Guest Room Door Locks

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Policy Statement

Guest security should be a major concern of all hotel owners, employees, and managers. All Hospitality International Franchisees must meet the minimum requirements set for door locks as noted below

Guest Room Door Lock Requirements

- ❖ A deadbolt lock that cannot be opened from the outside with a guest room or master key when locked by the guest from the inside. An emergency master key is acceptable when the Emergency Key is only available to top-level management and security

- ❖ The deadbolt lock to be a 1" to 1½" bolt that is mortised into the door. When locked the bolt protrudes into the doorframe. Surface-mounted deadbolts are not permitted

- ❖ Connecting doors must be equipped with a 1" deadbolt lock

- ❖ All sliding doors must be equipped with an effective locking device. A secondary security lock is required on all ground floor doors and those accessible from walkways and common balconies

- ❖ All guest room entrance doors and both connecting room doors must be solid core wood or metal with one-hour minimum fire rating unless local codes are greater.

- ❖ Each outer entrance door must have a 180 degree viewport (peep hole or viewport)

- ❖ Each window overlooking a common walkway or on a ground floor room must be equipped with a functional locking mechanism

- ❖ All hardware to meet ADA specifications at time of installation

Electronic Lockset requirements

- ❖ New keycards should be issued for each new guest

- ❖ All previous keycards must automatically expire

- ❖ Each lockset to have a power down back up system to be used if there is a power supply interruption

- ❖ Each lockset to have emergency override capability.

- ❖ Emergency Key to be able to retract deadbolt and latch

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Electronic Lockset requirements

- ❖ Each lockset to provide an audit trail

- ❖ Individual locks to be equipped with an integration feature

- ❖ Although electronic locksets are installed, features similar with standard door lock installation are still required:

  - A Full mortise lockset to include a 2 point latching system

  - Deadbolts to be 1" hardened streel bolt that is projected when a guest operates the turnpiece inside the guest room

  - Locksets to have an anti-panic feature where the deadbolt and latch are retracted simultaneously by guest when exiting the room

  - When the guest has projected the deadbolt, all keycards, including housekeeping keycards, must be inoperable (unable to open locks). The only exception is the emergency access or override key which must allow access into the guest room for emergencies only

  - All hardware to meet ADA and AAA specifications at time of installation

Mechanical Keycard requirements

- ❖ All features and operational procedures are to be similar to electronic lockset features and operations

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