

LOS ANGELES FIRE DEPARTMENT



FIRE PREVENTION BUREAU

Locking of Elevator Lobby Doors

1. Applicant must submit the following items for review before approved:
 - a. A letter addressed to the Construction Services Unit requesting to lock elevator lobby exit doors; include building name, address, floor number, and indicate which method you would like to use: Method A, B or C (see attached sheets).
 - b. Entire floor plan indicating the location of proposed work and all exits from the floor.
 - c. Manufacturer's specification sheet for the locking device.
 - d. Current State Fire Marshall listing specification sheet for the locking device.
 - e. Letter of certification from the door and frame manufacturer for all fire rated door assemblies, which require drilling for modification.
2. In addition, the applicant must concurrently apply for a modification from the Department of Building and Safety. The modification must have Fire Department concurrence and will be included with the letter for final approval of the locking of elevator doors.
3. In the event telephone lines are utilized as part of a two-way voice communication system, applicant shall provide to field inspector a written copy of a maintenance agreement made with the phone service provider requiring Fire Department notification in the event service is interrupted.
4. All other applicable requirements of the Los Angeles Municipal Code and the California Administrative Code shall apply.
5. Each request shall be considered on an individual basis and shall not be deemed to set a precedent for general approval.

If additional information is required, contact the Construction Services Unit (Building Standards) at (213) 482-6900.

METHOD A

1. Locks for the elevator lobby shall U.L. and California State Fire Marshal listed fail-safe type locking mechanisms. The locking device shall automatically release on activation of any fire alarm device on the floor alarm (waterflow, smoke detector, manual pull station, etc.) All locking devices shall unlock, but not unlatch, upon activation.
2. A two-way voice communication system, utilizing dedicated lines, shall be provided from each locked elevator lobby to the tenant space and a 24-hour staffed location on site, annunciated as to location. The locks shall be reset manually at the door.
3. A video camera shall be provided to maintain a constant view of all occupants within the locked elevator lobby. Locked elevator lobbies shall be monitored from the tenant space and the 24-hour staffed location on site. Provide a maintenance agreement, which stipulates the building management or tenant will have the responsibility to maintain the video system in working order at all times.
4. Mount two-way voice communication device adjacent to elevator lobby doors at +48 inches above the finished floor to the centerline of the device. Provide signage stating, "IN CASE OF EMERGENCY, PUSH BUTTON OR LIFT RECEIVER TO HAVE BUILDING SECURITY OR TENANT OPEN DOOR" with $\frac{3}{4}$ -inch high letters and a $\frac{1}{8}$ -inch stroke on a contrasting background.
5. Locked elevator lobby doors shall be capable of being unlocked by a switch located at the 24-hour staffed location.
6. Fire Department field inspection shall be obtained within 30 days.

METHOD B

1. Locks for the elevator lobby shall be U.L. and California State Fire Marshal listed fail-safe type locking mechanisms. The locking device shall automatically release on activation of any fire alarm device on the floor of alarm (waterflow, smoke detector, manual pull station, etc.) All locking devices shall unlock, but not unlatch, upon activation.
2. A two-way voice communication system, utilizing dedicated lines, shall be provided from each locked elevator lobby to the 24-hour staffed location on site, annunciated as to location. Operating instructions shall be posted above each two-way communication device.
3. Provide an approved momentary mushroom-shaped palm button connected to the doors and installed adjacent to each locked elevator lobby exit door which will release the door locks when operated by an individual in the elevator lobby. The

locks shall be reset manually at the door. Mount palm button so that center line is 48 inches above finish door.

Provide a sign stating:

“IN CASE OF EMERGENCY, PUSH PALM BUTTON. DOOR WILL UNLOCK AND SECURITY ALARM WILL SOUND.”

The sign lettering shall be $\frac{3}{4}$ -inch high letters by $\frac{1}{8}$ -inch width stroke on a contrasting background.

4. Fire Department field inspection shall be obtained within 30 days. The door locking system shall not be put into service or activated until the system has been inspected and approved by both the Building and Safety life/safety electrical inspector and fire inspector.

METHOD C

1. Locks for the elevator lobby shall be U.L. and California State Fire Marshal listed fail-safe type locking mechanisms. The locking device shall automatically release on activation of any fire alarm device on the floor of alarm (waterflow, smoke detector, manual pull station, etc.) All locking devices shall unlock, but not unlatch, upon activation.
2. A two-way voice communication system, utilizing dedicated lines, shall be provided from each locked elevator lobby to the tenant space and 24-hour staffed location on site, annunciated as to location. A call placed from an elevator lobby shall be annunciated at the tenant space, 24-hour staffed located on site, and activate a 15-second time delay door lock release device. If no action is taken within 15 seconds, the doors will automatically unlock. The time delay door lock release device shall not remain unlocked a minimum of 30 seconds after the 15 second time delay and upon the release of the mushroom shaped palm button override switch. The locks shall be reset manually at the door.
3. Mount two-way voice communication device adjacent to elevator lobby doors at +48 inches above finish floor to centerline of device. Provide signage stating, “IN CASE OF EMERGENCY, PUSH BUTTON OR LIFT RECEIVER TO OPEN DOOR – DOOR WILL OPEN IN 15 SECONDS” with $\frac{3}{4}$ -inch high letters, $\frac{1}{8}$ -inch stroke on a contrasting background.
4. Provide approved mushroom shaped palm button at the 24-hour staffed location. The door may remain unlocked after the 15-second time has lapsed when the button is manually engaged. The manually operated palm button shall not override any fire warning signal (waterflow, smoke detector, manual pull station, etc.)
5. Fire Department field inspection shall be obtained within 30 days.