Master Keying Systems
Check List

dormakaba

1. Site name and address of installation: _____
   _____

2. System type: expert plus ☐   pextra plus ☐

                     IP8 ☐   C4 ☐

3. Is the system construction keyed? (only available for C4, IP8 and pExtra systems)   YES ☐   NO ☐

4. Have you provided Key head colours? (Where applicable)   YES ☐

5. Are the Grand Master Key's and Master keys to be released with the initial order?   YES ☐   NO ☐

6. Ensure cylinder stamping is no more than 8 characters.   CHECKED ☐

7. Cylinder Stamping   FRONT ☐   BACK ☐

8. Ensure key numbers are no more than 10 characters   CHECKED ☐

9. Make sure no door numbers are repeated   CHECKED ☐

10. Make sure no key numbers are repeated   CHECKED ☐

11. Ensure dormakaba part numbers are used   CHECKED ☐

12. Where possible please enter the keying system into a Promaster 8 worksheet.   CHECKED ☐
    Please speak to your representative if you require this spreadsheet.

13. Have you supplied key quantities?   CHECKED ☐

14. Have you supplied cylinder quantities?   CHECKED ☐

15. Where possible 50% expansion is allowed for.
    Please advise if special expansion is required. For example new buildings.   YES ☐   NO ☐
    (If so we will be in contact for the detail where expansion is required).

16. Would you like the door by door keying matrix emailed?   YES ☐   NO ☐

    Email (if yes): _____

17. If known, please supply email address of the end user for a signature form to be sent so future keys can be ordered

    Email: _____

Locksmiths/Distributor Name: _____

Locksmiths/Distributor Signature: _____   Date: _____