

Door & access schedule

Preliminary record, not a wiring diagram or lock specification. Egress, power-loss behaviour and fire interfaces require competent project-specific review.

01 / Project context

Project reference and stage

E.g. Office A / refurbishment / before survey.

Survey date and basis

Visit, drawing revision, authorised photos or assumptions; do not attach documents here.

Main requirement and scope

What needs to work, for which uses, and what is outside scope.

03 / Resolve before selection

Unknowns and required tests

Record outstanding checks and the role responsible for them.

Documents and references to gather

Marked plans, exact datasheets, diagrams and project requirements. No secrets or access keys.

Next decision and required review

Which role must confirm what, before which stage? Use a role, not a personal name.

Door & access schedule

Describe entry authorisation, egress and closed-state feedback separately. A command is not proof of physical state.

Duplicate this page for each zone. Write the same project reference on every copy.

Project reference and stage : _____

Door : _____

02 / One record per door

Reference, location and use

E.g. D-01 / reception; travel direction and user groups, without names.

Existing door and hardware

Material, leaves, opening direction, known lock/closer and references to check.

Entry rights and intercom

Groups, schedules, visitors, proposed card/intercom use; no real codes.

Egress and safety constraints

Exit use, known requirements and competent reviewing role; record unknowns.

Required feedback and alerts

Door contact, held/forced open, faults; distinguish requested from existing.

Power, network and outages

Controller, reader, lock, connection and backup; confirm the behaviour of each part.

Interfaces, tests and approvals

Fire-interface reviewer if applicable, exact-model documentation and planned acceptance tests.

Reading references : Axis Communications

AXIS A1210 Network Door Controller - User manual