

Identifying Lock Types:



Reference this checklist before submitting hardware photos and specs to TSRs for efficient communications.

- Provide measurements and full images of the front, back, and side of the door.



- Take clear photos of the latch, backset, trim, lever, and core opening.
 - If the keyway is known, please specify.



- Please note if this is a fire-rated opening.
 - Fire-rated labels will be between the top and middle hinges or on top of the door.



- If the lock utilizes a key, provide photos of both sides of the existing working key.



- Please provide exact measurements or include a tape measure in the photos.
- In writing, specify the lock function needed (classroom, storeroom, etc.).
- In writing, specify the finish color for exact matching.
 - Some colors can be difficult to distinguish.

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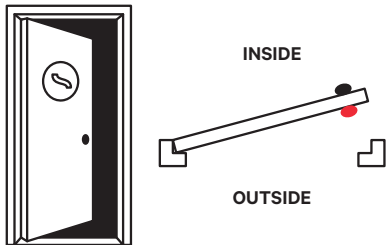
Door Handing Chart:



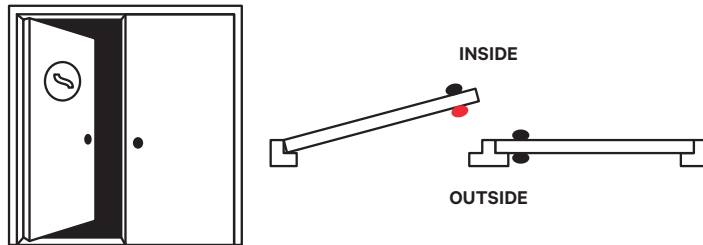
 Indicates the key side or where security is necessary.

Single Doors

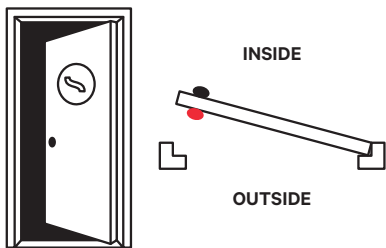
Pairs of Doors



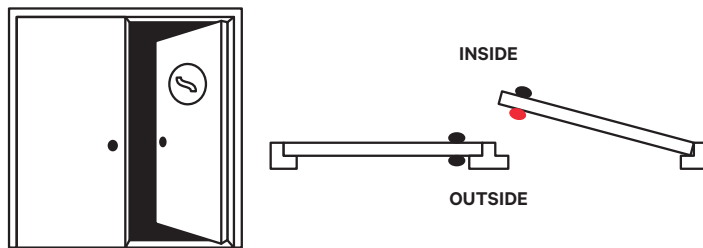
LEFT HAND (LH)



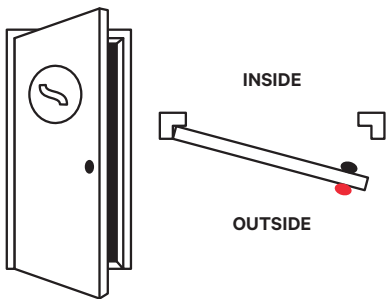
LEFT HAND (LH)



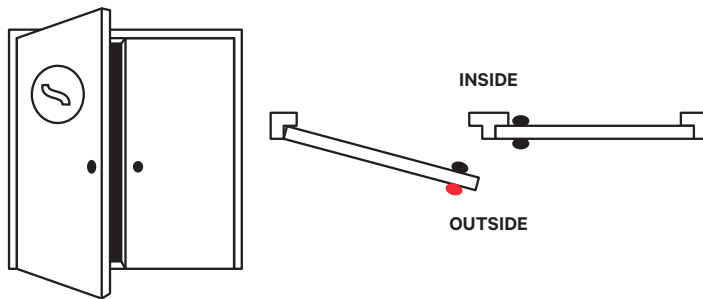
RIGHT HAND (RH)



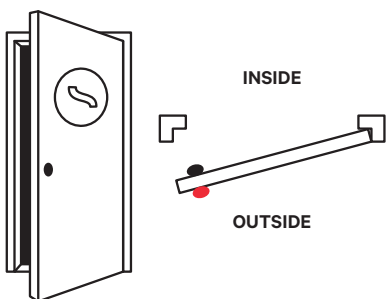
RIGHT HAND (RH)



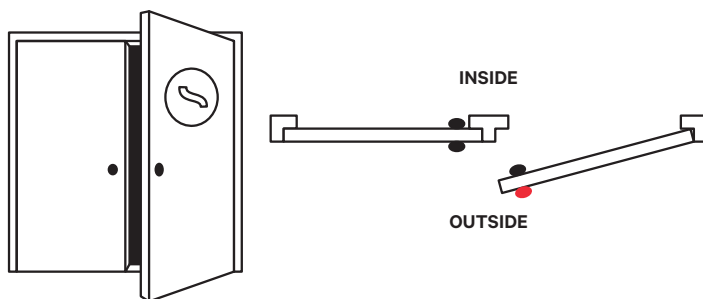
LEFT HAND REVERSE (LHR)



LEFT HAND REVERSE (LHR)



RIGHT HAND REVERSE (RHR)



RIGHT HAND REVERSE (RHR)

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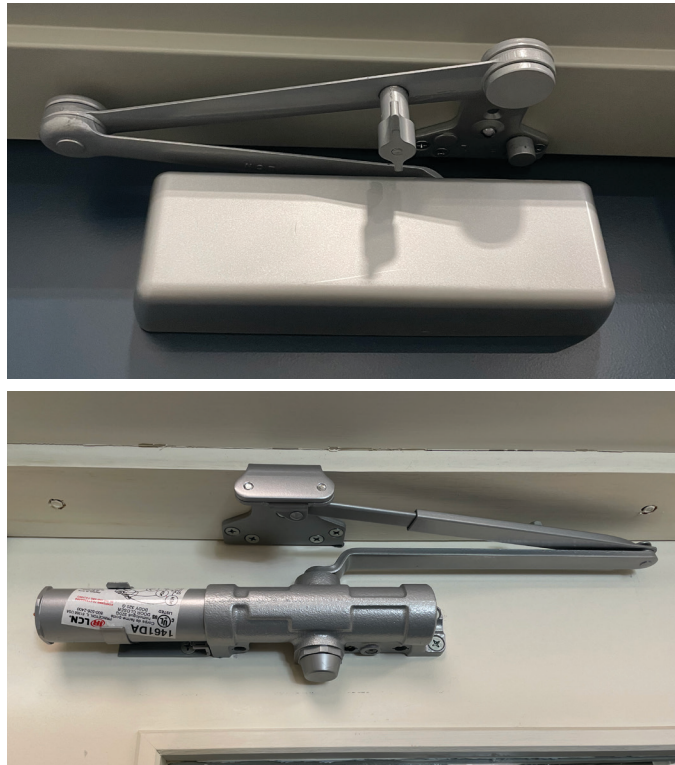
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Identifying Door Closers and Operators:



Reference this checklist before submitting hardware photos and specs to TSRs for efficient communications.

- Provide images with and without the cover installed.



- Take clear photos of the arm from below.



- Please provide exact measurements or include a tape measure in the photos.

- In writing, specify the finish color for exact matching.
 - Some colors can be difficult to distinguish.

- Please note if this is a fire-rated opening.
 - Fire-rated labels will be between the top and middle hinges or on top of the door.



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Identifying Exit Devices:



Reference this checklist before submitting hardware photos and specs to TSRs for efficient communications.

- Please provide measurements and full images of the front, back, and side of the door.
 - The door width and exit device length differ; please provide both measurements.



- Please provide exact measurements or include a tape measure in the photos.
- In writing, specify the finish color for exact matching.
 - Some colors can be difficult to distinguish.

- Take clear photos of the end caps, head, outside trim, latch, and strike.
 - Include photos of the exit device with the head removed if applicable.



- Please note if this is a fire-rated opening.
 - Fire-rated labels will be between the top and middle hinges or on top of the door.



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Electrifying an Opening:



Reference this checklist before submitting hardware photos and specs to TSRs for efficient communications.

- Provide full images of the door front, back, side, and header with measurements.



- Take clear photos of the edge of the door, between the middle and top hinge.



- Please provide a brief description of what it is you need to accomplish.

- E.g., adding an electric latch retraction, electric strike, etc.

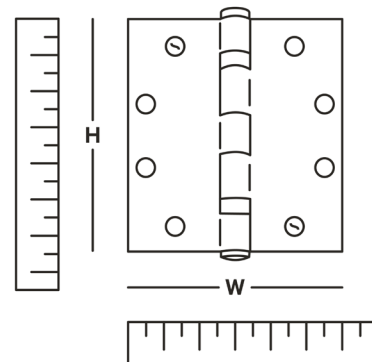
- For openings with two doors, specify which door will be electrified.

- Please note if this is a fire-rated opening.

- Fire-rated labels will be between the top and middle hinges or on top of the door.

- In writing, specify the preferred hardware finish color.

- If an electrified hinge is needed, note the hinge size and quantity of wires required.



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