



Community Development Department
Building & Safety Division

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Non-Residential Building Security

All alterations, improvements or new construction in commercial buildings require compliance with the commercial building security provisions as outlined in the Dublin Municipal Code, Chapter 7.32.270 Section 1010. Refer to the attached ordinance or visit the City of Dublin's website (<http://www.codepublishing.com/CA/Dublin/?Dublin07/Dublin0728.html>) for the current document.

7.32.270 Section 1010, Appendix Chapter 10, Building security—Added. Appendix Chapter 10 is added to read:

(A) Addressing. All buildings shall be addressed as follows:

- (1) Walkways serving six (6) or more individual units where the front entrance is not parallel to the street and driveways servicing six (6) or more individual dwelling units shall have minimum of 4 inch high identification numbers, noting the range of unit numbers placed at the entrance to each driveway at a height between 36 and 42 inches above grade. The address numbers shall be illuminated during the hours of darkness. The light source shall be provided with an uninterruptible AC power source or controlled only by a photoelectric device.
- (2) There shall be positioned at each street entrance of a multi-family complex having more than one structure, an illuminated diagrammatic representation (map) of the complex that shows the location of the viewer and the unit designations within the complex. It shall be lighted during the hours of darkness utilizing a light source, which is constructed of weather and vandal resistant materials and provided with an uninterruptible AC power source or controlled by a photoelectric device. Nothing in this section shall preclude the requirement for circuit protection devices where applicable.
- (3) If the building is adjacent to an alley, the number shall also be placed on or adjacent to the rear gate accessing the alley. Any building with vehicular access to the rear through a public or private alley shall display, in a clearly visible location, a highly reflective or illuminated address number a minimum of four (4) inches in height.
- (4) Where more than 1 building is accessed by a common street entrance or there are multiple buildings on the same lot, each principal building shall display the number or letter assigned to that building on each corner of the building, as determined by the Building Official. These numbers shall be made visible during the hours of darkness. The street name may also be required when there is a secondary street frontage.
- (5) Addressing shall not be obstructed by architectural structures such as trellises, arbors, balconies, light fixtures and/or landscaping.
- (6) In Commercial Day Care or Education facilities, all interior and exterior doors shall be provided with a room number on the door. A map of the facilities detailing location of all rooms and their uses shall be kept on file at the facilities on-site office.

(B) Exterior Openings. Exterior openings shall be as follows:

- (1) Swinging exterior wood and steel doors shall be equipped as follows:
 - (a) A single or double door shall be equipped with a double or single cylinder deadbolt. The bolt shall have a minimum projection of one (1) inch and be constructed so as to repel cutting tool attack. The deadbolt shall have an embedment of at least three-fourths (3/4) inch into the strike receiving the projected bolt. The cylinder shall have a cylinder guard, a minimum of five pin tumblers and shall be connected to the inner portion of the lock by connecting screws of at least one-fourth (1/4) inch in diameter. The provisions of this paragraph do not apply where: (a) panic hardware is required, (b) conflicts with emergency egress requirements of the building and fire codes or (c) an equivalent device is approved by the authority having jurisdiction.
 - (b) Doorstop on a wooden jamb for an in-swing door shall be of one-piece construction with the jamb joined by a rabbet.
 - (c) For the purpose of this section, doors leading from garage areas into a dwelling are exterior doors.
- (2) Double doors shall be equipped as follows:
 - (a) The inactive leaf of double door(s) shall be equipped with metal flush bolts having a minimum embedment of five-eighths (5/8) inch into the head and threshold of the doorframe.
 - (b) Double doors shall have an astragal constructed of steel a minimum of .125 inch thick, which will cover the opening between the doors. The astragal shall be a minimum of two (2) inches wide and extend a minimum of one (1) inch beyond the edge of the door to which it is attached. The astragal shall be attached to the outside of the active door by means of welding or with non-removable bolts spaced apart on not more than ten (10) inch centers. (The door to which such an astragal is attached must be determined by the fire safety codes adopted by the enforcing authority.)
- (3) Aluminum frame swinging doors shall be equipped as follows:
 - (a) The jamb on all aluminum frame-swinging doors shall be so constructed or protected to withstand 1,600 pounds of pressure in both a vertical distance of three (3) inches and a horizontal distance of one (1) inch each side of the strike, to prevent violation of the strike.
 - (b) A single or double door shall be equipped with a double cylinder deadbolt with a bolt projection exceeding one (1) inch, or a hook shaped or expanding dog bolt that engages the strike sufficiently to prevent spreading. The deadbolt lock shall have a minimum of five pin tumblers and a cylinder guard.
- (4) Panic hardware, whenever required by the California Building Code or Title 19, California Administration Code, shall be installed as follows:
 - (a) Panic hardware shall contain a minimum of two (2) locking points on each door; or

- (b) On single doors, panic hardware may have one locking point, which is not to be located at either the top or bottom frame. The door shall have an astragal constructed of steel .125 inch thick, which shall be attached with non-removable pins to the outside of the door. The astragal shall extend a minimum of six (6) inches vertically above and below the latch of the panic hardware. The astragal shall be a minimum of two (2) inches wide and extend a minimum of one (1) inch beyond the edge of the door to which it is attached.
 - (c) Double doors containing panic hardware shall have an astragal attached to the doors at their meeting point, which will close the opening between them, but not interfere with the operation of either door. (The astragal shall not interfere with the safe operation of emergency egress).
- (5) Horizontal or Sliding Doors shall be installed as follows:
- (a) In commercial occupancies, horizontal sliding doors shall be equipped with a metal guide track at top and bottom and a cylinder lock and/or padlock with a hardened steel shackle which locks at both heel and toe, and a minimum five pin tumbler operation with non-removable key when in an unlocked position. The bottom track shall be so designed that the door cannot be lifted from the track when the door is in a locked position.
 - (b) In residential occupancies, locks shall be provided on all sliding patio doors. The lock bolt on all glass patio doors shall engage the strike sufficiently to prevent its being disengaged by any possible movement of the door within the space or clearance provided for installation and operation. The strike area shall be of material adequate to maintain effectiveness of bolt strength.
 - (c) Sliding patio glass doors opening onto patios or balconies which are less than one story above grade or are otherwise accessible from the outside shall have the moveable section of the door sliding on the inside of the fixed portion of the door or possess an approved secondary lock mounted on interior of moveable section.
- (6) In office buildings (multiple occupancy), all entrance doors to individual office suites shall meet the construction and locking requirements for exterior doors.
- (7) In commercial occupancies, windows shall be deemed accessible if less than twelve (12) feet above the ground. Accessible windows having a pane exceeding ninety-six (96) square inches in area with the smallest dimension exceeding six (6) inches and not visible from a public or private thoroughfare shall be protected with burglary resistant glazing or other approved methods as determined by the Building Official.
- (8) Side or rear windows of the type that can be opened shall, where applicable, be secured on the inside with either a slide bar, bolt, crossbar, auxiliary locking device, and/or padlock with a hardened steel shackle, a minimum four pin tumbler operation.
- (9) Protective bars or grills shall not interfere with the operation of opening windows if such windows are required to be operable by the California Building Code.
- (10) All exterior transoms exceeding ninety-six (96) square inches on the side and rear of any building or premises used for business purposes shall be protected with burglary resistant glazing or other approved methods as determined by the Building Official.
- (11) Roof openings shall be equipped as follows:
- (a) All skylights on the roof of any building or premises used by business purposes shall be provided with:
 - (1) Rated burglary resistant glazing; or
 - (2) Iron bars of at least one-half (1/2) inch round or one by one-fourth (1 x 1/4) inch flat steel material under the skylight and securely fastened; or
 - (3) Steel grills of at least one-eighth (1/8) inch material with a maximum two (2) inches mesh under the skylight and securely fastened.
 - (4) A monitored intrusion alarm system. The system shall be kept operable at all times. The Chief of Police may require periodic testing of the alarm system to verify proper operation.
 - (b) All hatchway openings on the roof of any building or premises used for business purposes shall be secured as follows:
 - (1) If the hatchway is of wooden material, it shall be covered on the inside with at least sixteen (16) U.S. gauge sheet metal, or its equivalent, attached with screws.
 - (2) The hatchway shall be secured from the inside with a slide bar or slide bolts. (Fire Department approval may be desired.)
 - (3) Outside hinges on all hatchway openings shall be provided with non-removable pins when using pin-type hinges.
 - (c) All air duct or air vent openings exceeding ninety-six (96) square inches on the roof or exterior walls of any building or premises used for business purposes shall be secured by covering the same with either of the following:

- (1) Iron bars of at least one-half (1/2) inch round or one by one-fourth (1 x 1/4) inch flat steel material spaced no more than five (5) inches apart and securely fastened; or
- (2) Iron or steel grills of at least one-eighth (1/8) inch material with a maximum two (2) inch mesh and securely fastened.
- (3) If the barrier is on the outside, it shall be secured with bolts which are non-removable from the exterior.
- (4) The above must not interfere with venting requirements creating a potentially hazardous condition to health and safety or conflict with the provisions of the California Building Code or Title 19, California Administrative Code.

- (12) Exterior roof ladders shall not be permitted.
- (13) Exterior electrical or phone panels are not permitted in commercial occupancies.
- (14) Separation walls for individual commercial tenant spaces housed within a common structure shall be solid with sheathing and continuous from the structure's foundation to roof or floor / ceiling assembly. If both sides of the tenant spaces are accessible, then each side shall be sheathed.
- (15) Intrusion Devices.
 - (a) If the enforcing authority determines that the security measures and locking devices described in this Chapter do not adequately secure the building, due to special conditions, he/she may require the installation and maintenance of an intrusion device (burglar alarm system).

(C) Landscaping.

- (1) Shrubs and ground cover shall not directly cover windows and doorways.
- (2) River rock used near parking lots or buildings shall be permanently affixed.
- (3) Open space and buildings shall be arranged to afford visibility and opportunity for surveillance by on-site users and passers-by.
- (4) Barriers, both real and symbolic, shall be designed to afford opportunities for surveillance through the barrier.
- (5) For residential development, backyard gates shall be the full height of the wall or fence adjacent and capable of being locked.
- (6) For residential development, walls or fences, if installed, shall be a minimum of 6 feet in height when adjacent to any of the following:

Reverse frontage	Retention/detention areas
Parks	Commercial areas
Industrial areas	Bike paths

(D) Lighting. Lighting of buildings or complexes shall at a minimum be illuminated as follows:

- (1) A site plan shall be provided showing buildings, parking areas, walkways, detailed landscaping and a point by point photometric calculation of the required light levels.
- (2) All exterior entrances shall be illuminated with a uniformly maintained minimum level of one foot candle of light between ground level and 6 vertical feet within a minimum radius of 15 feet from the center of the entrance between sunset and sunrise.
- (3) Postal Service "gang boxes" (group postal boxes) shall be illuminated with a uniformly maintained minimum level of one foot candle of light.
- (4) Lighting of all exterior areas shall be designed to maximize surveillance and reduce conflicts with building design, mature landscaping, and to minimize glare.
- (5) Open stairways shall be illuminated with a minimum maintained five-tenths (0.5) foot-candle of light in all landings and stair treads between sunset and sunrise. Enclosed stairways and enclosed common corridors shall be illuminated at all times with a minimum maintained one foot-candle of light on all landings and stair treads.
- (6) Private streets, alleys, and emergency access roads shall be illuminated using the same standards as established for public thoroughfares.
- (7) Aisles, passageways, pedestrian walkways and recessed areas related to and within a building, a building complex, or providing access to a building or building complex from a parking lot or right of way shall be illuminated with a minimum uniformly maintained minimum level of one foot candle of light between ground level and six vertical feet between sunset and sunrise or other methods approved by the Building Official.
- (8) Open parking lot and/or carport and refuse areas shall be provided with and maintained to a minimum of one foot-candle of light on the parking surface. The Building Official may approve a lower light level, if it can be demonstrated that the lower level provides for sufficient security lighting.
- (9) Covered parking lots or covered portions of parking lots shall be illuminated with a uniformly maintained minimum level of one foot-candle of light between ground level and 6 vertical feet between sunset and

sunrise. Lighting shall be designed so that architectural or structural features do not obstruct the minimum light coverage.

- (10) Parking structures or enclosed or partially enclosed parking lots shall be illuminated with a uniformly maintained minimum level of two foot-candles of light between ground level and 6 vertical feet between sunrise and sunset (daylight hours).
- (11) Lighting fixtures shall be so arranged as to illuminate light uniformly over the parking surface and be tamper resistant.
- (12) Public rest rooms, rooms identified for the general public and children's recreation areas shall be provided with emergency lighting meeting section 1006 of this Code.

All light sources required by this section shall be: (a) controlled by a photocell device or a time clock that will turn the lights on at dusk and off at dawn and (b) protected by weather and vandal resistant covers.

(E) Garage Type (Vehicle) Doors. Garage-type doors, which are either rolling overhead, solid overhead, swinging, sliding, or accordion style doors shall conform to the following standards:

- (1) Wood doors shall have panels a minimum of five-sixteenths (5/16) inch in thickness with the locking hardware being attached to the support framing.
- (2) Aluminum doors shall be a minimum thickness of .0215 inches and riveted together a minimum of 18 inches on center along the outside seams. There shall be a full width horizontal beam attached to the main door structure which shall meet the pilot, or pedestrian access, door framing within 3 inches of the strike area of the pilot or pedestrian access door.
- (3) Fiberglass doors shall have panels a minimum density of 6 ounces per square foot from the bottom of the door to a height of 7 feet. Panels above 7 feet and panels in residential structures shall have a density not less than 5 ounces per square foot.
- (4) Doors utilizing a cylinder lock shall have a lock receiving point at each outer edge of the door; or, if the door does not exceed 19 feet, a single bolt may be used if placed in the center of the door with the locking point located either at the floor or door frame header.
- (5) Doors with slide bolt assemblies shall have frames a minimum of .120 inches of thickness, with a minimum bolt diameter of one half (1/2) inch and protrude at least one and one half (1-1/2) inches into the receiving guide. A bolt diameter of three-eighths (3/8) inch may be used in a residential building. The slide bolt shall be attached to the door with non-removable bolts from the outside. Rivets shall not be used to attach slide bolt assemblies.
- (6) Padlocks used with exterior mounted slide bolts shall have a hardened steel shackle locking at both heel and toe and a minimum five pin tumbler operation with non-removable key when in an unlocked position. Padlocks used with interior mounted slide bolts shall have a hardened steel shackle with a minimum 4-pin tumbler operation.

(F) Emergency Access

- (1) Private roads and parking areas or structures controlled by unmanned mechanical parking type gates shall provide for emergency access as follows:

Radio frequency access or by providing the gate access code for distribution to emergency responders. When an access code is to be utilized, an illuminated control box is to be mounted on a control pedestal consisting of a metal post/pipe, which shall be installed at a height of 42 inches and a minimum of 15 feet (4.6m) from the entry/exit gate. It shall be located on the driver's side of the road or driveway and accessible in such a manner as to not require a person to exit their vehicle to reach it, nor to drive on the wrong side of the road or driveway, nor to require any back-up movements in order to enter/exit the gate.
- (2) Non-residential multi-tenant buildings utilizing electronic access control systems on the main entry doors, and enclosed retail shopping centers shall be provided with a means to allow for police emergency access.
- (3) Pedestrian gates/doors using an electromagnetic type lock shall install a key switch within a telephone/intercom console or in a control housing, or other method approved by the Building Official that will provide for police emergency access. Options include radio frequency access or providing the gate access code for distribution to emergency responders.
- (4) All lockable pedestrian gates to residential recreation areas serving 6 or more dwelling units, and gates or doors to common walkways or hallways of residential complexes where there are 4 or more dwelling units within the complex, shall provide for police emergency access utilizing an approved key switch device or approved Knox box. The Knox box shall be installed adjacent to each gate/door, securely attaching it to a fence or wall or location approved by the Building Official.
- (5) Pedestrian gate doors utilizing mechanical locks shall install a Knox box adjacent to each gate/door, securely attaching it to a fence or wall.

(G) Keying requirements

Upon occupancy by the owner or proprietor, each single unit in a tract or commercial development, constructed under the same site development review, shall have locks using combinations that are interchange free from locks used in all other separate dwellings, proprietorships, or similar distinct occupancies.

(H) Laundry rooms or areas: Common area laundry rooms in multi-family complexes shall be designed and protected as follows:

(1) Entry doors shall have:

- (a) A minimum six hundred (600) square inch clear vision panel in the upper half of the door, consisting of 1/4" tempered glass;
- (b) Automatic, hydraulic door closures;
- (c) Self-locking door locks equipped with a deadlocking latch allowing exiting by a single motion and openable from the inside without the use of a key or any special knowledge or effort;
- (d) Non-removable hinge pins for out-swinging doors to preclude removal of the door from the exterior by removing the hinge pins; and
- (e) A latch protector consisting of minimum 0.125-inch-thick steel attached to the door's exterior by non-removable bolts from the exterior. It shall be two (2) inches wide and extend a minimum of five inches above and below the strike opening and extend a minimum of one (1) inch beyond the edge of the door. It shall have a metal anti-spread pin a minimum of one-half (1/2) inch in length.

(2) The laundry room shall be illuminated at all times with a minimum maintained one foot-candle of light at floor level, using a non-interruptible power source. There shall be no light switches inside the room that control light fixtures used to meet this lighting requirement.

(3) Any portion of an openable window which is within eight (8) feet vertically or six (6) feet horizontally from any accessible surface or any adjoining roof, balcony, landing, stair tread, platform, or similar surface, or any climbable pole or tree, or any surface providing a foothold, shall be secured as required by section 1018 Uniform Building Security Code.

(4) The interior of laundry rooms shall be visible from the exterior along common walking or driving surfaces. Perimeter windows and interior mirrors may be utilized to meet this requirement. Laundry rooms are to be located in high activity areas with natural surveillance opportunities and not in remote or isolated locations.

(I) Elevators

Elevators shall be designed as follows:

Elevator cabs, the interiors of which are not completely visible when the door is open from a point centered on the 36 inches away from the door shall have shatter resistant mirrors or other equally reflective material so placed as to make visible the entire elevator cab from this point. The elevator cab shall be illuminated at all times with a minimum maintained 2 foot candles of light at floor level.

(J) Stairways

Except for private stairways, Stairways shall be designed as follows:

- (1) Interior doors shall have glazing panels a minimum of 5 inches wide and 20 inches in height and meet requirements of the California Building Code.
- (2) Areas beneath stairways at or below ground level shall be fully enclosed or access to them restricted.
- (3) Enclosed stairways shall have shatter resistant mirrors or other equally reflective material at each level and landing and be designed or placed in such manner as to provide visibility around corners.

(K) Parking structures.

- (1) Parking structures shall be designed to restrict unauthorized access.
- (2) Outside stairwells shall be open and not obstructed from view.
- (3) Security telephones with monitoring capability shall be located on every level adjacent to pedestrian ingress/egress points. If pedestrian ingress/egress points are more than 200 feet but less than 300 feet apart, additional security telephones shall be located at the midpoint between pedestrian ingress/egress points. If pedestrian ingress/egress points are more than 300 feet apart, security telephones will be located at 100 foot intervals. Security telephones shall be visible from all vehicular and pedestrian ingress/egress points and identified with appropriate signage.
- (4) Blind corners shall be provided with shatterproof convex mirrors to improve visibility for both operators of vehicles and pedestrians.
- (5) Doors shall be labeled with signage meeting the requirements of section 501.2.
- (6) Parking structures shall have the ceiling area of each floor or tier painted and maintained white or other reflective color approved by the Building Official.

(L) Other requirements

- (1) Storage Areas. Exterior storage area attached to a dwelling, apartment or condominium and enclosed by a door shall comply with this section or have a minimum 3/8" diameter hardened padlock hasp.
- (2) Side Gates. Side gates shall be the full height of the adjacent fence or wall and be capable of being locked. Side gates shall be secured with a slide bolt mounted on the inside of the gate. The slide bolt shall have a bolt diameter of three-eighths (3/8) inch and protrude at least one and one-half (1-1/2) inches into the receiving guide. The slide bolt shall be attached to the gate with non-removable bolts. Rivets shall not be used to attach slide bolt assemblies. The slide bolt shall be mounted at a height that is not accessible by reaching over the gate.