detect an occupant approaching the doors, and shall cause the electrical locking system to unlock the electric lock.
- Upon a signal from a sensor or loss of power to the sensor, the electrical locking system shall unlock the electric lock.
- Loss of power to the electric lock or the electrical locking system shall automatically unlock the electric locks.
- The doors shall be arranged to unlock the electric lock from a manual unlocking device located 40 inches to 48 inches vertically above the floor and within 5 feet of the secured doors. Ready access shall be provided to the manual unlocking device and the device shall be clearly identified by a sign that reads "PUSH TO EXIT." When operated, the manual unlocking device shall result in direct interruption of power to the electric lock- independent of other electronics- and the electric lock shall remain unlocked for not less than 30 seconds.
- Activation of the building fire alarm system, where provided, shall automatically unlock the electric lock, and the electric lock shall remain unlocked until the fire alarm system has been reset.
- Activation of the building automatic (fire) sprinkler system or fire detection system, where provided, shall automatically unlock the electric lock, and the electric lock shall remain unlocked until the fire alarm system has been reset.
- Emergency lighting shall be provided on the egress side of the door.
- The electromechanical or electromagnetic locking device shall be listed in accordance with either UL 294 or UL 1034.

☐ **Delayed Egress Section 1010.2.12.** Delayed egress electrical locking systems shall be permitted on doors in the means of egress serving the following occupancies in buildings that are equipped throughout with an automatic (fire) sprinkler system in accordance with Section 903.3.1.1 or an approved automatic smoke or heat detection system installed in accordance with Section 907.



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- ☐ 1. Group B, F, I, M, R, S and U occupancies.
- ☐ 2. Group E classrooms with an occupant load of less than 50.
- ☐ 3. In courtrooms in Group A-3 and B occupancies, delayed egress electrical locking systems shall be permitted to be installed on exit or exit access doors, other than the main exit or exit access door, in buildings that are equipped throughout with an automatic sprinkler system in accordance with 903.3.1.1.

#### ☐ **Delayed Egress Locking System Section 1010.2.12.1.**

The delayed egress locking system shall be installed and operated in accordance with **ALL** of the following:

- The delay of the delayed egress electrical locking system shall deactivate upon actuation of the automatic sprinkler system or automatic fire detection system, allowing immediate free egress.
- The delay of the delayed egress electrical locking system shall deactivate upon loss of power to the electrical locking system or electrical lock, allowing immediate free egress.
- The delay of the delayed egress electrical locking system shall have the capability of being deactivated at the fire command center or other approved locations.
- An attempt to egress shall initiate an irreversible process that shall allow such egress in not more than 15 seconds when a physical effort to exit is applied to the egress side of the door hardware for not more than 3 seconds. Initiation of the irreversible process shall activate an audible signal in the vicinity of the door. Once the delay has been activated, rearming the delay electronics shall be by manual means only. Exception: Where approved, a delay of not more than 30 seconds is permitted on a delayed egress door.
- The egress path from any point shall not pass through more than one delayed egress locking system. See exceptions.
- A sign shall be provided on the door and shall be located above and within 12 inches of the door exit hardware. See exceptions.
- Emergency lighting shall be provided on the egress side of the door.
- The electromechanical or electromagnetic locking device shall be listed in accordance with either UL 294 or UL 1034.

#### ☐ **Controlled Egress Doors in Groups I-1, I-2, R-3 and R-4 Facilities Providing Care Section 1010.2.13.**

Controlled egress electrical locking systems where egress is controlled by authorized personnel shall be permitted on doors in means of egress in Group I-1, I-2, R-3 and R-4 facilities providing care where clinical needs of persons receiving care require their containment. Controlled egress doors shall be permitted in such occupancies where the building is equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1 in Group I-1 and I-2, Section 903.3.1.3 in Group R-3 and Section 903.3.1.2 in Group R-4 facilities providing care, or an approved automatic smoke detection system installed in accordance with Section 907, provided that the doors are installed and operate in accordance with **ALL** of the following:



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- The door's electric locks shall unlock on actuation of the automatic (fire) sprinkler system or automatic smoke detection system allowing immediate free egress.
- The door's electric locks shall unlock on loss of power to the electrical locking system or to the electric lock mechanism allowing immediate free egress.
- The electrical locking system shall be installed to have the capability of unlocking the electric locks by a switch located at the fire command center, a nursing station or other approved location. The switch shall directly break power to the electric lock.
- A building occupant shall not be required to pass through more than two doors equipped with a controlled egress locking system before entering an exit.
- All clinical staff shall have the keys, codes or other means necessary to operate the controlled egress electrical locking systems.
- Emergency lighting shall be provided at the door.
- The electromechanical or electromagnetic locking device shall be listed in accordance with either UL 294 or UL 1034.

☐ **Locking Arrangements in Buildings within Correctional Facilities Section 1010.2.15.**

In buildings within correctional and detention facilities, doors in means of egress serving rooms or spaces occupied by persons whose movements are controlled for security reasons shall be permitted to be locked where equipped with egress control devices that shall unlock manually and by not less than **one** of the following means:☐

- ☐ Activation of an automatic sprinkler system installed in accordance with section 903.3.1.1.
- ☐ Activation of an approved manual fire alarm box.
- ☐ A signal from a constantly attended location.

## Permits

### Building Permits

Building permits are required for installation of new access control systems using REX devices or other restrictions to egress in new or existing buildings. Building permit submittal information for access control systems shall include **ALL** of the following:

- Floor plan indicating location of REX device used to detect approaching occupant
- Location of manual release device
- Specifications for timer settings for automatic and manual release functions
- Documentation that use of locking mechanisms (hinges, bolts, latches, etc.) is consistent with their listing
- If installation affects REX or other restrictions to egress, plan review is required

### Fire Sprinkler Permits

If the building has a fire sprinkler system, access control systems must be tied to the fire sprinkler system actuation, and a fire sprinkler permit is required. Please consult with a Plans Examiner for plan submittal requirements.

Is the building equipped with a Fire Sprinkler system? ☐ Yes ☐ No



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## **Fire Alarm Permits**

If the building has a fire alarm, access control systems must be tied to the alarm system and fire alarm permit is required. Please consult with a Plans Examiner for plan submittal requirements.

Is the building equipped with a Fire Alarm system?    ☐ Yes        ☐ No

## **Electrical Permits**

Electrical permits are required for the following installations:

- All installations of electrically powered access control system
- Adding additional doors to an existing access control system or retrofitting a system

Electrical installations must comply with the following:

- Use of a listed power supply for access control systems

Electrical devices connected to listed Class 2 or Class 3 power supplies are not required to be listed, but must be recognized as part of the access control system. Electrical devices connected to listed Class 1 power supplies must be listed or be an identified part of the listed access control system.



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