

Entrance Control Briefing Tool

Use the following table to provide information about your or your client's entrance control requirements. This briefing tool will serve as an opportunity to clarify the needs, expectations and deliverables of a number of the departments involved in the decision-making process.

PROJECT OVERVIEW	
Installation address Name and address of company requiring entrance control	
Brief prepared by Your name and contact details	
Objectives Why does the client require entrance control?	
Installation completion date Is there a deadline for installation?	
Budget	
Installation times During out of hours, or times of operation? Evenings or weekends?	
Site induction times?	
HOW MANY TURNSTILES ARE REQUIRED?	
Type of organisation Leisure facility, school / college / university, corporate office, healthcare facility, data centre, border, sports stadium etc.	
Size of facility What is the capacity of the building?	

<p>Number of entrances and exits requiring control</p>	
<p>Number of people passing through the controlled area Consider peak and off-peak times</p>	
<p>WHO USES THE AREA?</p>	
<p>Who will have access to the controlled area? Think about who will use the entrance control - permanent staff, visitors, children, people with reduced mobility, deliveries etc.</p>	
<p>Do different areas of the building require different access permissions? Do you wish to restrict access to different areas of the building? For example, a server room or medicine store etc.</p>	
<p>Is there a requirement to enable temporary access? For visitors, contractors etc.</p>	
<p>How will visitors be processed? Is there a requirement for a Visitor Return System?</p>	
<p>FUNCTIONS</p>	
<p>Will the turnstiles be used in one or both directions?</p>	
<p>Should the turnstile be right-hand, left-hand, or both?</p>	

<p>How will users unlock the turnstiles? Do you have an existing access control system, or would you like to explore other access control options? Proximity card readers, finger print readers, facial recognition, BYOD etc.</p>	
<p>Product integrations Is there a requirement to integrate lift destination displays, CCTV, HVAC controls or other building management systems?</p>	
<p>Do I need failsafe or fail secure modes?</p>	
<p>What kind of data needs to be captured? Footfall, time and attendance, building usage etc.</p>	
<p>Is there a requirement for manual control? To allow manual operation of the turnstiles by a security guard or receptionist, for example.</p>	
<p>Network connectivity Is there a requirement to monitor and manage the entrance control operation remotely? Or an internal objection to this?</p>	
<p>WHAT LEVEL OF SECURITY IS REQUIRED?</p>	
<p>Why does access need to be controlled? What are you protecting – your building, people, assets, data?</p>	

<p>What are the key risks associated with an unauthorised person gaining access? What sort of damage could they do to your property, people, data, reputation etc.</p>	
<p>Do you need a barrier to physically prevent access? Tick the box</p>	<p><input type="checkbox"/> - A physical barrier to grant authorized access is essential</p> <p><input type="checkbox"/> - No physical barrier required, just an alarm if incorrect credentials are presented</p>
<p>If a physical barrier is required, what height would you like them to be?</p>	
<p>Do you require a locking brake?</p>	
<p>DESIGN / AESTHETICS</p>	
<p>What type of finish should the turnstile have? Think about the environment the turnstiles will be in, what finish would complement the environment - metal type, paint colour, natural wood etc.</p>	
<p>Bespoke requirements Incorporation of company logos, brand colours etc.</p>	
<p>AREA LAYOUT</p>	
<p>What floor space is available? What is the size (sqft) of the area requiring entrance control?</p>	

<p>Do you require infill panels? If securing a large, open area you may require these. What height is required?</p>	
<p>Will the floor surface support a turnstile? What type of floor surface is it? Can it be drilled into to fix the turnstiles?</p>	
<p>Where will the Power Supply Unit be located? Riser or ceiling void, for example.</p>	
<p>Are CAD drawings available?</p>	
SERVICE & MAINTENANCE REQUIREMENTS	
<p>Warranty What is the standard warranty? Is there a requirement to extend this?</p>	
<p>Servicing & maintenance If servicing is included, how frequent is this? When will routine servicing be carried out – you may wish to avoid peak times.</p>	