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DATE: May 30, 2019
TO: College Presidents, Vice Presidents of Administrative Services
RE: **Clarification of Directive Number 185**

At the direction of the Chancellor, this clarification of Directive Number 185 dated April 27, 2018, serves as an aid in the application of design and performance standards to the LACCD environment.

1. Based on recent marketplace changes, the industry has now introduced locking devices with indicators that better address accessibility compliance requirements, therefore the District accepts indicators that are not color-coded as long as that device clearly indicates when it is in the locked and unlocked state.
2. Locking devices shall continue to follow a single master key system as currently implemented at each college.
3. For all doors with "exit only" capabilities, neither an electronic card reader or mechanical locking device with indicator is required.
4. The term "Exterior Door" refers to any door that opens to the outside from a building.
 - a. The term "Building Perimeter Door" refers to an exterior door that leads to a lobby, hallway, or other common building space. These doors require an electronic card reader.
 - b. The term "Classroom Perimeter Door" refers to an exterior door that leads directly into a classroom. These doors require a mechanical locking device with indicator.
 - c. If a "Classroom Perimeter Door" leads to another classroom within the same building, an electronic card reader is required on the classroom perimeter door.
5. If an electronic card reader is installed on a door leading into a classroom, there shall be a mechanism to lock the door and have an indicator.
6. If a door does not meet the criteria articulated in Directive Number 185 or this clarification memorandum, a case by case analysis will be conducted to determine the appropriate locking solution.

Regards,

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