

THE CITY OF NEW YORK  
HOUSING AND DEVELOPMENT ADMINISTRATION  
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: March 4, 1976

TO: Borough Superintendents

FROM: Irving L. Minkin, P.E., Director of Operations

SUBJECT: Places of Assembly, Acceptable Door Hardware  
(Last sentence of item 4 on page 2 modified 3/10/76)

In order to provide uniform guidelines as to acceptable locking devices and hardware on doors serving as means of egress from places of assembly, item #2 of my memorandum of February 3, 1976, is supplemented as follows, pursuant to sub-article 103.0 of Section C26-004.4(j) and (k) of the new Building Code, and Section C26-285.0 of the old Building Code, regardless of the date of approval of the place of assembly:

1. Panic hardware shall be required on all doors in F-1 places of assembly (theatres, churches, etc.) with 75 or more people, and F-2, F-3 and F-4 places of assembly (outdoors, and museums, restaurants, etc.) having an occupant load exceeding 300 people, in conformance with Section C26-004.4(k), except:

(a) Doors not equipped with any locking hardware or locks, and which are operable at all times; or

(b) Main entrance doors, only, having locks which may be locked from either side but which are kept unlocked during periods of public occupancy.

2. No cross-bars, hasps, or any type of padlocking devices may be used, fastened, or attached to any exit door.


3. Slide bolts or draw bolts may be permitted to be attached on egress doors provided:

(a) It is readily operable; and

(b) in all locations other than main entrance doors, has devices which lock the bolt in an open position during periods of public occupancy.

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4. (Modified at Chief Construction Inspectors Meeting 3/10/76 to read as follows): Key locks which may be locked from either side may be permitted on main entrance doors only, provided they are kept unlocked during periods of public occupancy. Such key locks are prohibited on other egress doors, except in the case of museums, where the locks must also be equipped with electrical devices for remote control in the case of an emergency. However, key locks which may be locked from the outside only, may be used on any egress door which can be readily opened in the direction of egress without the use of a key at all times by devices such as panic hardware or similar hardware.



Irving E. Minkin, P.E.  
Director of Operations

IEM/df

CC: Exec. Staff  
Fire Dept.  
BCAC  
Restaurant League  
Allied Building Inspectors Union

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