



## **CONTACT US**

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# COMMON KEYING QUESTIONS & ANSWERS

Your building security is at risk if there is not an effective plan for key management, distribution, or record-keeping. It is important to train staff regarding locking the right doors, proper key policies (issuing and returning), unauthorized key duplication, and haphazard loaning of keys. The experts at LaForce can design effective keying systems that maintain superior building security while keeping the process simple. Below are some common questions and answers!

#### Q: How can we create a new keying system?

A: LaForce can design and present a keying system to your building administrators. We will then educate your building managers and organization supervisors on the system's logic and implementation. We can even make adjustments based on owner preferences.

#### Q: My new building has over 1,000 doors! How will I identify my new keys when they are shipped to me?

A: LaForce makes shipping as easy as possible, and will deliver your keys in a manner that makes sense. We can have the keys shipped with the locks, packaged in individual envelopes, or even shipped in a pre-indexed key cabinet. Master keys will be delivered separately, for added security.

### Q: I need duplicate keys for my building - how can I get additional keys?

A: Each key manufacturer is unique, so getting a new key can be tricky if the manufacturer is unknown. Fortunately, the keying experts at LaForce can identify the key manufacturer and obtain duplicates for you.

#### Q: If we cannot retrieve a "high security" key from a former employee, how can we keep our building secure?

A: A "high security" key is one that cannot be duplicated without proper documentation and a letter of authorization. To guarantee building security, you will likely need to re-key some or all of your doors, depending on the key lost. Luckily, LaForce offers a quick turnaround time and personalized customer service.

## Q: Our electronic card reader has malfunctioned! How can we get into our building?

A: Fortunately, your key system came with a manual override key. The locking function of a door with a card reader is used for key override in case of a reader malfunction. These are typically keyed alike to a department master, the grand master, or an individual key override key.

## Q: We don't want to pay the extra cost for a "high security" system - can't we just have our regular keys stamped "do not duplicate"?

A: Unfortunately, a "do not duplicate" stamp is only as good as the place duplicating keys. Many run-of-the-mill key duplication centers (hardware stores, etc.) will make copies of such keys. Your best option is to upgrade your system with genuine, "high security" hardware and keys.