

Policy:

Ensure that locksmith shop personnel know the requirements and limits of the shop, and understand job responsibility for quality production.

Procedure:

- I. Install, replace, adjust and repair hardware including but not limited to:
 - A. Room door lock sets
 - B. Room latches
 - C. Door closers
 - D. Push/pull plates
 - E. Desks, files, cabinets, safes, locks and latches.
 - F. Panic bars
 - G. Panic bar alarms
 - H. Narcotics locks

- II. Inspections:
 - A. Perform initial safety and operational inspections on the shop electrically powered equipment.
 - B. Perform preventive maintenance on:
 1. Fire doors
 2. Panic bar alarms
 3. Smoke, stairwell and exterior doors
 - a) Panic bars
 - b) Door closers
 4. Other doors
 - a) Latch and locks
 - b) Door closers
 - C. Maintain documentation of all inspections.

- III. Make keys, open safes, locks and file cabinets:
 - A. Safeguard the bitting codes for keys.
 - B. Open safes, locks and file cabinets when authorized.
 - C. Change combinations on safes and locks.
 - D. Document lock changes and record them in the key control computer.

- IV. Supervisor shall plan, schedule and coordinate work.
 - A. Supervisor shall assign only work authorized by a work request except during an emergency.
 - B. Plan and schedule work on a daily basis.
 - C. Prioritize similar level work requests performing oldest request first.
 - D. Adhere to work schedule except for valid emergencies.
 - E. Order materials to complete work requests.
 - F. Follow up on ordered materials on a regular basis.

- V. Perform cleaning functions:
 - A. Maintain shop equipment in an orderly manner.
 - B. Keep shop tools clean and functional.
 - C. Clean work area before leaving the work area.