

OFFICE OF SECURITY  
WASHINGTON

PD-ABP-470  
94947 ECA

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**RFMC/BUDAPEST**

**PHYSICAL SECURITY PLAN**

**94-BUD-01**

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U.S. AGENCY FOR  
INTERNATIONAL  
DEVELOPMENT

Assistant Inspector General  
for Investigations and Security

OCT 26 1994

MEMORANDUM

TO: AID Representative, USAID/Budapest, Mr. David Cowles  
Controller, RFMC/Budapest, Mr. Michael Bradley

FROM: AIG/I&S, Corbett M. Flannery *Corbett M. Flannery*

SUBJECT: RFMC/Budapest Physical Security Plan

The attached report outlines the results of a recent security assistance visit to the Regional Finance Management Center (RFMC), Budapest. This security plan was designed in consultation with members of both the RFMC and OAR staffs to meet established security standards and operational requirements.

IG/SEC has provided the requisite funding and equipment resources for implementation of the physical security and radio communications projects identified herein. An IG/SEC representative will travel to post to provide oversight assistance and perform the technical installation of security electronics equipment.

We appreciate the courtesies and assistance extended by your staff to Ms. Salamanca and Mr. Gooch during their visit. Please do not hesitate to contact this office for advice and assistance concerning this or any other security matter.

Attachment: As stated

RFMC/BUDAPEST  
PHYSICAL SECURITY PLAN  
94-BUD-01

Prepared By: Beth A. Salamanca <sup>BAS</sup>  
William A. Gooch <sup>BAG</sup>

Report Date: October 14, 1994

cc: M/AS/OMS  
AA/ENI  
ENI/EMS  
IG/SEC/PS/SP/ROO  
IG/SEC/PS/SS/RCO  
STATE/DS/OPS/EUR  
RSO/Budapest

Clearances:

DAIG/SEC: THMcDonnell *THMcD* date 10/25/94  
IG/SEC/PS:HManchester *AM* date 10/17/94

*B*

## I. Purpose

This plan outlines actions required to enable RFMC/Budapest offices to meet physical security standards established in Volume 12 of the Foreign Affairs Manual and USAID Handbook 6. From September 13 through 17, 1994, IG/SEC representatives Beth A. Salamanca and William A. Gooch attended the Admin/Finance Conference hosted by RFMC/Budapest. During their visit, the RFMC Controller requested the IG/SEC team to develop a security plan for the existing second floor and new offices on the fifth floor of the RFMC office building. The team also provided security communications and residential security assistance, and advised the Office of the AID Representative (OAR) on after-hours access by Char Force personnel. Consultations were conducted with the following personnel:

- Mr. Michael Bradley, Controller, RFMC/Budapest
- Mr. Myron Tomasi, USAID Executive Officer
- Mr. George Lakatos, USAID GSO Admin. Assistant
- Mr. Csaba Szilagyi, USAID Receiving & Supply Clerk
- Ms. Patricia Kelly, Regional Security Officer (RSO)
- Mr. David Patterson, Information Management Officer  
(IMO)
- Mr. Kazmer Horvath, Owner, RFMC Building

## II. Background

RFMC/Budapest has occupied the 2nd floor of the "Interoffice Budapest", located at Buerohaus Nyar-Utca, Budapest since 1992. IG/SEC representative Bruce Davis visited USAID/Budapest and the RFMC in 1992 to recommend security improvements for the USAID and RFMC offices. As a result, the existing wood doors at the RFMC building were replaced with two inch thick solid wood core doors retrofitted with DS-approved locking hardware to enhance the physical security posture of the RFMC offices there. In September, 1994, IG/SEC representatives participated in an Executive Officer Management Conference hosted by RFMC. Due to the recent forced entry and subsequent theft of a security container from the Peace Corps office building, RFMC requested the IG/SEC representatives to survey the RFMC Building and recommend appropriate measures for its existing 2nd floor offices and proposed new offices on the 5th floor. The photographs in Attachment (1) depict the office configuration and existing security systems.

## III. Facility Description

RFMC/Budapest is cotenant in a commercial office in the "Interoffice Budapest", a five story structure located in the downtown district of Budapest. The building is owned by Mr. Kazer Horwath. The key occupants include Tesa, DBK, Gardzs, Beiersdorf Kft and Beiersdorf Medical, and Lilly Pharmaceuticals. USAID currently occupies all of the 2nd floor with planned

expansion to half of the 5th floor (street side). RFMC/Budapest will take possession of the new space on October 1, 1994.

#### IV. Security Enhancements

##### A. Public Access Control (PAC):

1. Main Entrances - The primary PAC/reception area was established on the 2nd floor; a secondary PAC will be created on the street side of the 5th floor. Attachment (2) illustrates the location of planned security systems. The PAC/reception areas will consist of DS-approved 15 minute forced entry/ballistic resistant (FE/BR) transparent security doors and a hardline wall constructed to meet the 15 minute FE/BR standards. All three PAC doors will be equipped with panic-exit hardware, electro-magnetic locks, electronic cyphers with Folger Adams 310 locks for daily use, and keyed night locks for after hours lock-up. The night locks will consist of Medeco cylinders equipped with commercial key-ways, all keyed alike. A vendor's quotation with door and window work sheet (outlining door dimensions and hardware specifications) is provided in Attachment (3).

2. Door Opening/Hardline Wall Construction - All door openings will be modified with 1/4 inch (6mm) thick steel to provide the necessary forced entry resistance and accommodate the weight of the security doors. Door and hardline locations are illustrated in Attachment (2). Hardline wall construction specifications and door opening dimensions are provided in Attachment (4). Door installation instructions are found in Attachment (5). The IG/SEC team met with the USAID/Budapest GSO and RFMC building owner to review hardline wall specifications and construction requirements. The contractor's proposal and cost estimate for the security enhancements is contained in Attachment (6).

3. PAC Controls - The second floor receptionist will electronically control and monitor all security doors. A CCTV system will permit the receptionist to view activities at the PAC entrances.

4. Metal Detection: Both PAC areas are accessed from elevator lobbies which measure 11'3" (l) X 10'1" (w) X 8'11" (h). The elevator lobbies are too small to accommodate walk-through metal detectors. All USAID visitors are screened by the guard posted at the ground floor main entrance. The guard will be issued a Garrett hand held metal detector (HHMD) to accomplish the screening.

##### B. Building Exterior/Windows:

1. Shatter-Resistant Window Film - Four mil thick, DS-approved shatter-resistant window film has been applied to all windows on the second floor. Film will be applied to all non-FE

windows of the fifth floor. The film will be procured by USAID using funding provided by IG/SEC.

2. Grills - The fifth floor offices are accessible via skylights in the roof of the building. Grills will be installed on the skylight interiors to deny access from the roof. Attachment (1) depicts the grill location. The grills should be composed of 5/8 inch thick solid steel bars welded on five inch centers, and anchored/bolted firmly into the window openings. Grill specifications and fabrication concepts are provided in Attachment (7).

3. Exterior Building Walls - The exterior building walls are 16 feet above grade so are not required to meet the DOS 15 minute FE/BR requirement.

C. Safehaven/Safe Area: There is currently no safehaven or safe area within the USAID. Due to the post's threat designation, no safehaven or safe area area is planned or recommended.

D. Locks, Keys and Key Control: All security doors will be equipped with Medeco high security interchangeable cylinders with commercial key ways. Forced entry lock cores will be keyed alike and controlled by internal thumb-turns. Night locks for the main PAC doors will be keyed alike but keyed different from the forced entry locks. Lock cores will be furnished to IG/SEC by the door vendor. IG/SEC will forward or hand-carry the lock cores for installation during the IG/SEC site visit. Copies of the security door keys (forced entry locks and night locks) will be identified as "Controlled Keys" and provided to the RSO, EXO, AID Representative ONLY. One copy of the Controlled Night Lock Key may be made available on an as-required basis to U.S. direct hire employees for after hours access. **Under NO circumstances will copies of the security door keys be provided to FSN employees!**

E. Electronic Security Systems: With the exception of panduit/conduit, the below electronic security systems will be installed by IG/SEC technicians. Attachment (8) lists security electronics equipment to be provided by IG/SEC.

1. Door Control System - An AES door control system will be installed on the second floor receptionist's desk to control the three PAC doors. Wiring diagrams integrating the door controls in the Security Interface Cabinet (SIC) (See paragraph D.5.e.) are provided in Attachment (9), pages 1-3.

2. CCTV System - The existing CCTV system (one camera and monitor) which enables the receptionist to monitor the elevator lobby will be expanded to provide coverage of the new space by adding a second camera and monitor to view the fifth

floor door. The CCTV system wiring diagram is provided in Attachment (9), page 4.

3. Selectone Emergency Notification System - A Selectone 300 VSC emergency notification system will be installed to provide coverage to the second and fifth floor offices. Two speakers will be installed at locations identified on Attachment (2). The wiring diagram is provided in Attachment (9), page 5.

4. Electrical Conduit/Wire Connections - IG/SEC technicians will oversee local installation of surface mounted conduit/panduit for the security systems.

5. Security Interface Cabinet - USAID will fabricate a security interface cabinet (SIC) to be located in the second floor receptionist area. The cabinet will be used to connect all security systems (CCTV, AES door controls, and Selectone); IG/SEC technicians will mount power supplies in close proximity, outside the SIC.

6. Electrical Power - Power is supplied by the municipality; it is 220-volt/50-cycle alternating current. Power is considered reliable so there is no emergency generator.

#### V. Security Communications

A. The communications base station currently installed in the OAR/Budapest reception area should be replaced with a Motorola tone remote controllable unit and relocated to the top floor service area. It should be reconfigured for use as a receiver/transmitter. A detailed description of the reconfiguration was explained to the GSO and is scheduled for immediate implementation. The base station should be relocated for use in the RFMC building. An existing antenna and transmission line are available for connection.

B. The U.S. Embassy repeater system location was discussed with the IMO, who concurred that the unit should be relocated to a more optimum spot offering greater line of site coverage of the operating area. This issue has been brought up with members of the Country Team and is currently under consideration. With respect to location, the radiation and induction inherent with this equipment does NOT pose a hazard to building occupants.

#### VI. Equipment Accountability, Maintenance and Repair

The IG/SEC team conducted an inventory of IG-funded non-expendable property (NXP) communications and physical security equipment. Attachment (10) lists physical security NXP equipment assigned to the RFMC. All equipment was in good working order. The two existing IG/SEC-funded cypher locks (serial numbers

000719 and 000720) will be reused during the security enhancement project. The two existing Brute locks associated with the cyphers will no longer be required and should be disposed of using normal IG/SEC disposition procedures. A radio communications inventory was provided to George Lakatos 9/16/94.

## VII. Residential Security

A. The RSO-managed residential security program is operated in accordance with the local threat assessment and the Residential Security Program Guidance (RSPG) Handbook. The USAID Representative and other USAID personnel receive a level of security protection generally equal to that provided to other post personnel. RSO support for residential security is adequate. All residences are surveyed by the RSO prior to leasing. Residences are equipped with grillwork and locks.

B. With one exception, USAID residences consist of apartment style dwellings clustered in region 11. One single family dwelling occupied by the RFMC Controller is located outside the cluster in region 12. This residence was subject of a recent forced entry due to it's more remote location. The IG/SEC team surveyed this residence due to the break-in. As a result, the two exterior doors will be replaced with solid wood core doors; the existing roll-up window blinds will be equipped with deadbolt locks and the radio communications to the residence will be improved. We suggest this lease be terminated and alternative residence be selected from within the region 11 cluster.

## VIII. After-Hours Access to OAR/Budapest

During meetings with the RSO it was mentioned that the Char Force was allowed unescorted after hours access to the OAR/Budapest office building. To prevent theft of government property or compromise of sensitive (but unclassified material), we strongly recommend that the Char Force perform their services during normal working hours with a cleared American escort.

## IX. Project Implementation

The RFMC/Budapest security project was scheduled for funding during the fourth quarter, FY94. Actual installation of the systems is planned for the first or second quarter FY95. IG/SEC technicians will travel to post to install the security electronics systems. USAID USDH employees are not permitted to occupy the fifth floor office area until all security enhancements are completed.



X. Action Summary

A. For OAR/Budapest:

1. Provide IG/SEC, via fax and immediate cable, an itemized cost estimate for USAID procurement of the following (completed, 9/21/94, see Attachment (11)):

(a) Door opening modifications/hardline wall construction and door installation;

(b) Purchase and air freight of three security doors;

(c) Installation of fifth floor shatter-resistant window film;

(d) Installation of exterior grills for the fifth floor skylights; and

(e) Fabrication of SIC cabinet.

2. Provide two local skilled labors and equipment (two six foot ladders, one 50 foot extension cord, one step down transformer) required by IG/SEC installation team during their visit.

3. Notify IG/SEC, via priority cable or e-mail, of the progress on this project at monthly intervals.

B. For IG/SEC:

1. Upon receipt of cost estimates, provide an immediate funding citation for items identified in X.A.1. above (completed, see Attachment (12)).

2. Provide equipment listed in Attachment (8).

3. Serve as technical contact for IG/SEC-funded, post-procured security equipment.

4. Perform final wire connections and oversee technical installation for electronic systems.

5. Forward/hand-carry and install Medeco security door lock cores.

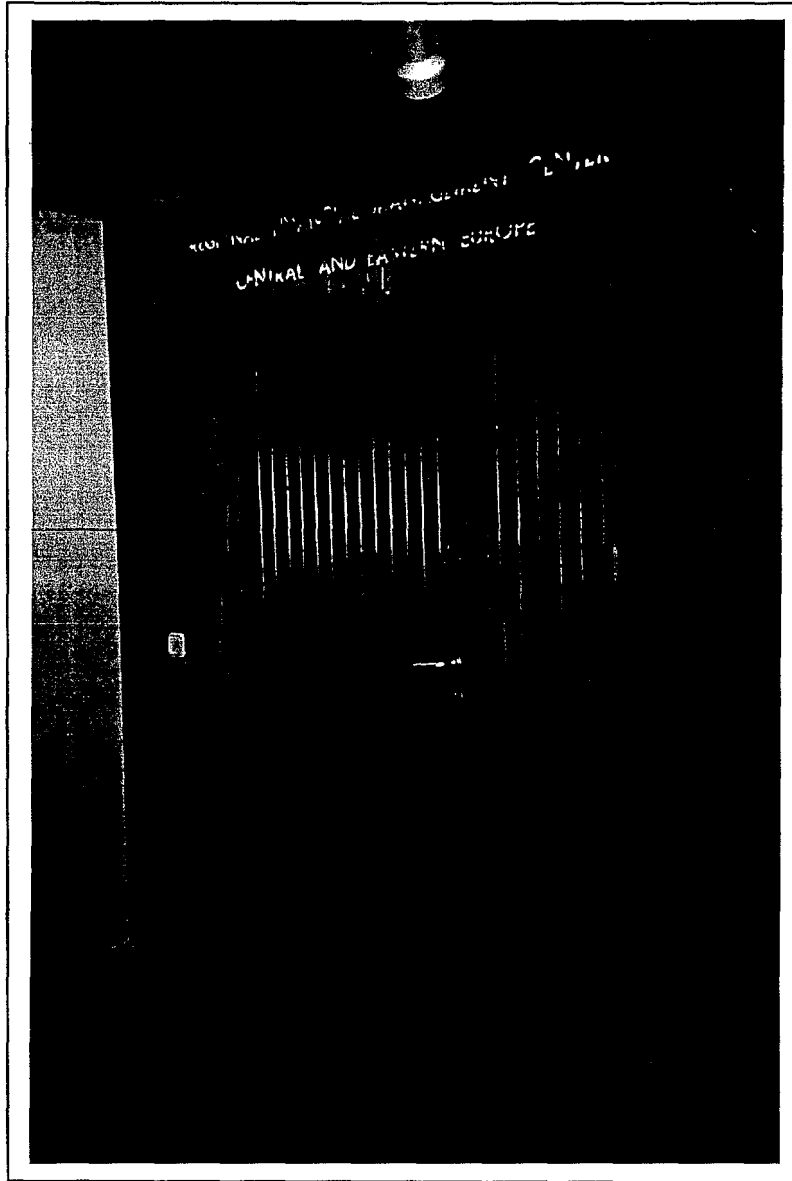
6. Perform final equipment adjustments and training on its use and maintenance.

## XI. Conclusion

The IG/SEC team left a preliminary report outlining the proposed security enhancements for RFMC and OAR/Budapest's use in obtaining contractor bids for expedited fourth quarter FY94 funding. The team wishes to express its sincere appreciation to both the RFMC and OAR/Budapest staffs for their outstanding assistance and timely processing of the end-of-year funding obligations.

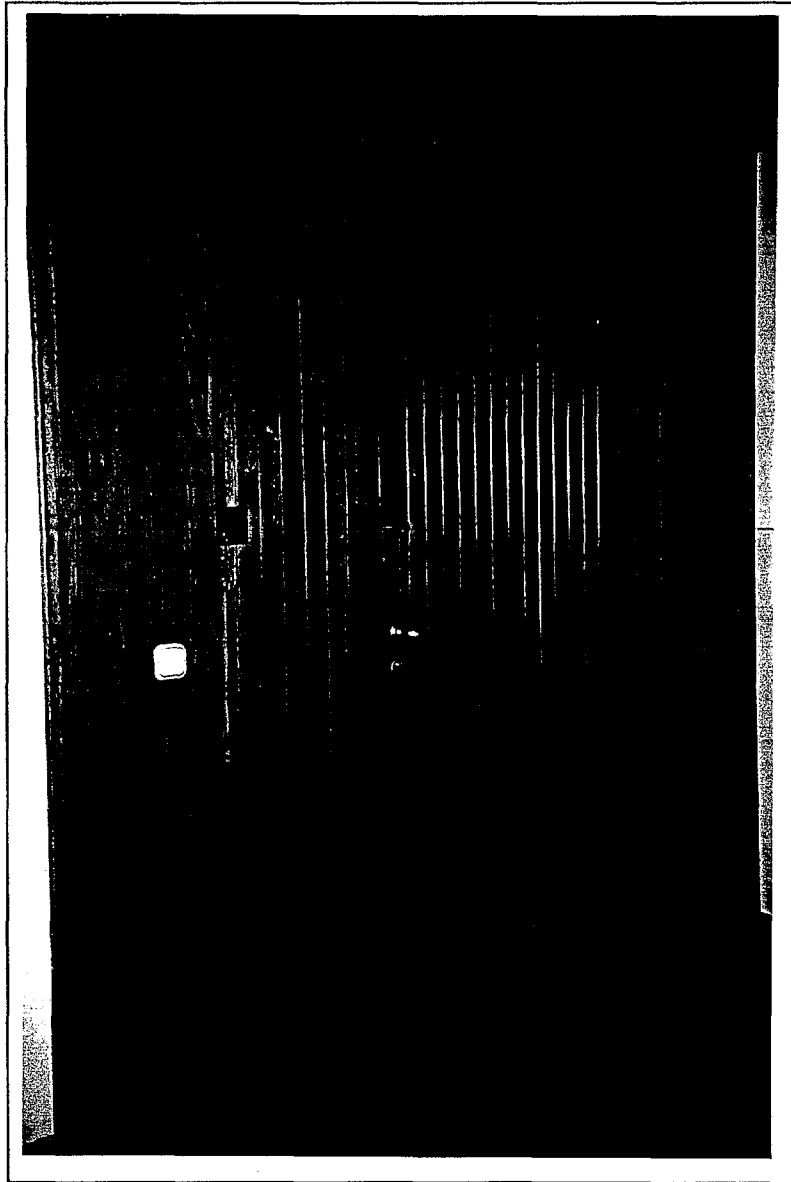
### Attachments:

- (1) Photos
- (2) Planned Security Systems
- (3) Door & Window Worksheet/Norshield Quotation
- (4) Hardline Wall Construction Specifications
- (5) Door Installation Instructions
- (6) Local Contractor's Proposal
- (7) Grill Concept
- (8) Security Equipment Worksheet
- (9) Wiring Diagrams
- (10) RFMC/Budapest NXP Security Equipment Inventory
- (11) Budapest 09312, Cost Estimates for Security Enhancement Program for RFMC and OAR/Budapest
- (12) State 258387, IG/SEC Funding Citation for USAID/Budapest



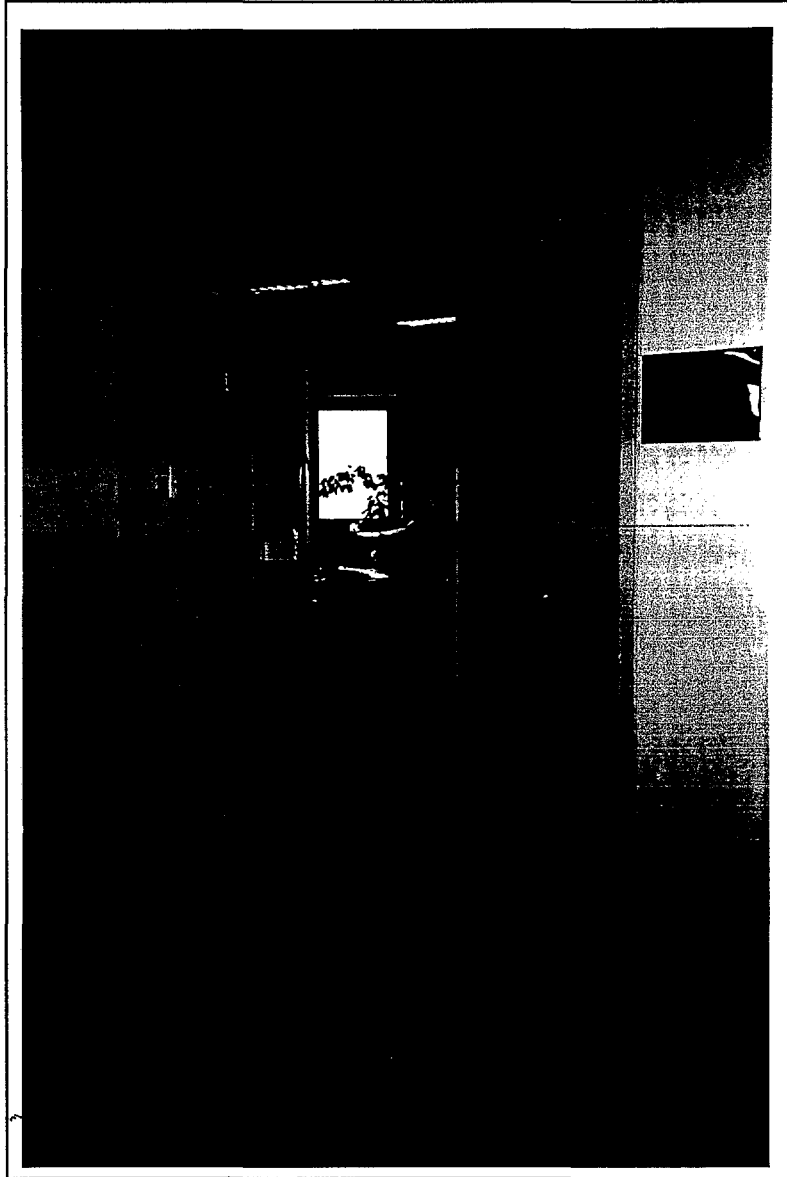
RFMC/Budapest 2nd Floor Main Entrance  
To Be Replaced with Security Door  
& Steel Hardline Wall

8

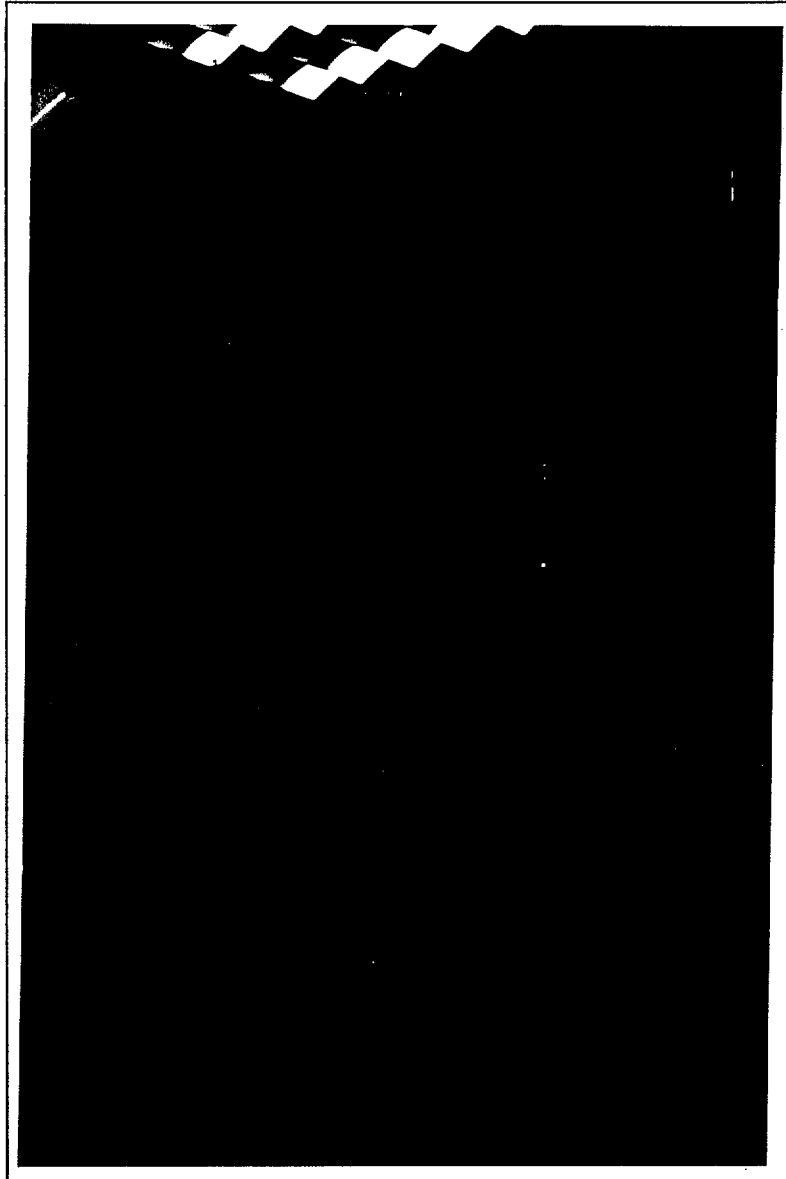


RFMC/Budapest 2nd Floor Secondary Entrance  
To Be Replaced with Security Door  
& Steel Hardline Wall

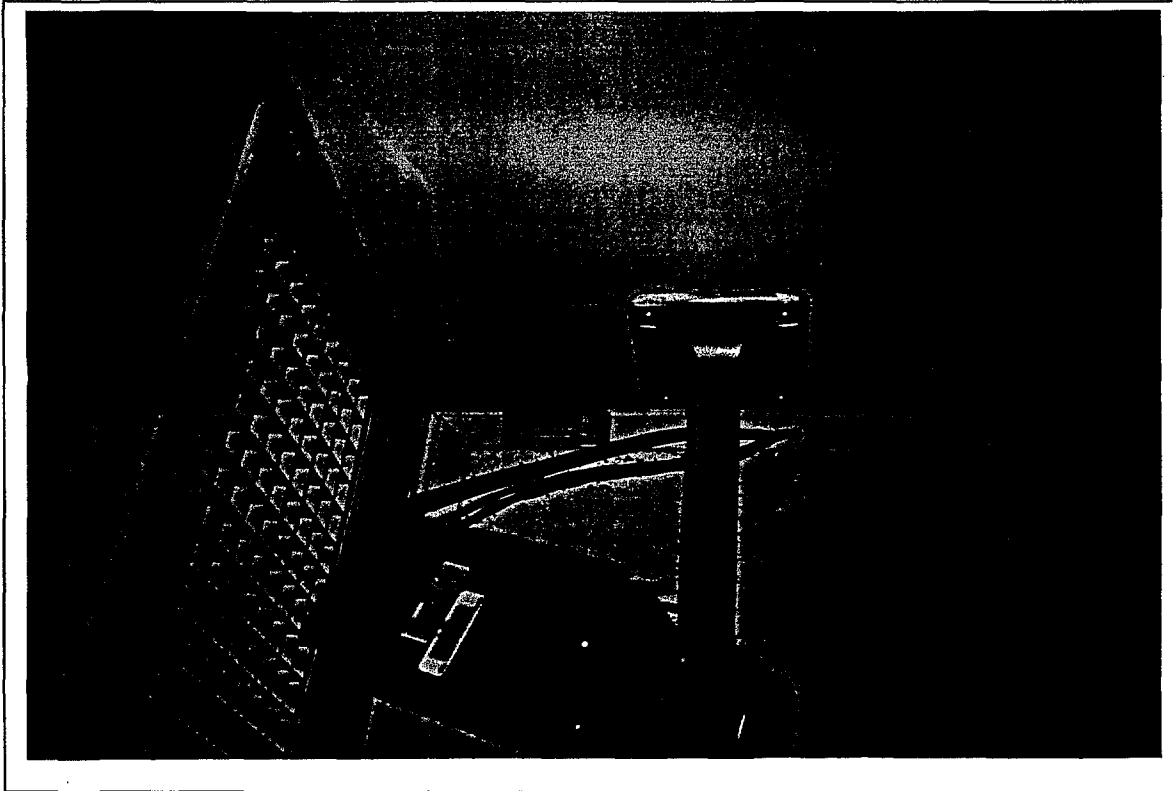
Attachment (1) 2 of 11



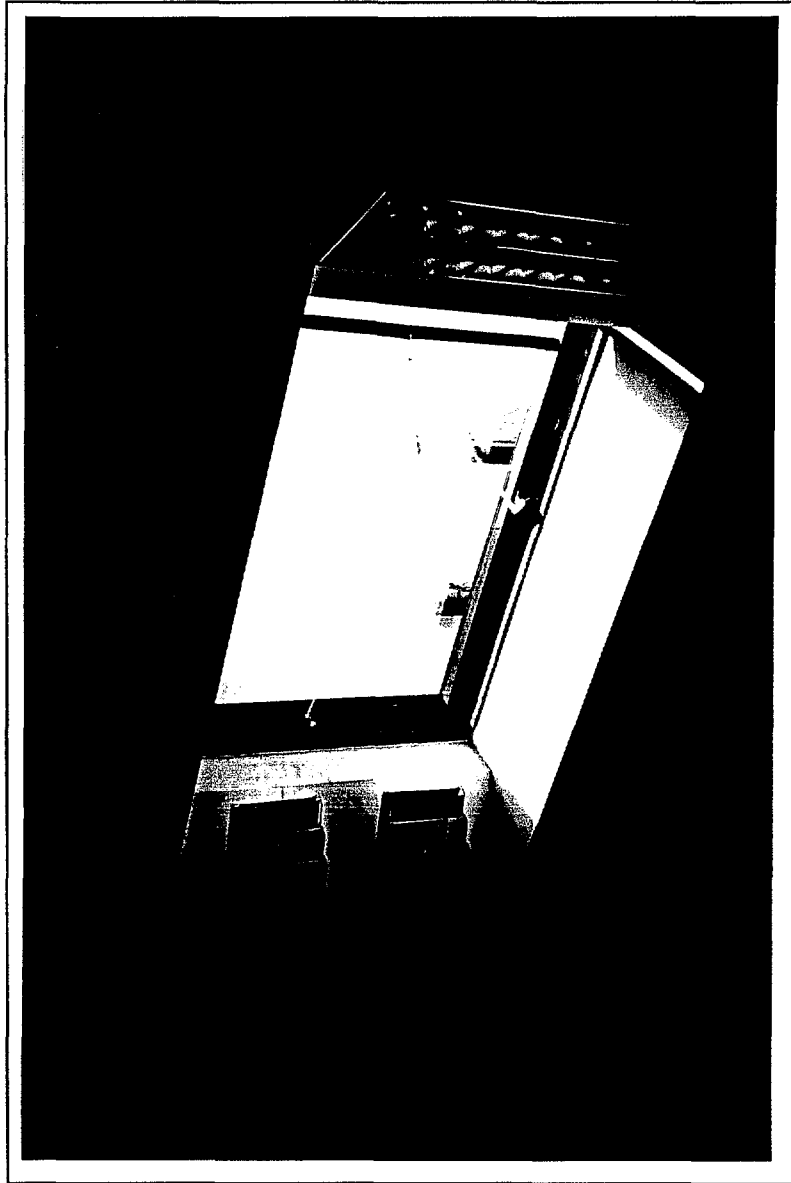
RFMC/Budapest 5th Floor Entrance (St. Side)  
To Be Replaced with Security Door  
& Steel Hardline Wall



RFMC/Budapest 2nd Floor Main Entrance  
Closed Circuit Television Camera



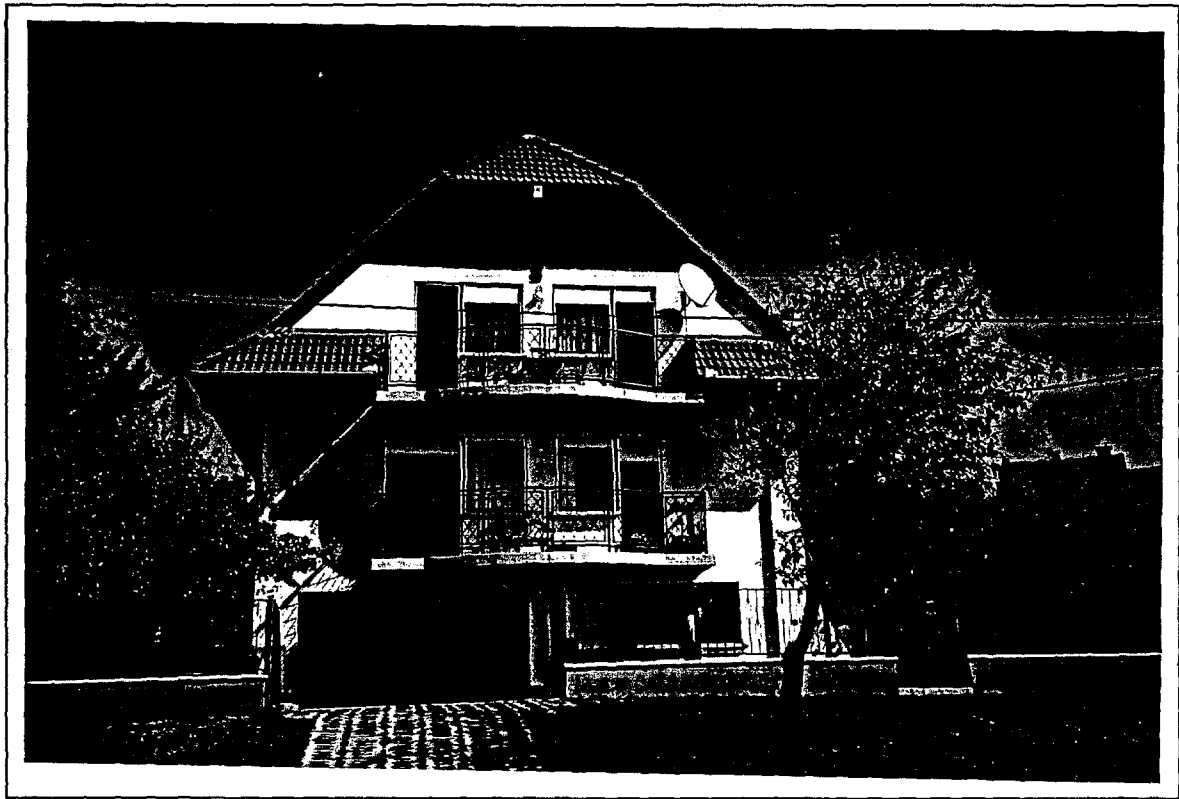
2nd Floor Main Entrance  
Cypher Over-ride Button to be Removed



RFMC/Budapest 5th Floor Skylite  
(Typical) to be Grilled

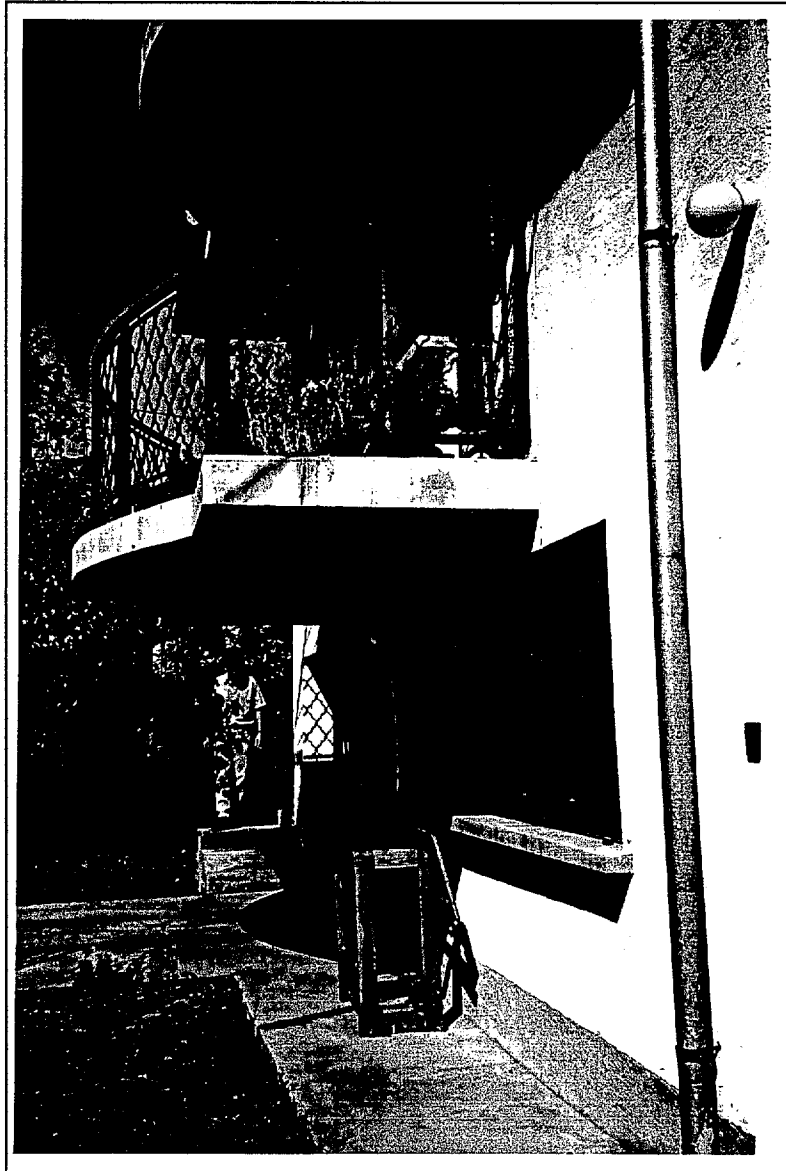
Attachment (1) 6 of 11





RFMC/Controllers Residence  
Burglarized, 7/94

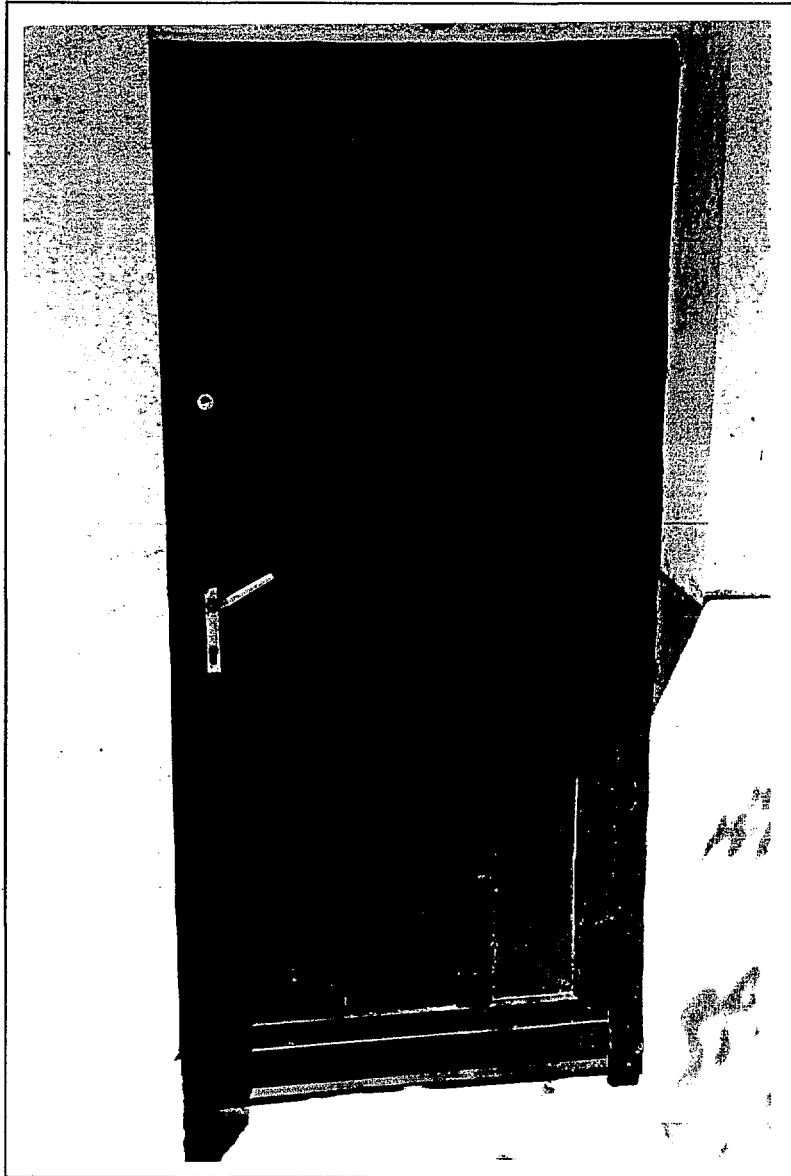
Attachment (1) 7 of 11



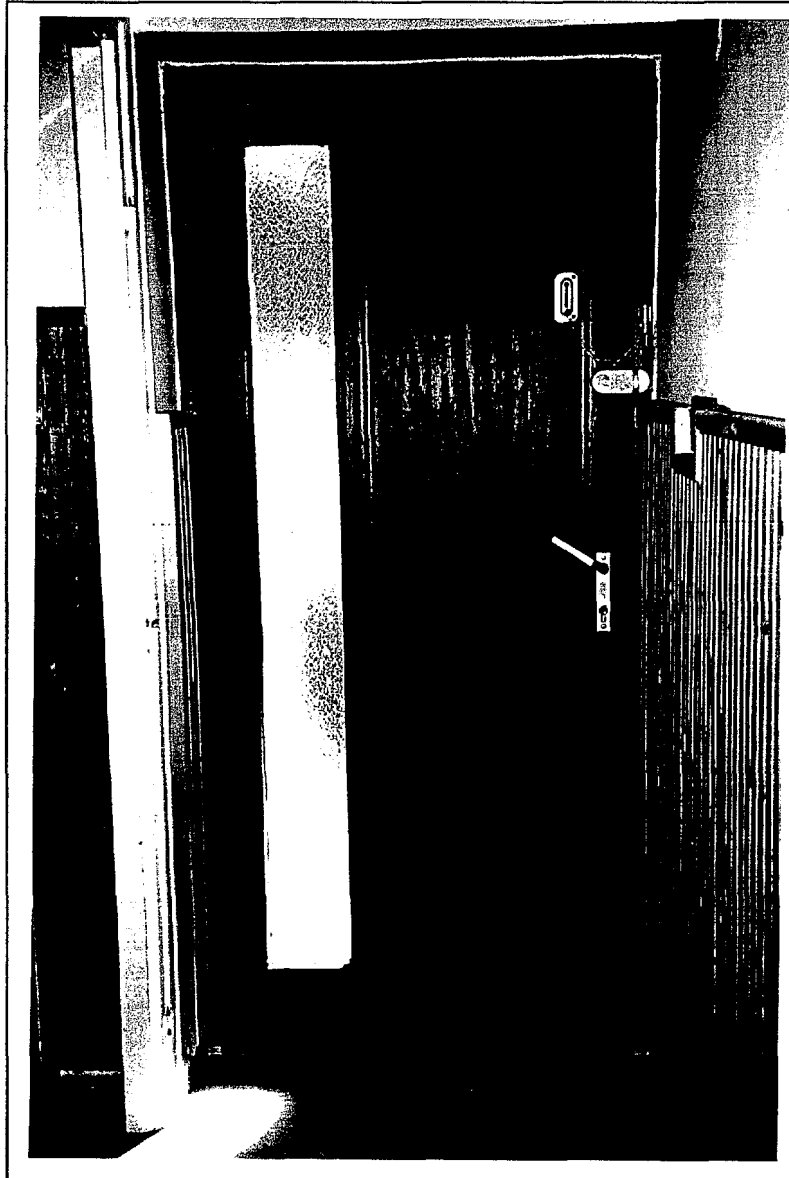
RFMC/Controller Residence  
Depicting Accessible Balcony.  
Locks to be Installed on Balcony Window Blinds.



RFMC/Controller Residence  
Typical Window Grill

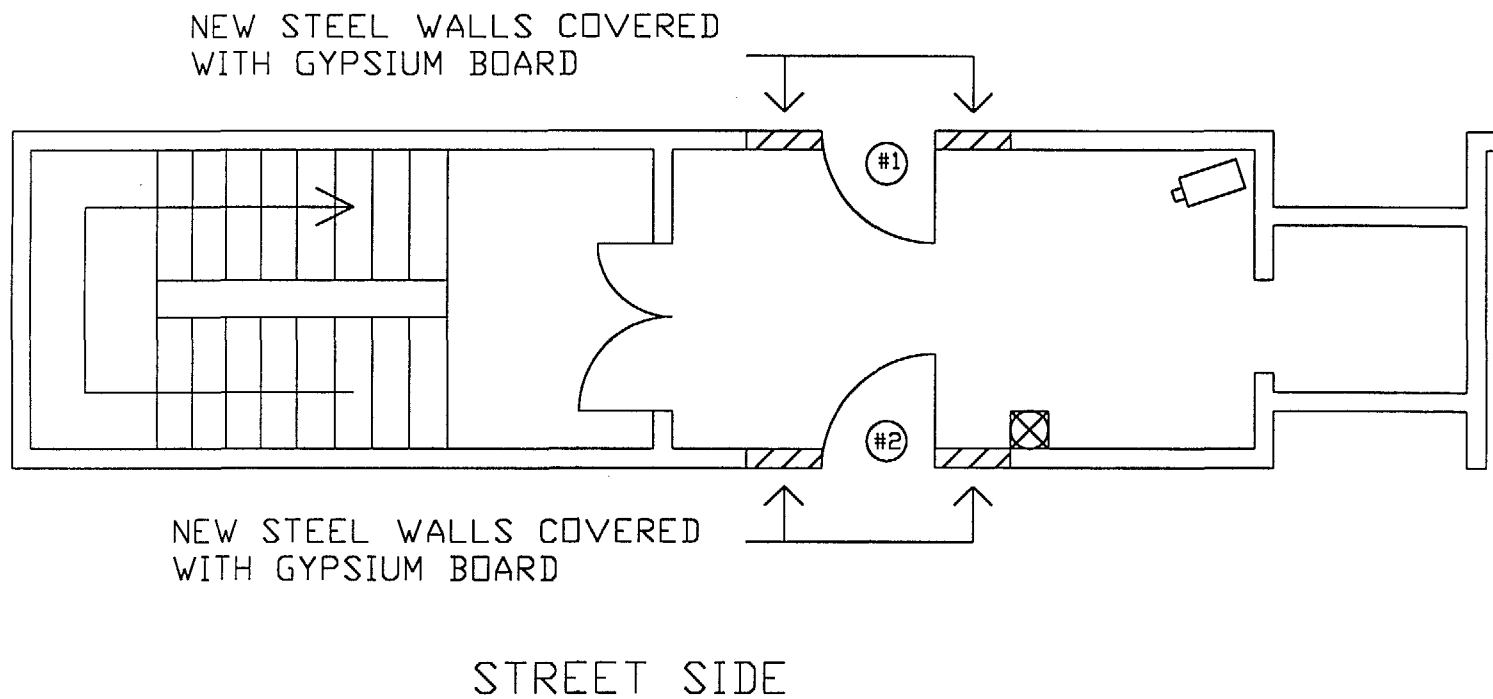


RFMC/Controller Residence  
One of Two Perimeter Wood Doors with Side-lites  
To Be Replaced with Solid Wood Core Door  
& IG/SEC-provided Locking Hardware  
(Exterior View)



Perimeter Door, Interior View  
Depicting Thumb Turn Lock  
Accessible Via the Side-Lite  
Door & Lock to be Replaced  
(Interior View)

Attachment (1) 11 of 11

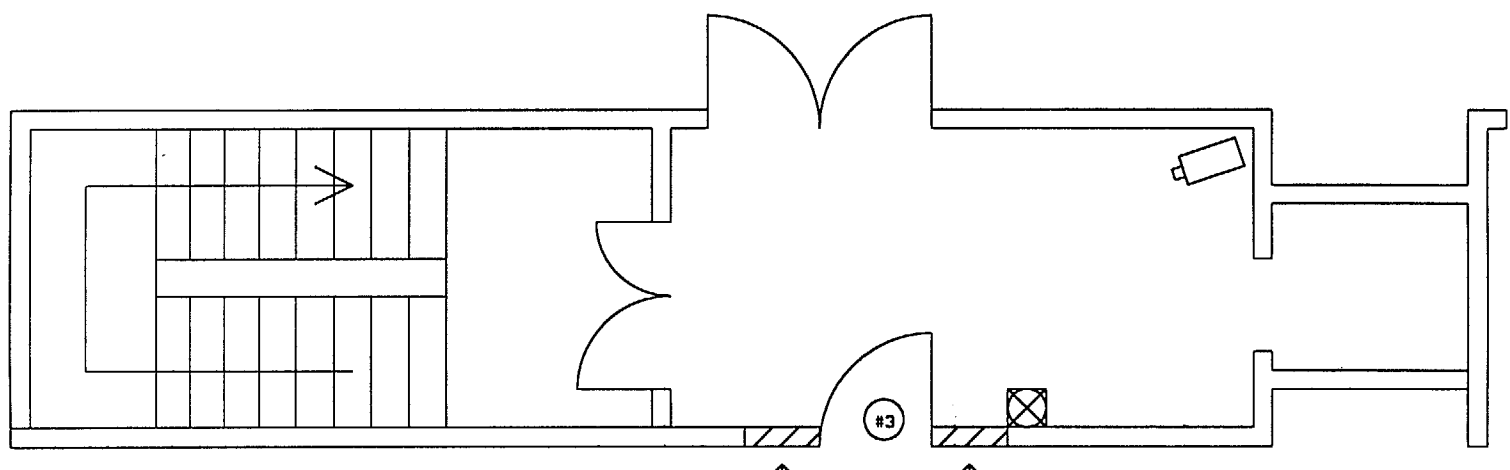


- ⊕ NEW SECURITY DOOR
- CCTV CAMERA
- ⊗ SELECTONE SPEAKER
- ▨ NEW STEEL WALL

RFMC/BUDAPEST
PLANNED SECURITY SYSTEMS 2ND FLOOR
IG/SEC
Drawn by: G. Christensen Date: October 3, 1994

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ATTACHMENT (3) OF 3



NEW STEEL WALLS COVERED WITH GYPSIUM BOARD

STREET SIDE

- ⊕ NEW SECURITY DOOR
- CCTV CAMERA
- ⊗ SELECTONE SPEAKER
- ▨ NEW STEEL WALL

RFMC/BUDAPEST
PLANNED SECURITY SYSTEMS 5TH FLOOR
IG/SEC
Drawn by: G. Christensen Date: October 3, 1994

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IG/SEC DOOR & WINDOW WORKSHEET

Location:RFMC/Budapest  
 Project Ofcrs: Gooch/Salamanca

Date:9/19/94

	Door #1, 2nd Flr	Door #2, 2nd Flr	Door #3, 5th Flr
DOS Code	1123	1123	1123
DOS Model	GDT-15R-NOR-01	GDT-15R-NOR-01	GDT-15R-NOR-01
Color/Finish	Ivory	Ivory	Ivory
Swing	RHRB	LHRB	LHRB
SGL/DBL Lite	Double Lite	Double Lite	Double Lite
Transparency	FE/BR	FE/BR	FE/BR
Rough Opening	40-1/2 X 86-1/4"	40-1/2 X 86-1/4"	40-1/2 X 86-1/4"
Frame Size	40" w X 86" h	40" w X 86" h	40" w X 86" h
Smooth Opening	37"w X 84-3/4"h	37"w X 84-3/4"h	37"w X 84-3/4"h
Elec Mag Lock	268/10/MBS	268/10/MBS	268/10/MBS
Breakglass Swtch	No	No	No
Elec Closer	No	No	No
Elec Strike	310 X 4	310 X 4	310 X 4
Combo Lock	No	No	No
Panic Ext Device	99 NL	99 NL	99 NL
Mag Contact	1076	1076	1076
Door Lockset	No	No	No
Standard Closer	LCN-4040	LCN-4040	LCN-4040
Cylinders	Ext cyl/Int TTs	Ext cyl/Int TTs	Ext cyl/Int TTs

Note: All security doors include DS-approved forced entry locks and hinge systems. All electric devices will be 24 VDC.

Ext cyl = External Cylinders  
 Int TTs = Internal Thumb Turns

All cylinders are DS-approved Medeco interchangeable cores with commercial key-ways, all keyed alike.



**FAX Transmission**

From: **Barry L. White** *BW* **Norshield Security Products**  
 Questions? **Call 205/ 286-4252** **3224 Mobile Hwy.**  
**Fax 205/ 288-5485** **Montgomery, AL 36108-4400**

To: **Jerry Christensen**

Company: **USAID** **703/ 875-5544, 703/ 875-4800**

Subject: **USAID-Budapest Quotation**

Date: **October 17, 1994**

Time: **10:21 AM** **Pages: 3 (including this one)**

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Jerry:

Pursuant to our telecon of 10/17, please find the revised quotation for the doors at Budapest. Please note that USAID has issued P.O.#94-185-217 in the amount of \$13,800 for NS1600 5 Minute Security Doors and \$4100 for Air Freight.

If you wish to change from 5 Minute to 15 Minute Security Doors, USAID will need to issue a purchase order or amendment in the amount of \$4125. Per our discussion this morning, Norshield will prepare submittal drawing on the basis of 15 Minute Doors.

If you have any questions please call me.

Regards,

Barry L. White  
 Manager, Sales & Engineering  
 Norshield Security Products

*22*

# Norment

Norment Industries  
W.S.A., Inc.  
P.O. Drawer 6129, 36106-0129  
3224 Mobile Highway, 36108-4400  
Montgomery, AL  
205/281-8440  
Fax 205/288-5485

## Proposal



Our Proposal No **94-4239RI**  
Date **17 October 1994**

### Agency for International Development

Inspector General  
Office of Security  
Washington, DC 20523  
Attention: **Jerry Christensen**  
Telephone: **703/ 875-4800**  
Fax: **703/ 875-5544**

Job **US AID**  
Location **Budapest, Hungary**  
Architect **N/A**  
Drawings No. **N/A**  
Plans Dated **N/A**  
Specs. Dated **N/A**  
**Norshield Standard**

Revised quote per your request of 14 September 1994, we propose to furnish only the following:

**3 ea. NS 1100 (DOS Level 1123), Double Vision 15 Minute Security Door (# GDT-15R-NOR-01)**  
Rough Opening Size: 3'-4 1/2" x 7'-2 1/4" Color: Norco Ivory  
Mark: #1, #2, #3 \$ 5975/each \$ 17,925.00

**Includes:** Bullet and attack resistant door and frame assemblies complete with factory furnished and installed finish hardware, factory furnished and installed security glazing, factory standard finish paint, export packaging, and installation accessories. All hardware and accessories shall be per Page 1 of IG/SEC Worksheet dated 19 September 1994. **Materials quoted are certified to SD-STD-01.01 Revision G (Amended).**

**Excludes:** Embeds or similar items, freight, unloading, distribution and installation.

Sign and Return One Copy for Our Files

This proposal is subject to acceptance within 45 days from date hereon, and to all standard terms and conditions noted on the reverse side of this proposal.

We hope this proposal will merit your placing with us this business, which will have our best attention in pursuing the work to completion to your entire satisfaction and pleasure. Norment

By

Accepted: \_\_\_\_\_ 19\_\_ Firm \_\_\_\_\_ By \_\_\_\_\_

94-4239R1  
Page 2 of 2

17 October 1994

**NOTES:**

1. Proposal based upon furnishing standard Norshield products.
2. FOB Montgomery, AL. For Air freight to USAID Bufapest, Hungary... **Add \$ 4100.00**  
(Approximate transit time 8-12 days)  
**Total Volume: 105 CF Total Shipping Weight: 3300#**
3. Pricing is based on acceptance and execution of this proposal.
4. Sales tax is excluded.
5. Norshield excludes any materials not specifically identified in this proposal.
6. Pricing is for furnish only. No site labor is included.
7. Units quoted are factory finish painted from factory standard colors.
8. No provisions for liquidated damages or indemnification of others is included in this proposal.
9. As a material supplier, Norshield is not subject to the general conditions or special conditions of the contract documents.
10. Payment terms are net 30 days from date of delivery to the jobsite or warehouse.
11. Lead times are: **Shop Drawings: 1 week** after Norshield executes an acceptable purchase order  
**Fabrication: 8-10 weeks** after receipt of approved shop drawings
12. Please contact Barry White with any questions pertaining to this proposal at 800/ 633-1968 or 205/ 281-8440.

This proposal is subject to acceptance within \_\_\_\_\_ days from date hereon, and to all standard terms and conditions noted on the reverse side of this proposal.

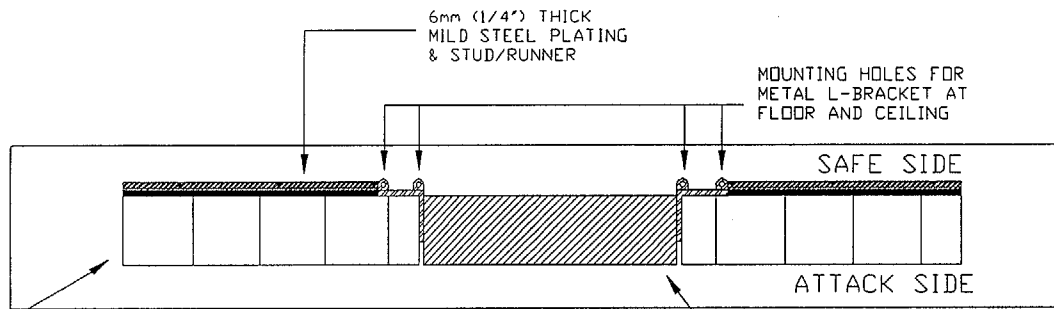
We hope this proposal will merit your placing with us this business, which will have our best attention in pursuing the work to completion to your entire satisfaction and pleasure. Norment

Attachment (3) 4 of 4

Accepted: \_\_\_\_\_ 19 \_\_\_\_\_

24

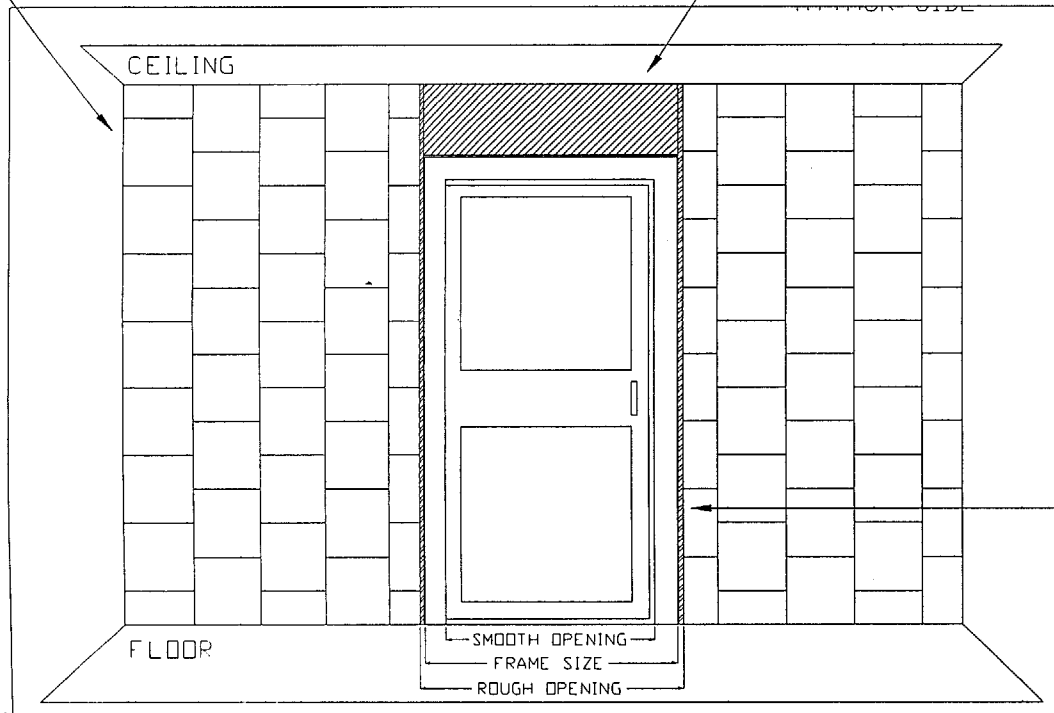
ATTACHMENT (4) 1 NF 2



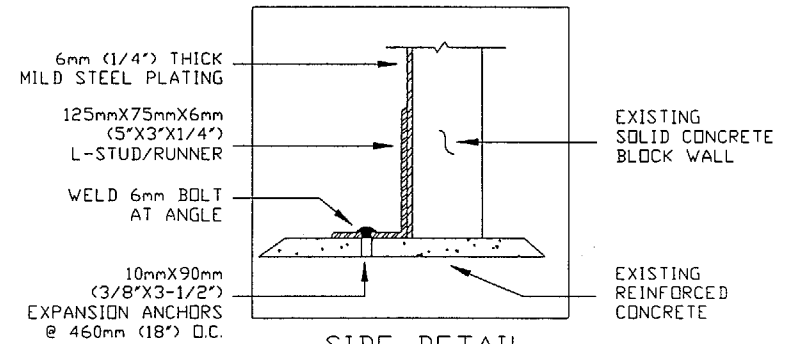
TOP VIEW

EXISTING CONCRETE/BRICK WALL 100-200mm (4"-8")

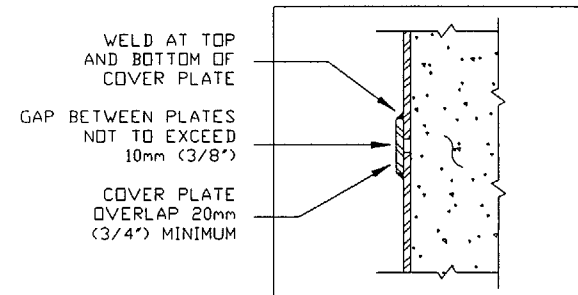
CONCRETE TO REPLACE EXISTING WALL



FRONT VIEW



SIDE DETAIL (MIRROR IMAGE FOR CEILING)



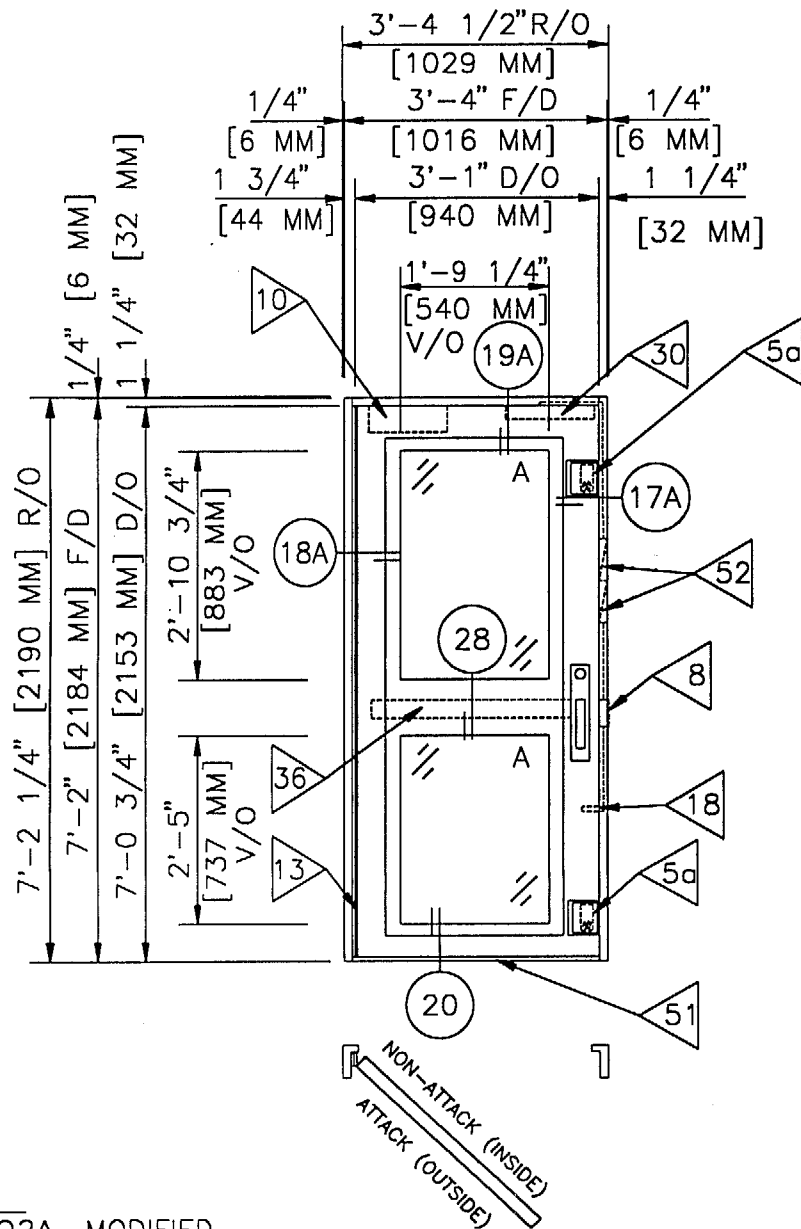
PLATING OVERLAP DETAIL

12mm (1/2") THICK METAL L-BRACKET TO BE MOUNTED FROM FLOOR TO CEILING FOR GFE DOOR MOUNTING AND SUPPORT (WIDTHS MAY VARY TO ACCOMMODATE WALL THICKNESS)

NOTE:  
ROUGH OPENING SHOULD ALLOW FOR MAX. 6mm (1/4") OF CLEARANCE ON SIDES AND TOP OF DOOR FRAME

USAID/BUDAPEST
15 MIN WALL UPGRADE/DOOR INSTALLATION SPECS
IG/SEC
Drawn by: Ken Ervin Date: October 18, 1994

ATTACHMENT (A) 2 OF 3



ITEM NO.	QUANTITY	DESCRIPTION	PART/MODEL NO. X FINISH
[ 5a ]	2	Norshield Forced Entry Locks (FEL)	NS300
	2	Norshield Thumbturns (Interior)	NS4066 X Finish
[ 8 ]	1	Folger Adams Electric Strike (Remote Access)	312-3/4' x NFS x 24VDC x LCBM Finish
[ 10 ]	1	LCN Door Closer Strike (Remote Access)	4040 x Regular Arm x Finish
[ 13 ]	1	Roton Continuous Aluminum Hinge	780-112LL x LGT x Blank Fabrication x Finish
[ 18 ]	1	Sentrol Magnetic Switch (Door Monitor)	1076
[ 30 ]	1	Locknetics Electro-Magnetic Locking Device	268/24V-10 x MBS
[ 36 ]	1	Von Duprin Panic Exit Device	99NL x 990NL-R x US20
	2	Medeco Removable Core Cylinder	32-201 x Finish
[ 51 ]	1	Norshield Threshold	Finish
[ 52 ]	1	Marathon or equal Terminal Strip	Series 200, No. 210

**Note:**

Item numbers are keyed to manufacturer's door installation manual and product guide.

<b>USAID/BUDAPEST</b>
<b>15 MINUTE DOOR SPECIFICATIONS</b>
<b>IG/SEC</b>
Drawn by: Ken Ervin Date: October 18, 1994

MARK: NS 1102A, MODIFIED  
 DOS 1123 - LHR  
 1 REQUIRED  
 DOS MODEL # GDT-15R-NOR-01



**Norshield**  
SECURITY PRODUCTS

# Installation Instruction Manual

NORSHIELD NS1000 & NS2000 SERIES

## DOORS

**NORSHIELD SECURITY PRODUCTS**

A DIVISION OF NORMENT INDUSTRIES, W.S.A., INC.  
3224 MOBILE HIGHWAY, MONTGOMERY, AL 36108  
TELEPHONE 205-281-8440 FACSIMILE 205-288-5485



*Apogee Enterprises, Inc.*

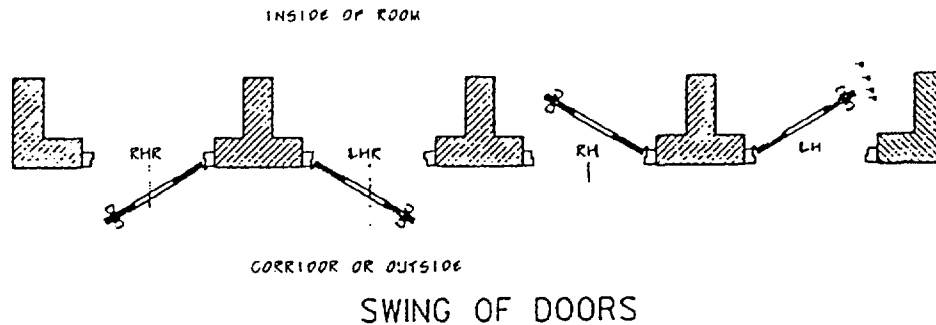
INSTALLATION INSTRUCTIONS  
FOR NORSHIELD NS1000 AND NS2000 SERIES DOOR AND FRAME ASSEMBLIES

General Notes

1. These instructions are a supplement for use with the Norshield Final (As Built) Drawings. Read all instructions before beginning installation. If questions or doubts arise after reading this booklet, please call Norshield Project Engineering for assistance at 205-281-8440.
2. Check all material on arrival at the jobsite for quantity and for any visible signs of shipping crate damage. If damage has occurred in shipment, refer to shipping notice for handling claims. If there is a discrepancy between the packing list and actual receipt, Norshield must be notified within seven (7) days of receipt in order to obtain missing materials at no charge.
3. Check Norshield Final (As Built) Drawings to become thoroughly familiar with the project. Verify all field dimensions prior to beginning installation of Norshield products. If available, locate reference dimensions on architectural drawings for installation of the Norshield assembly. All work should start from reference dimension lines as shown on the architectural drawings. The illustrations and drawings within these instructions show the standard Norshield configurations. There may be slight variations to the frame, such as wood veneer, etc., to accommodate architectural requirements. All installation instructions apply to modified doors exactly as described herein.
4. Move crated product to the floor level and room where the unit or assembly is to be installed. Uncrate Norshield products in order of installation. Note that all fasteners, mounting hardware and trim, etc., required for installation are contained within the crate, usually on the top. Do not discard the shipping crate until it is fully taken apart.
5. Norshield doors have an attack side and a secure side and therefore must be oriented properly within the rough opening. Verify correct orientation prior to installation into the rough opening. All elevations shown on the Norshield Final (As Built) Drawings illustrate the attack, or threat, side.
6. Norshield products are designed and constructed using the English system of measurement (foot-pound-second). Metric (SI units) equivalents are provided in the Norshield Final (As Built) Drawings in parenthesis, when required.
7. Have sufficient manpower to handle the Norshield door unit. Norshield high security doors are very heavy. A single door weighs approximately 1000 pounds (454 kg.) and a double door weighs approximately 1800 pounds (818 kg.). We recommend at least four (4) healthy, 175 lb. (80 kg.) men be used in installation. Add more help as required.
8. Have the following tools available before proceeding with the installation:

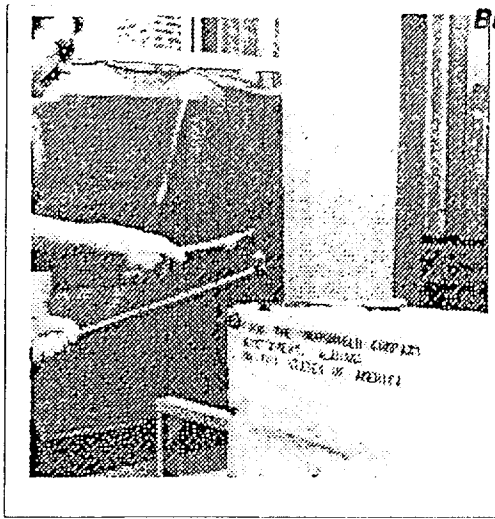
Claw hammer	24" Gooseneck pry bar	36" Spirit level and plumb bob
Carpenter's square	5/16" Allen wrench	3/8" Allen wrench
Electric percussion drill	5/8" (16 mm) Masonry drill bit	1/2" (13 mm) Masonry drill bit
7/16" Steel drill bit	5/16" Steel drill bit	1/2"-13 Tap
3/8"-16 Tap	Wooden wedges and shims	Caulk gun
Mallet or rubber hammer	Measuring tape (English units)	40 ft-lb (54 Nm) Torque wrench
9. Prior to shipping, all Norshield doors are pre-hung and hardware is pre-fitted to assure proper operation. On special request, doors may be shipped separate from the frame. In such circumstances, the installer may have to make adjustments for proper fit and operation of the hardware.
10. Do not remove the door from the hinge.
11. Do not remove the threshold bar from the bottom (sill) of the frame.

12. Do not fill door frame with grout or mortar.
13. Note that doors are constructed to be used for a certain "swing" or "hand" as shown in the illustration below. RHR refers to right-hand-reverse, LH refers to left-hand and so on. Check the Norshield Final (As Built) Drawings and the architectural drawings to make sure that the door to be installed is correctly handed.



14. **CAUTION:** Do not remove the protective film from the glazing (except at receiving inspection to check for damage during shipment, then replace film). The glass surfaces are easily damaged or scratched. The protective films may be removed after completion of the installation, field painting and final cleaning. This helps protect the glazing materials from scratching and marring during erection and final cleaning processes. See cleaning instructions for glazing since many solvents can damage the glazing materials. Some glazings are provided with fragment resistant film. These films are susceptible to scratches. Handle with care.
15. If the door is supplied with a threshold, the undercut, or distance between the bottom edge of the door and the top of the threshold, shall not exceed 1/4 inch (6 mm). The total distance from the bottom edge of the door to the top of the slab shall not exceed 3/4 inch (19 mm). If the door is not supplied with a threshold, the undercut shall not exceed 1/4 inch (6 mm).
16. Note that in most cases either the strike plate, electric strike, or power transfer must be removed for the bolt hole access during mounting of the frame.
17. Fasteners approved to anchor Norshield security doors to concrete for Temporary, or 15-minute, and Prolonged, or 60-minute forced entry and blast purposes are the Rawl #6308 1/2" Steel Drop-In anchor with a 1/2" grade 8 bolt, which requires a 5/8" (16 mm) diameter hole 3 1/2" (89 mm) deep, or the Supertanium 1/2" Taperbolt, which requires a 1/2" (13 mm) diameter hole 3 1/2" (89 mm) deep. **CAUTION:** Avoid cutting rebar in the adjacent walls when drilling walls for concrete anchor installation. If the door is to be anchored to a plain steel embed or frame, drill and tap for 1/2"-13 grade 8 bolts. If the door is to be anchored to a Norshield adjustable nut embed, drilling and tapping is not necessary, since the embed is pre-engineered for the door. Anchors are provided by Norshield and are packed in the crate with the door. Special threat resistant doors may require 5/8", grade 8, anchors. The type of anchor used is specified in the Norshield Final (As Built) drawings. Be sure of the type of anchor before drilling holes. Holes drilled into adjacent concrete must be at least 3" (76 mm) from the edge of the wall, unless otherwise specified. Doors certified for Limited, or 5-minute forced entry or those provided for use in applications where only ballistic resistance is required will be provided with 3/8", grade 8, anchors and/or bolts.
18. Use the following photographic sequence to properly install the single door and frame assembly.

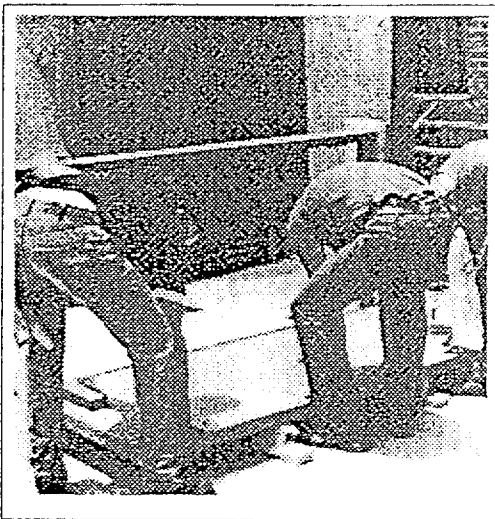




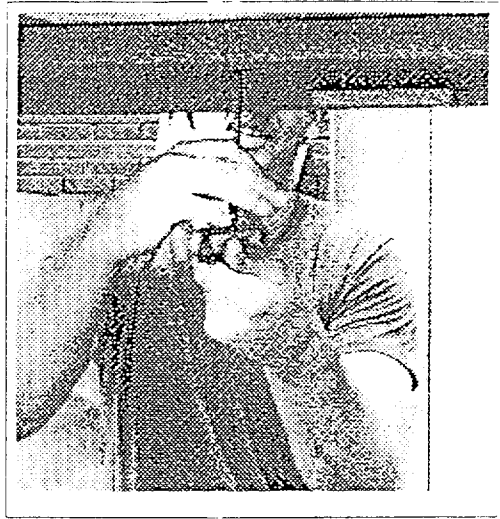
**1** Remove the plywood skin from both sides of the crate



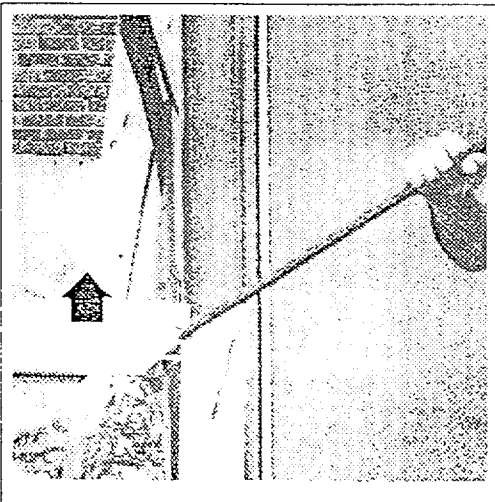
**2** Remove the braces from around the hardware while holding the door so that it does not fall open. CAUTION: Door is not locked during shipment



**3** Place braces on the floor in front of the door as shown and lower the door to rest upon them. CAUTION: Door is heavy! Use three (3) or more men for this operation



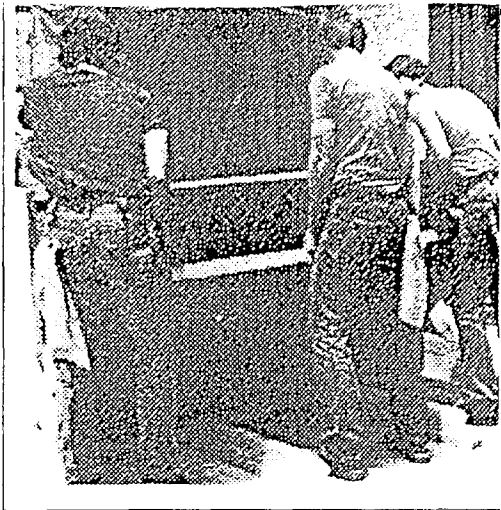
**4** Remove the bolts that secure the door frame to the crate from the lock side of the jamb using a 5/16" hex Allen wrench



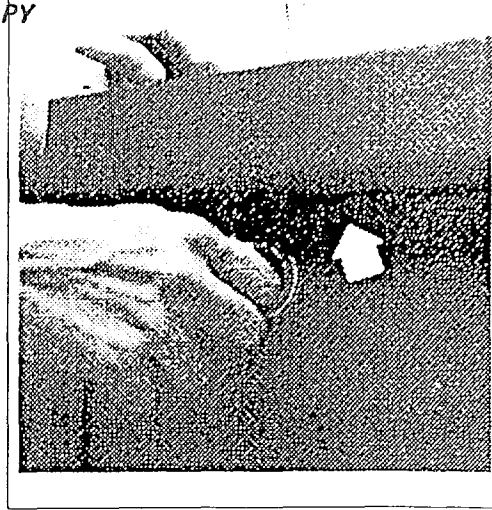
**5** Using a pry bar, remove the metal corner braces and remove the crate board from the lock side of the jamb



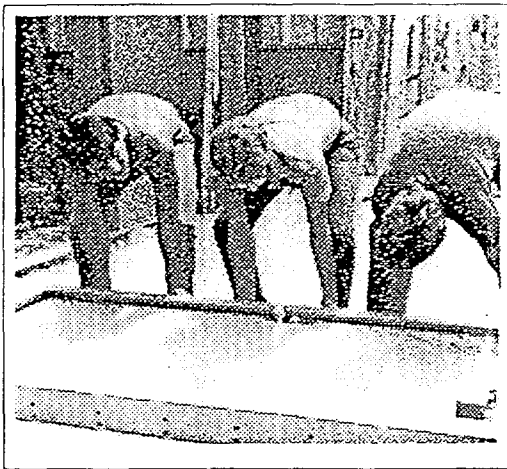
**6** Remove the bolts from the header and hinge sides of the jamb. Remove the shipping tape from the forced entry side of the jamb



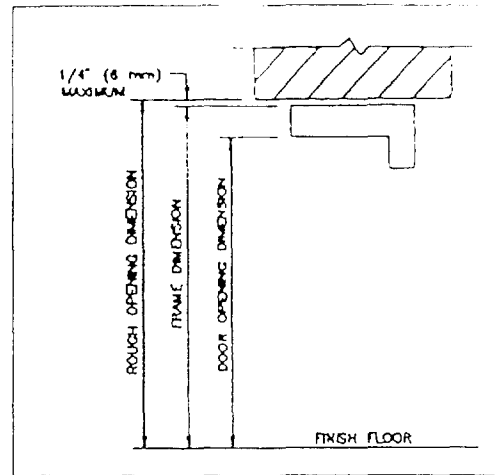
**7** Raise the door back into position within the frame  
**CAUTION:** Door is heavy! Use three (3) or more men for this operation



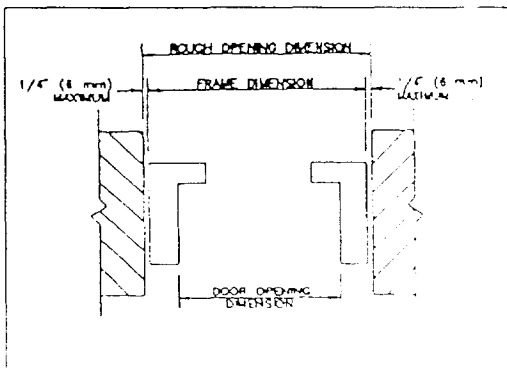
**8** Engage the forced entry locks. Make sure the lock bolts throw into the lock receiver (see arrow)



**9** Lower door and frame to horizontal position. Do not remove the threshold bar attached to the sill of the frame. Remove snipping crate from the area. **CAUTION:** Door is heavy! Use three (3) or more men for this operation.



**10** Check rough opening and door frame measurements to insure a proper fit. The gap between the door frame and the rough opening must not exceed 1/4" (6 mm) at any point. Check for introduction of electrical conduit per wiring section on page 9.



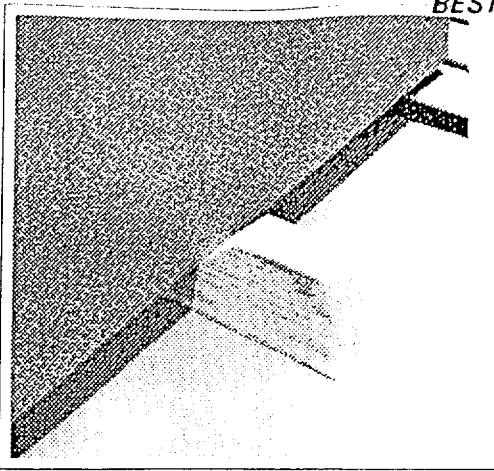
The gap between the door and the frame should not exceed 1/4" (6 mm). If the rough opening is too large, the following corrective measures may be considered:

- Construct filler using at least two layers of 1/4 inch (6 mm) thick hot rolled steel.
- Fill with 1/4 inch (6 mm) thick wall steel tubing
- Fill with concrete

**11**



**12** Place the bottom of the door inside the opening and lift door into place. Place two additional people on the opposite side of the wall or nail wood supports across the back side to prevent the unit from continuing through the opening.  
**CAUTION:** Door is heavy! Use five (5) or more men for this operation.



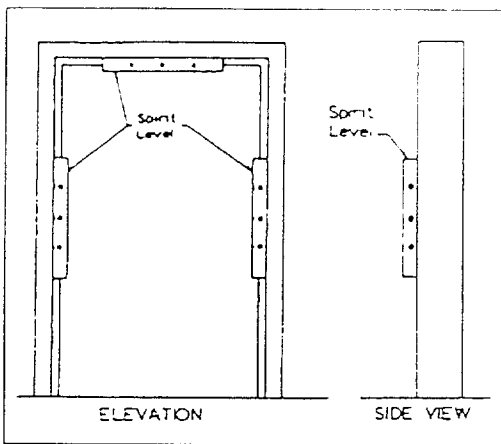
Release the forced entry locks and swing the door open. Be sure the frame does not fall from the opening. Use wooden shims and wedges between the frame and the wall and a wedge under the door to temporarily secure the unit into the opening.

13



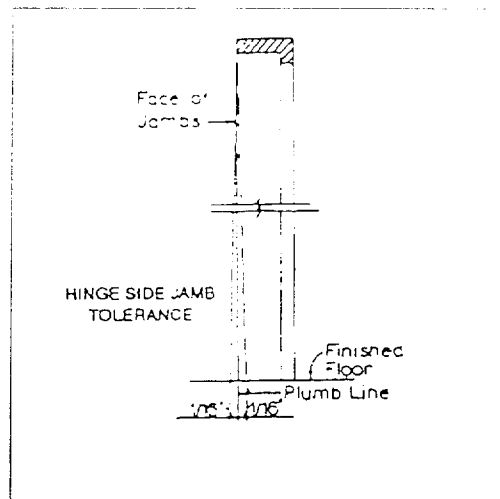
Plumb the hinge side jamb in the opening using a spirit level. Hold the frame in place with wood wedges and shims between the frame and wall and a wedge under the door.

14



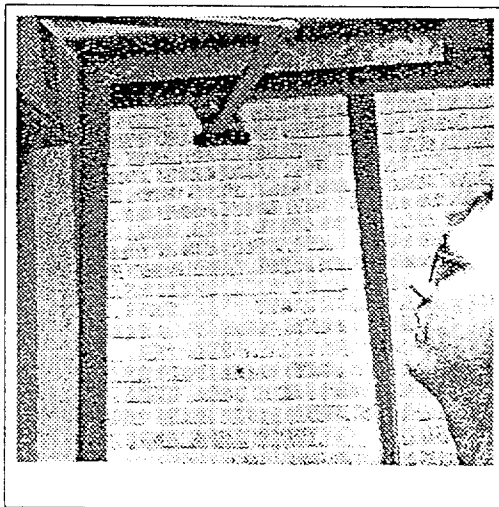
Plumb the hinge side jamb in the opening by positioning a 3' spirit level in two directions as shown. Mark and drill the top and bottom holes (per General Note #15) and secure with two bolts.

15



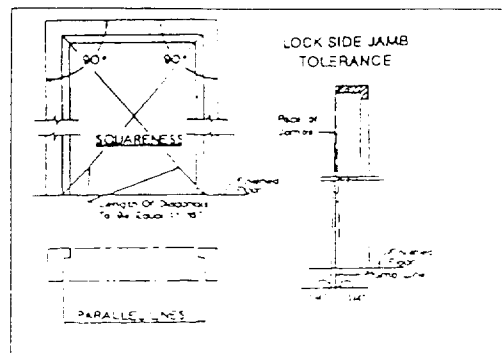
The hinge side jamb should be within 1/16" (1.5 mm) of a plumb line measured as shown in the side view of the door frame.

16



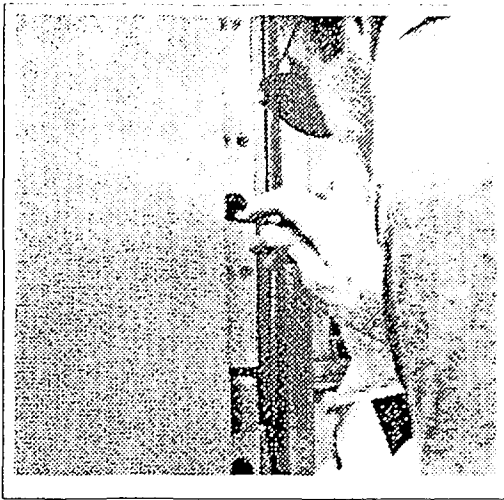
Check header/jamb squareness with a carpenter's square. Shim sill or header as required. Close door.

17

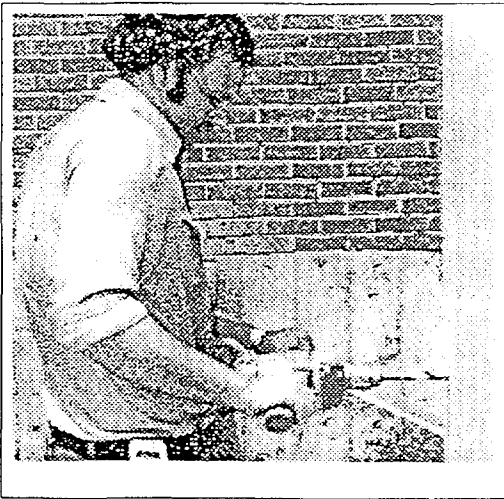


Shift the lock side jamb until the rubber silencers are touching the door at the top and bottom of the door. Use wood wedges to hold the door and frame in place and engage the forced entry locks to the locked position. They should engage easily without binding. Draw a line on the wall the entire length of the lock side jamb. Open the door and check to see if the lock side jamb is still aligned with the frame.

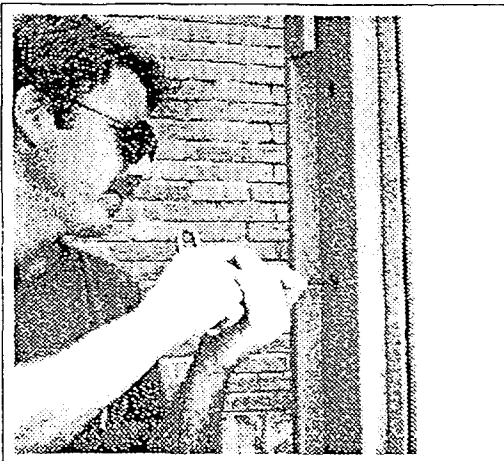
18



**19** Mark all mounting holes to be drilled through the frame. If holes are slotted, be sure to mark the center of the slot to allow for maximum adjustment.



**21** Drill holes at the marks to match mounting conditions per instructions in General Note #17. Repeat steps 11 through 16 if the door had to be removed from the opening.



**23** Flat washers provided shall be used at each anchor bolt. Tighten all bolts. It is imperative that all bolts be tight in order for the door to maintain forced entry integrity. Do not omit any bolts. Torque all anchor bolts to a minimum of 40 ft-lb (54 Nm).

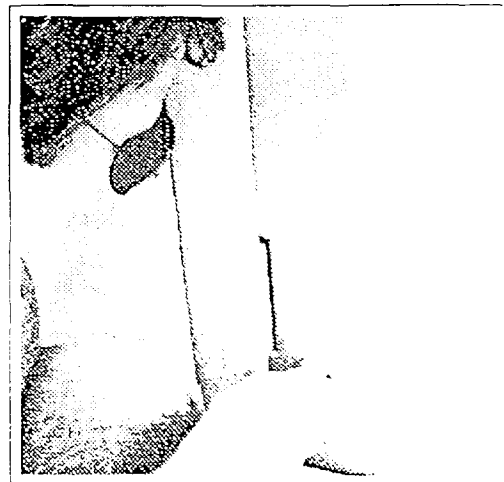
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**20** It should be possible to drill all mounting holes through the access holes in the frame with the door in place. If not, remove the wedges, shims, bolts, etc. Close the door, throw the forced entry locks and remove the unit from the opening. CAUTION: Door is heavy! Use five or more men for this operation.



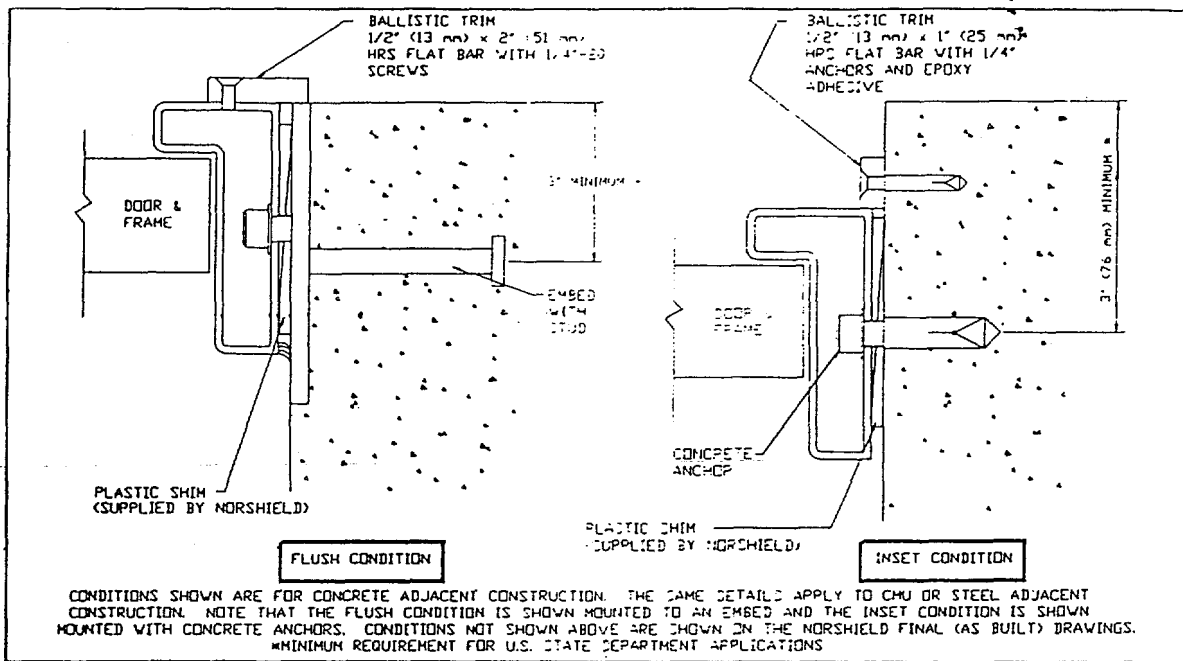
**22** Shims must be used to fill the void between the frame and the wall, straddling the bolts, to allow them to be tightened without bending the frame. Stainless steel shims are required for special resistance doors and plastic shims are used for all others.



**24** Engage the forced entry locks to check for proper function. If the lock binds or does not engage, then go back through the frame adjustment (steps 13 and 14).

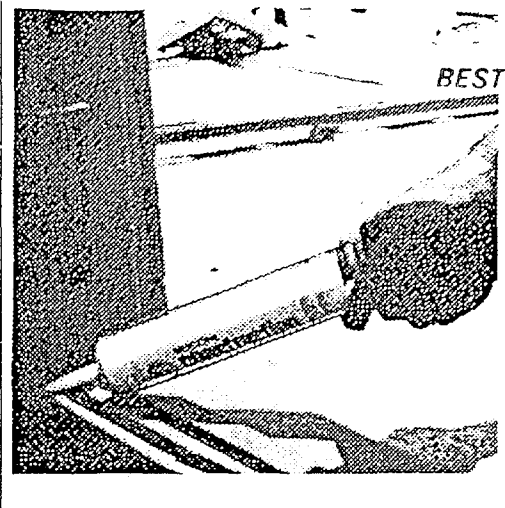
# 25

The ballistic trim, where applicable, must be installed at this point. See Norshield Final (As Built) Drawings to verify requirements for ballistic trim. This steel trim is applied on the secure side of the door to either the door frame or the wall to seal the potential ballistic leaks between the door frame and wall. Note that the gap between the door frame and the wall must not exceed 1/4" (6 mm). The two types of ballistic trim are shown below. The appropriate type of trim is provided in the shipping crate along with the required adhesive and mounting hardware.



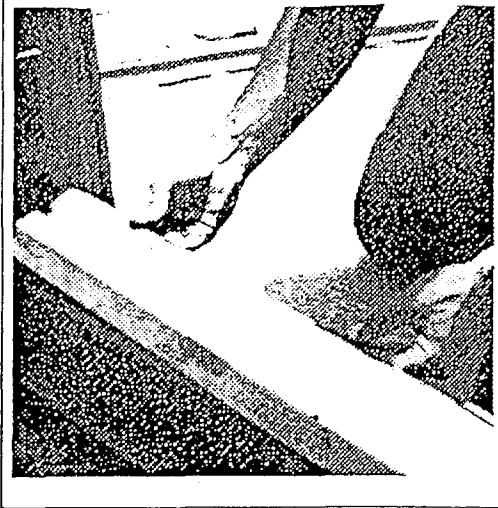
## Ballistic Trim Installation

1. Make sure that the ballistic trim fits into the rough opening against the secure side of the door frame. Steel ballistic trim bars are provided in cut lengths according to the rough opening dimensions shown on the approved drawings. However, actual dimensions of the rough opening may be smaller, which will require the trims to be cut to fit the opening. Note that the vertical bars run long and the horizontal bar fits between them at the head. Joints at the corners and between the bars should be snug with no gap.
2. Hold trim in place and mark holes. For the flush condition, drill and tap door frame for a 1/4"-20 screw. For the inset condition, drill 1/4" (6 mm) hole 1 1/2" (38 mm) deep in concrete.
3. To insure a strong adhesive bond, door frame and wall surfaces should be cleaned with a degreasing agent such as denatured alcohol to remove all traces of oil, grease, and dirt.
4. For flush condition, fasten the 1/2" x 2" (13 mm x 51 mm) steel trim using the 1/4" fasteners provided. For inset condition, go to step 5.
5. Mix epoxy adhesive provided by stirring together equal amounts of Part A and Part B. The two parts are of different color and the adhesive is fully mixed when it is a homogeneous color with no streaks. Work with small batches as the pot life of the adhesive is about 20 minutes before it begins to set up. CAUTION: Adhesives may cause irritation or allergic reaction. Avoid contact with eyes, skin or clothing.
6. For the inset condition, quickly apply the adhesive with a spatula to make a 1/2" (13 mm) wide bed 1/8" (3 mm) deep on the wall immediately behind the door frame.
7. Immediately fasten the steel trim bars with the screws or anchors provided.
8. Wipe off excess adhesive immediately with soft cloth.



**26**

Apply a heavy bead of silicone caulk to top and side surfaces of the threshold bar



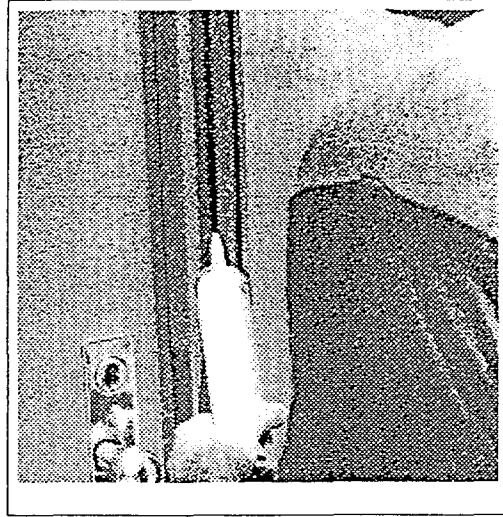
**27**

Place threshold cover over threshold bar and press firmly. Allow to set over night



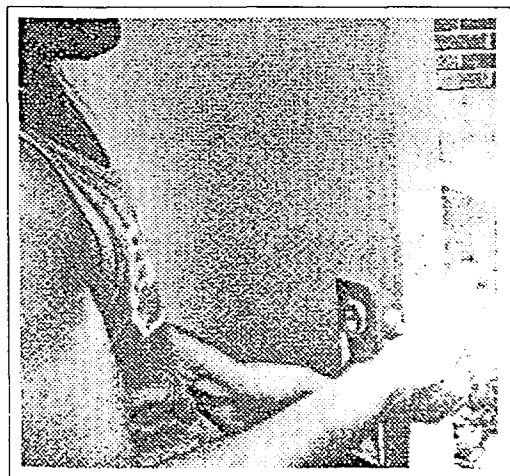
**28**

Place cap plugs in all bolt access holes on the lock side jamb and header. Cap plugs are not provided for the hinge side.



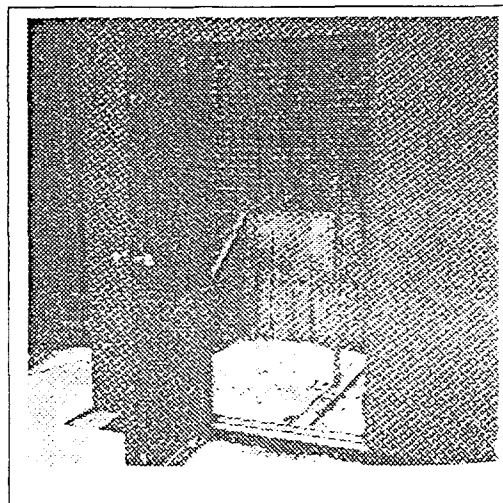
**29**

Caulk along seam between frame and wall on attack side.



**30**

Remove the shipping tape from the remaining hardware and check for proper operation. Remove the snop core provided and insert final security lock cores per keying instructions.



**31**

Installation is complete

## Double Door and Frame Installation

Installation of the Norshield NS2000 Series Double Door and Frame is the same as the single door with the following exceptions:

1. The Norshield double door is shipped flat. Remove the plywood skin from the top side of the shipping crate.
2. Raise the door unit to the upright position as near as possible to the rough opening. Use temporary supports to secure the door unit in the upright position. **CAUTION;** Norshield double doors are extremely heavy: approximately 1,600 lbs. (730 kg)! Use six (6) or more, strong, able bodied, 175 lbs. (80 kg) minimum men when handling the door unit.
3. Remove the cross braces from both sides of the shipping crate.
4. Open the active door leaf. Open the inactive leaf by rotating the lever handle on the secure side to disengage the two point lock.
5. Place wedges under the doors to hold them open and hold the unit in an upright position. Remove the shipping bolts from the access holes in the frame using a 5/16" hex Allen wrench.
6. Remove the shipping crate from around the doors and away from the area.
7. Check the rough opening and door frame dimensions to insure a proper fit (see step 10 of the single door installation instructions). The gap between the door frame and the wall should not exceed 1/4" (6 mm) at any point.
8. Using a pry bar, sledge hammer and cross braces from the crate, carefully inch the unit into the rough opening.
9. Proceed as shown in the single door instructions beginning with step 12 and noting that, since both jambs are hinge side jambs, they must both be within  $\pm 1/16"$  of a plumb line measured as shown in step 13.

## Field Installation of Electrical Wiring

The following instructions are provided to indicate routes and locations for introducing electrical conduit (by others) to provide electrical power to terminal strips within the Norshield door frame. Figures 1, 2 and 3 illustrate the connection points for conduit. Figure 1 shows the conduit entering the single door frame from the head (A) into the lock side jamb or from the floor (B) into the lock side frame. Figure 2 shows the conduit entering the double door frame from the head into the side jambs. Figures 1 and 2 also show terminal strip locations for the single and double door and frame assemblies. Figure 3 shows the alternate method for introducing surface mounted conduit from the secure, or non-attack, side of the door. This is accomplished by drilling a hole at the coordinates shown and either applying an elbow for the conduit run, or running the conduit into the end of the Locknetics mounting tube. All wires should be well insulated and appropriate bushings and conduit fittings should be used to protect the wiring from contact with the steel frame. All wires shall be inserted through the conduit in the field (by others).

Figure 4 is the standard Norshield wiring diagram for the terminal strip wiring. The numbers indicated on the diagram are also indicated on the wiring within the frame and those assigned numbers are consistent with the corresponding hardware device on all Norshield doors. Numbers are not used for other devices and will only be duplicated on doors with more than one like device. For single door and frame assemblies, the numbers start at the bottom of the lower terminal strip and continue in order up through the top terminal strip, if more than one is provided. A schematic of the wiring for each door can be found on the back side of the terminal strip access plates. The access plates are screw applied.

NOTE: Simplex 980 Push Button Combination Electric Switch and AES Fire Door Control package are always shipped loose for field installation.

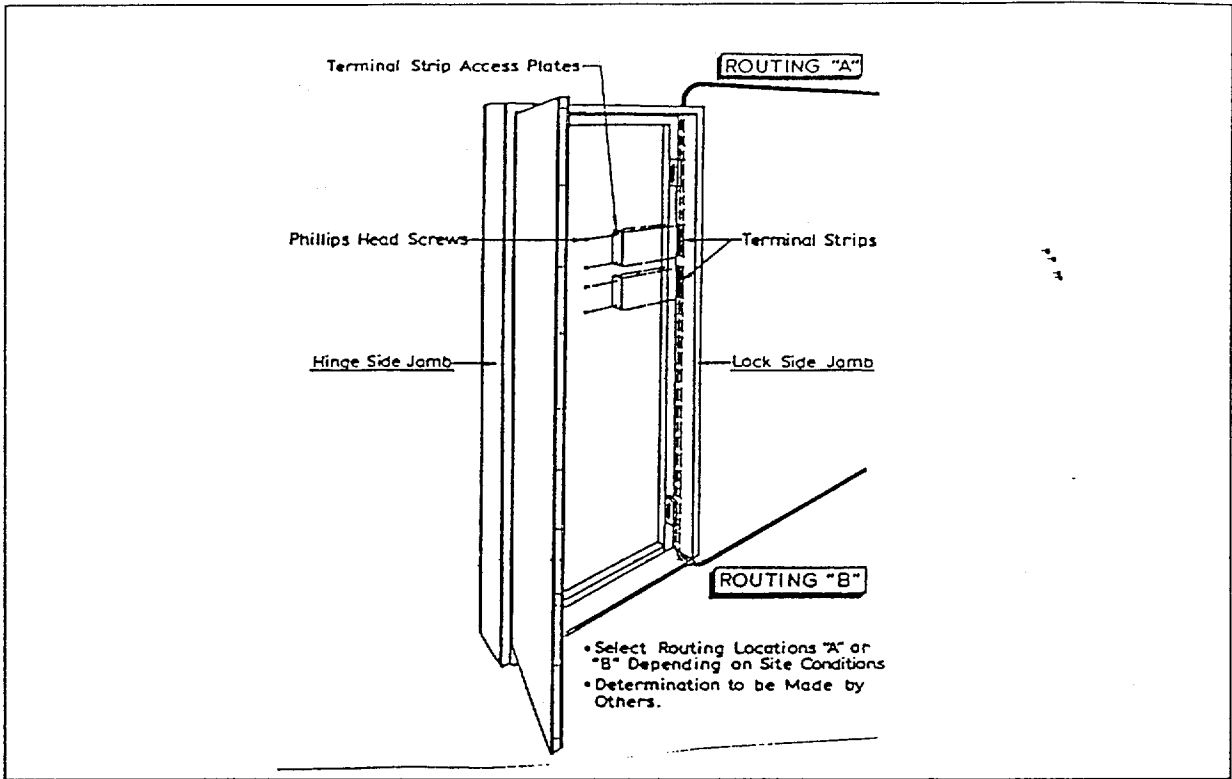


FIGURE 1. Introduction of electrical wiring to single door assembly

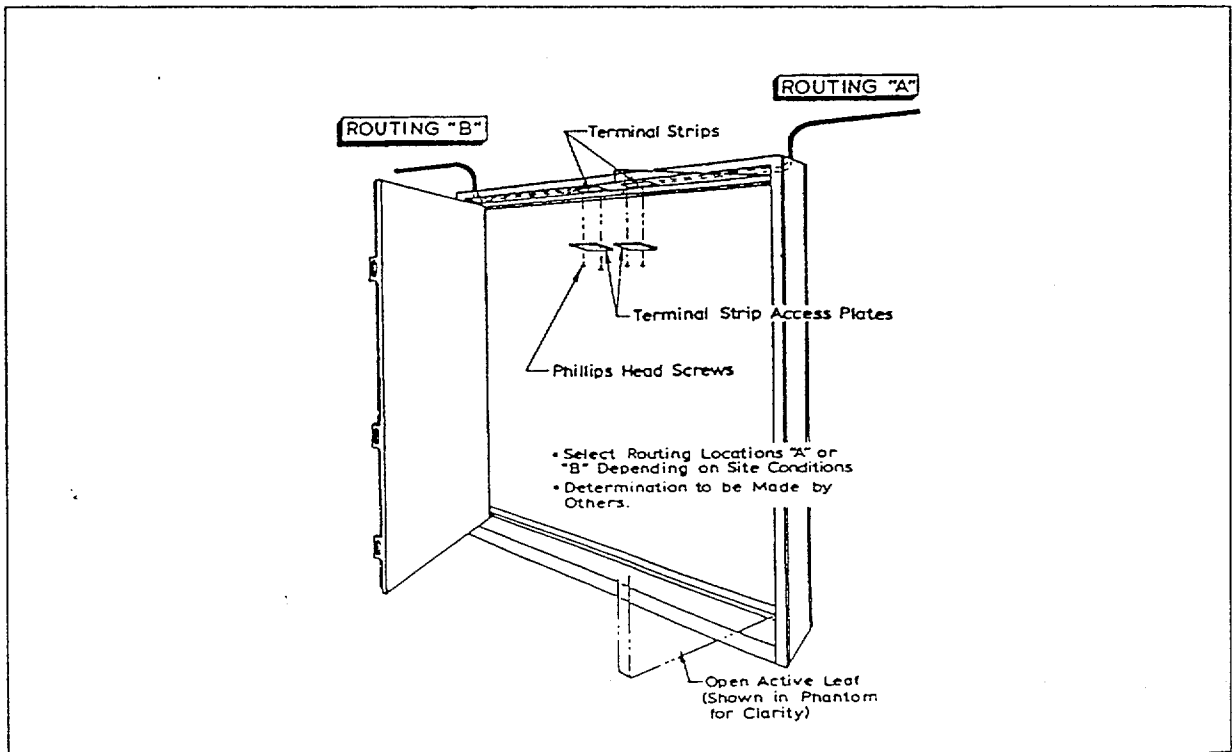


FIGURE 2. Introduction of electrical wiring to double door assembly



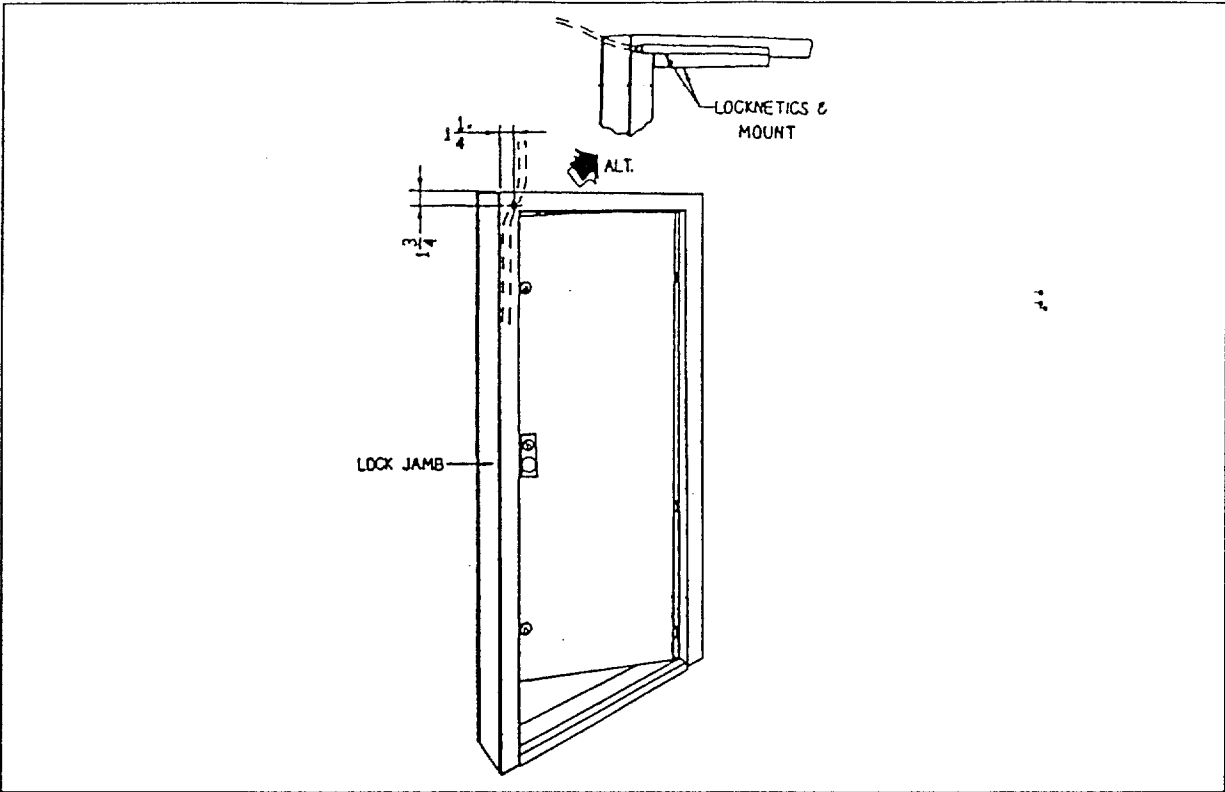


FIGURE 3. Alternate field introduction of wiring.

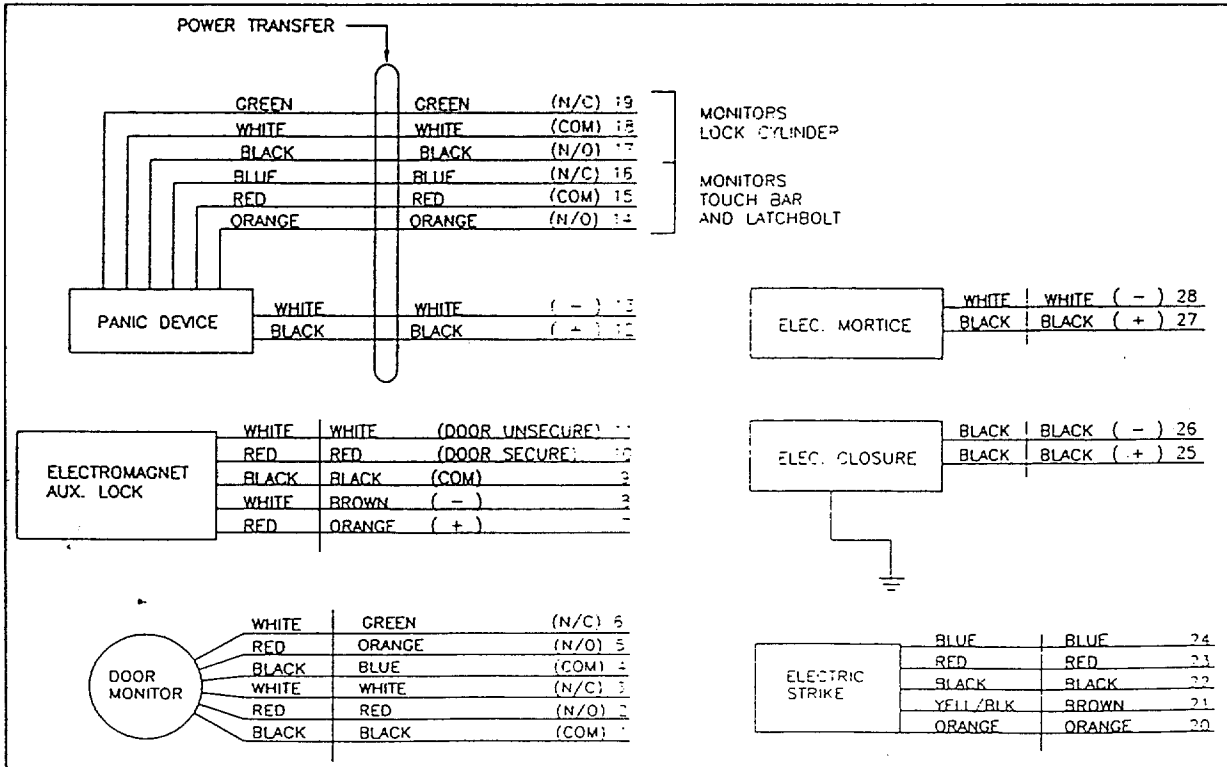


FIGURE 4. Schematic wiring diagram.

38

### Check List for Proper Installation of Norshield Doors

- Open door to the full extent of travel and close again to check for proper clearance between the door and frame. A properly installed door will have approximately 1/4" to 1/8" gap between the door and frame. Check to see if the door rubs on the frame at any point which indicates that the frame has been installed out of square. Repeat steps in installation instructions to plumb frame in the rough opening. Note frame installation tolerances as shown in steps 13 and 14 of the installation instructions.
- Close the door until it latches. Check for proper function of lockset, deadbolt, etc. Engage forced entry locks to assure proper function without interference from the strike receivers mounted on the door frame which insert into the door upon closing. Any fouling indicates that the lock side leg of the door frame should be adjusted to allow proper operation of the forced entry locks.
- All bolt access holes provided in the door frame should have a bolt properly securing it into the rough opening. For a standard 3'-0" x 7'-0" (914 mm x 2134 mm) door a minimum of 22 each 1/2" diameter, grade 8, bolts are required for compliance to the tested condition.
- Check to see that the gap between the door frame and the rough opening wall does not exceed 1/4" (6 mm) and that the ballistic trim is properly installed completely covering the gap and sealing all possible ballistic leaks between the door frame and wall.
- Check for installation of all cap plugs at anchor locations and for wiring access cover plates. Do not use cap plugs on the hinge side jamb.
- Check for proper function of all auxiliary locks, latches, sensors, etc. if applicable. Use wiring diagram provided to assist in locating electrical problems.

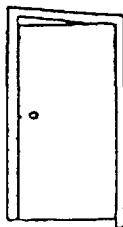
# NORSHIELD SECURITY DOOR TROUBLESHOOTING & MAINTENANCE GUIDE

## Norshield Door Identifying Features

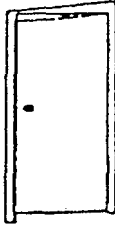
1. Norshield security doors have always been equipped with a continuous aluminum hinge, instead of a continuous steel hinge or butt hinges. This aluminum hinge has a smooth aluminum cover that protrudes out from the attack side of the door.
2. Norshield security doors may be identified by opening the door to look for labels located along the inside of the hinge. Approximately half of Norshield doors manufactured to date, and all currently manufactured doors, have a "Norshield" label that identifies the model number, date of manufacture, serial number and customer number. Note that all Norshield model numbers begin with the letters "NS". If the door is a fire door, then it will have an additional metal foil label, also located inside the hinge, which identifies it as a UL Listed fire door. This label also identifies the model number as well as the fire rating and has a UL file number printed in the upper left hand corner. The Norshield UL file number for fire doors is R11592 and this number is unique to Norshield products.
3. The vision opening of Norshield security vision doors is cut out of a solid piece of steel plate so that there is no apparent "frame" around the vision opening(s).
4. Norshield security doors rated for Temporary, or fifteen minute, and Prolonged, or sixty minute, forced entry resistance are equipped with at least three (3) dogging angles that protrude out of the hinge side of the door and are made of structural steel angle 1/2" thick and each dogging angle is 1 3/4" wide. Norshield security doors rated for five minute protection against forced entry are equipped with 3/4" diameter pins that protrude straight out of the hinge side of the door.
5. Norshield security doors rated for Temporary, or fifteen minute, and Prolonged, or sixty minute, forced entry resistance are equipped with at least two (2) strike receivers located on the door frame. This is a 1/2" piece of steel with an elongated hole that inserts into slots in the door when it closes. The strike receivers correspond to the location of the forced entry locks.

## Door and Frame Assembly Adjustment

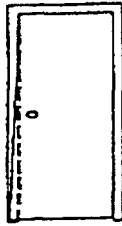
Door adjustment may involve any one or all of the following conditions. However, all door and frame adjustments must be complete before starting hardware adjustment. All Norshield door frames produced after December 1, 1992, have slots instead of holes for the mounting bolts that allow for adjustment after installation. Hardware adjustment should be minor since it has been completely adjusted in the Norshield factory prior to shipment.



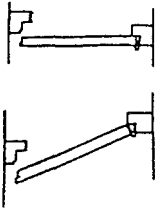
Symptom:	Clearance at the top of the door is not the same across the head when the door is closed.
Reason:	Door header is not level.
Solution:	Shim under jamb on hinge side or lower strike at the lock side jamb.



Symptom: Door scrubs header as it is closed or will not close because it hits the header.  
Reason: Door header is not level.  
Solution: Shim under jamb on lock side or lower strike at the hinge side jamb.



Symptom: Door scrubs on lock side jamb as it is closed or will not close because it hits the lock side jamb.  
Reason: One or both jambs are not plumb.  
Solution: Plumb jambs - hinge side then lock as shown in the installation instructions, steps 12 through 14.



Symptom: Closed door does not seat in lock side jamb.  
Reason: The lock side jamb is not in line with the lock side edge of the door.  
Solution: Align lock side jamb according to installation instructions, step 14.

#### Cleaning Procedure for Polycarbonate Glazing

**Extreme care must be exercised when working with or near the polycarbonate surface of the glazing because of the vulnerability of polycarbonate to scratching.** The polycarbonate surface is on the secure side of the door. The following cautions must be strictly observed when cleaning the polycarbonate surface of glazing:

- ♦ Do not use abrasive or highly alkaline cleaners.
- ♦ Never scrape polycarbonate sheet with razor blades or other sharp, or hard, instruments, including plastics such as Teflon, polyethylene, Styrofoam, etc.
- ♦ Do not use nylon or other synthetic materials when cleaning.
- ♦ Never use a paper towel as a cleaning cloth.
- ♦ Do not use solvents or chemicals such as ammonia, toluene, xylene, benzene, acetone, carbon tetrachloride as cleaning fluids.
- ♦ Do not allow excessive heat near the polycarbonate surface.
- ♦ Do not expose glazings to paint or paint fumes. Cover or mask completely to prevent chemical degradation.

The following products are approved as fluid cleaning agents for polycarbonate:

<u>Soaps</u>	<u>Organic Solvents</u>	<u>Alcohols</u>
Windex	Aliphatic hydrocarbons	Methanol
Joy	Hexel F.O. 554	Denatured Ethanol
Fantastic	Naphtha (VM-P grade)	Isopropyl
Top Job	Neleco - Placer	
Mr. Clean	Petroleum Spirits	
Formula 409	Turco 5042	

All cleaning fluid must be filtered through a clean paint screen and placed into a sanitized container prior to using on the polycarbonate glazing. Only a clean, 100% cotton cloth or clean cellulose sponge may be used to clean polycarbonate surfaces. If the cloth or sponge becomes soiled it must be discarded and a new cloth or sponge used. Do not lay the cloth or sponge on a dirty or non-sanitized surface. Store all cleaning materials in a sanitized area.

Use the following cleaning procedure for cleaning the polycarbonate surfaces:

1. Remove the factory protective coating immediately prior to cleaning.
2. Thoroughly moisten polycarbonate with an approved fluid cleaning agent from the list above.
3. Gently wash with cotton cloth or cellulose sponge to loosen dirt and grime. **DO NOT SCRUB!**
4. Rinse well with clear, clean water.
5. Dry thoroughly with a chamois or cellulose sponge to prevent water spotting.
6. Repeat if necessary.

Removal of fresh paint, grease, or glazing compound:

1. Go through the steps 1 through 4 stated above for cleaning the polycarbonate surfaces.
2. Before drying, gently rub affected area with an approved solvent from the list above.
3. Gently wash with warm water and an approved soap. **DO NOT SCRUB!**
4. Rinse well with clear, clean water.
5. Dry thoroughly with a chamois or cellulose sponge to prevent water spotting.
6. Repeat if necessary.

Removal of scratches:

Hairline scratches and minor abrasions can be removed or minimized by using a mild polish. There are a number of products on the market that will polish and fill scratches making them virtually invisible. Two such products are Johnson's Paste Wax and Meguiar's Mirror Glaze plastic polish (MGH 10 or MGH 17). It is suggested that the product selected be tested on a sample of polycarbonate or obscure area of the glazing.

Removal of labels and stickers:

The use of VM-P naphtha and other approved solvents are generally effective in removing labels and stickers. A warm water wash and rinse should always follow the use of these products on polycarbonate surfaces. In cases where the label material, such as vinyl, does not allow the penetration of the solvent, the application of heat from a hair dryer, for example, can be used to soften the adhesive material and promote removal. **CAUTION:** Excessive heat can damage the polycarbonate surface.

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## Cleaning Procedure for Framing and Painted Metal Surfaces

Norshield security products are provided with a durable finish paint that will last many years if properly cared for. The finish paint is an aliphatic polyester polyurethane enamel and the nominal dry film thickness is approximately 2 mil. To wash use a mild, non-abrasive cleaning fluid and rinse well. Then use a good grade of automotive wax every six months to protect factory painted finishes. Buff with a clean cotton cloth to avoid scratching the frame.

## Glass Replacement Glazing Instructions for Vision Doors

**Extreme care must be exercised when working with or near the polycarbonate surface of the glazing because of the vulnerability of polycarbonate to scratching.** Security glazings are also heavy weighing as much as 90 pounds (41 kg). Have the following tools on hand before beginning:

Suction cups (2)	Vise Grip pliers	Needle nose pliers
Knife	16 oz. Hammer	Screwdriver with 3/8" (10 mm) wide flat blade (2)
Measuring tape	Wood blocks - 1/4" x 2" x 6" (6 mm x 51 mm x 152 mm)(4)	

To determine the size of replacement glass needed, measure the vision opening of the secure side of the door and add 7/8 inch (22 mm) to all four sides. Follow the steps outlined below to remove old glazing and reglaze the door. Note that the instructions are given for an NS1100 double vision door. A NS1200 or NS1300 full or half vision door is reglazed the same way except that the horizontal glazing stop and glazing rod are at the top of the door instead of in the middle of the door as shown in the illustrations.

1. Using needle nose pliers, grip the roll-in rubber glazing material and remove from around the edge of the glazed area on both sides of the lites.

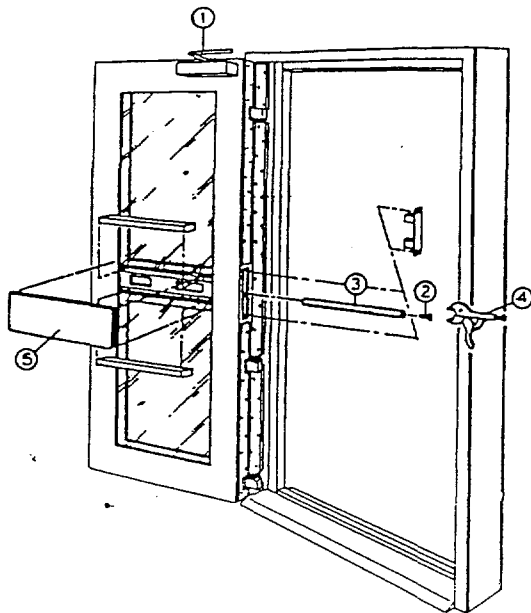


Figure 5.

2. Disconnect the closer arm (1) from the frame and fully open the door as shown in Figure 5. Insert a 3/8"-16 screw (2) into the threaded end of the glazing rod (3) located in the hinge stile, or edge, of the door. Grip screw head (2) with Vise-Grip pliers (4) and pull out the glazing rod (3). Remove horizontal glazing stop (5) and set aside.
3. Remove the 1 3/4" (44 mm) x 1" (25 mm) glazing spacer bar (6).
4. Attach suction cups to the old glazing and slide it all the way into the deep glazing pocket toward the hinge side and jiggle it, or rotate it, out of the door. The bottom lite will have to be lifted up then jiggled out of the door.
5. Clean glazing pockets of any loose glass or debris. If replacing glass and the original setting blocks are still in place it is not necessary to replace them (skip step 6).
6. Place two (2) setting blocks each, 1/2" (13 mm) thick x 4" (102 mm) long, in glazing pocket of the lock stile, the top of the top glazing pocket and the bottom of the bottom glazing pocket as shown in Figure 6 for double vision doors. Single and full vision doors have two (2) setting blocks in the lock stile pocket and two in the bottom pocket.

Locate these setting blocks at 1/3 points in the pocket. Set in place with silicone caulk. Silicone 1" (25 mm) x 1" (25 mm) x 2" (51 mm) setting blocks into the hinge side of the door at the top of the top glazing pocket and at the bottom of the bottom glazing pocket so that the 2" (51 mm) side is horizontal.

7. After setting blocks are in place, prepare the glass to be placed in the opening. This preparation consists of completely removing any protective covering from the **glass surfaced side only** and peeling the protective covering back 2" (51 mm) all around the edges of the polycarbonate surface of the glazing. Place a 1 1/2" (38 mm) wide strip of masking tape 1 1/4" (32 mm) from the edge all around the polycarbonate side.
8. Apply suction cups to the **glass surfaced side only** and insert the edge into the deep glazing pocket of the hinge stile using the jiggle method if insertion as shown in Figure 6. Be sure to have the attack, or threat side, of the glazing on the proper side of the door. Care should be taken not to strike the glass against the steel walls of the glazing pocket. Once the glass is fully engaged into the hinge side stile glazing pocket of the door, then slide the glass sideways into the shallow lock side stile glazing pocket until it rests against the lock side stile setting blocks.
9. **For a double vision door, upper lite** (as shown in Figure 6): raise the glass to rest against the top rail setting blocks and insert the glazing spacer bar (item 6, Figure 5) under the glass and place two 1/4" (6 mm) x 4" (102 mm) setting blocks between the edge of the glass and the glazing spacer bar. Apply silicone to these setting to hold them in place. **For a double vision door, bottom lite** (as shown in Figure 6): Follow the same procedure of jiggle glazing as used to insert the top lite, except the bottom lite must be lowered down into the bottom glazing pocket and onto the setting blocks. Insert the glazing spacer bar above the glass and put two 1/4" (6 mm) x 4" (102 mm) setting blocks between the glass and the glazing spacer bar. Insert horizontal glazing stop into holes provided and insert the glazing rod through the hole in the to secure the stop. Apply shims to side spacer (item 7, Figure 5) with silicone and install into the hinge side edge.

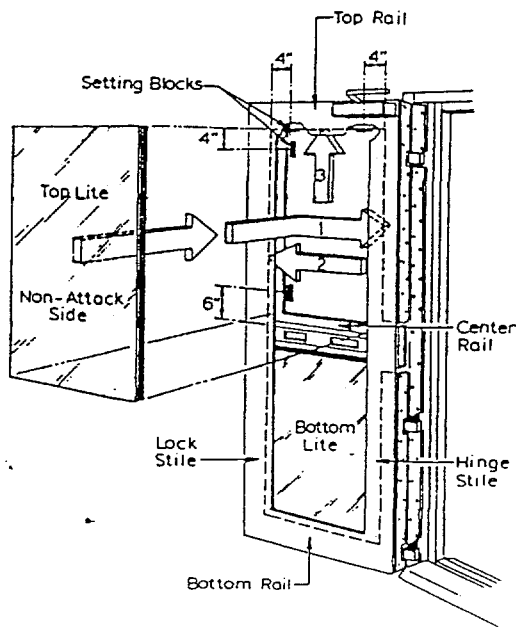


Figure 6.

10. **For a half vision or full vision door:**

Follow the same procedure for the double vision door, bottom lite, noting that the glazing spacer bar and horizontal glazing stop install at the top of the door instead of at the middle. Also note that there is no side spacer used on single and full vision doors. Insert horizontal glazing stop into holes provided and insert the glazing rod through the hole in the to secure the stop.

11. After the lite(s) are in place, cut eight (8) pieces of glazing vinyl (that goes around the edge of the vision opening) about 4" (102 mm) long and place them at the corners to center the glass in the door and keep it from touching the steel.
12. Apply a bead of silicone caulk into the gap between the glass and the metal on both sides.
13. Starting at the top center of the lite(s), apply the roll-in wedge glazing vinyl all around the secure side removing 4" spacers from step 11. Slit the stem of the gasket at the corners to allow the gasketing to be continuously inserted. Carefully cut to length at the top to give a butt joint.
14. Repeat step 13 for the attack side and the reglazing of the door is complete.

44

26. 09. 94

12:29

AST-UNISZER + 36 1 251 8351

001

## AST-UNISZER Kft.

1075 Budapest, Wesselényi u. 16.

Tel: 267-8802 Fax: 268-1753

### TELEFAX

Budapest, 1994. 09. 26.

#### RFMC

Lakatos György

részére

Fax: 251-8351

Tárgy: Biztonsági berendezések a Nyár u.-i irodaházban

Tisztelt Lakatos úr!

Hivatkozva szept. 23.-i telefonbeszélgetésünkre, ezúton rögzítem írásban is a tárgyban munkákkal kapcsolatos ajánlatunkat:

- A 3 db iroda bejárati ajtó (2.e. mindkét oldal, 5.e. utcai oldal) cseréje oly módon, hogy a meglévő ajtók kiszerezésre és elszállításra kerülnek, s helyettük az Önök által biztosított egy-szárnyú biztonsági ajtók kerülnek beépítésre mindkét oldalra a beton falig acéllemez csatlakozással. Az ehhez kapcsolódó valamennyi helyreállítási ( gipszkarton burkolat, festés) esetleges elektromos átszerelési munkákkal komplet készen.

Ajánlati árunk

735.910,- Ft + ÁFA.

- Az 5.e-i ablakokra rács építése 2 db függőleges ablak 37.000,- Ft/db, összesen

74.000,- Ft + ÁFA

- 3 db tetősíkban fekvő ablak 50.000,- Ft/db összesen


150.000,- Ft + ÁFA

Felhívjuk azonban a figyelmüket, hogy a tetősíkban ablakoknál a rács csak belülről kerülhet beépítésre és ez az ablakok nyitását lehetetlenné teszi.

A munkákat megrendelés és az ajtók rendelkezésre bocsájtása után csak hétvégi munkavégzést feltételezve 1 hónap alatt tudjuk elvégezni.

Remélve, hogy ajánlatunk megfelel Önöknek, várjuk mielőbbi értesítésünket.

Üdvözlettel:

  
Horváth Kázmér  
Ugyv.ig.

AST- Uniszer  
Fővállalkozó Kft.

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Translation of the AST UNISER's bid concerning the works for the RFMC security upgrade.

- Replacement of 3 ea office door (2 ea on the 2nd floor, 1 ea on the 5th floor). The replacement work includes the dismantling and transportation of the existing doors, the installation of the new one wing security doors and all the electric, painting works, plaster cover replacement. The new security one wing doors are much smaller than the existing two wing doors so following the security instructions, the empty spaces will be filled in with steel plates (sheets)

The bid for all the door replacement works is

HUF 735,910 + 25% VAT .

- The installation of 2 ea security bars for the 5th floor windows

HUF 74,000 + 25% VAT (HUF 37,000 + 25% VAT/ea)

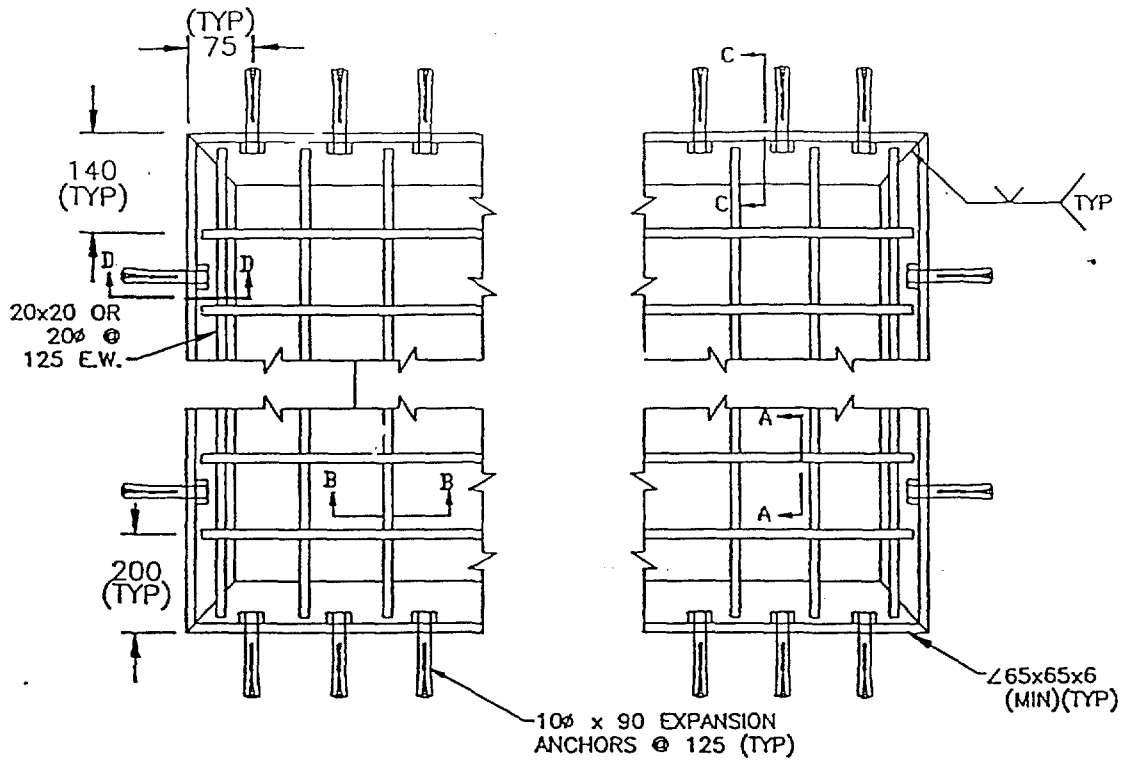
- The installation of 3 ea roof window on the 5th floor would cost

HUF 150,000 + 25% VAT (HUF 50,000 + 25% VAT/ea)

We have to point out that the roof window's security bars can be installed inside only, thus these windows will not be possible to be opened.

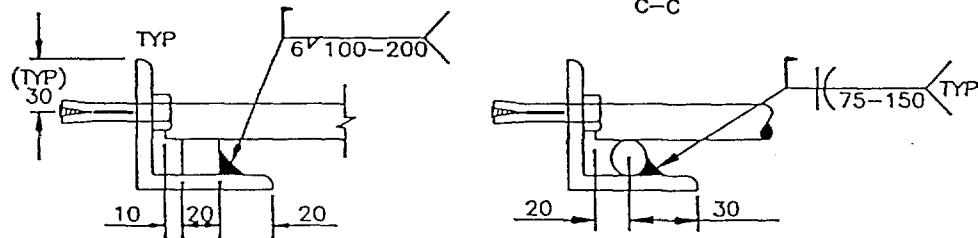
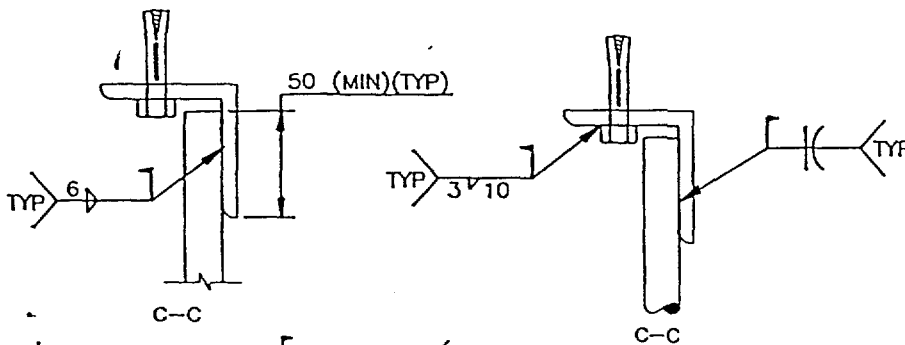
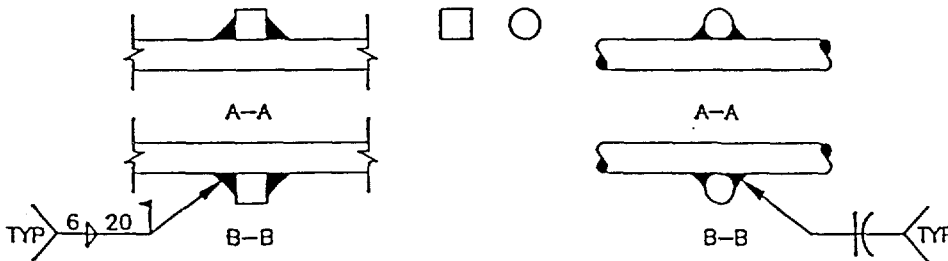
The works can be done on weekends only presuming one month for the completion of them, after we have your writing order and the doors.

# 15 MINUTE FORCED ENTRY GRILLES



SQUARE BARS

REINFORCING BARS



D-D

D-D

NOTE: 1) ALL DIMENSIONS ARE IN mm.  
 2) SPACING & TYPE OF ANCHORS SHOWN ARE FOR CONCRETE ONLY. ANCHORAGE TO OTHER SUBSTRATE CONDITIONS SHOULD BE COORDINATED THROUGH A/FBO.

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RFMC/Budapest  
Security Equipment Worksheet

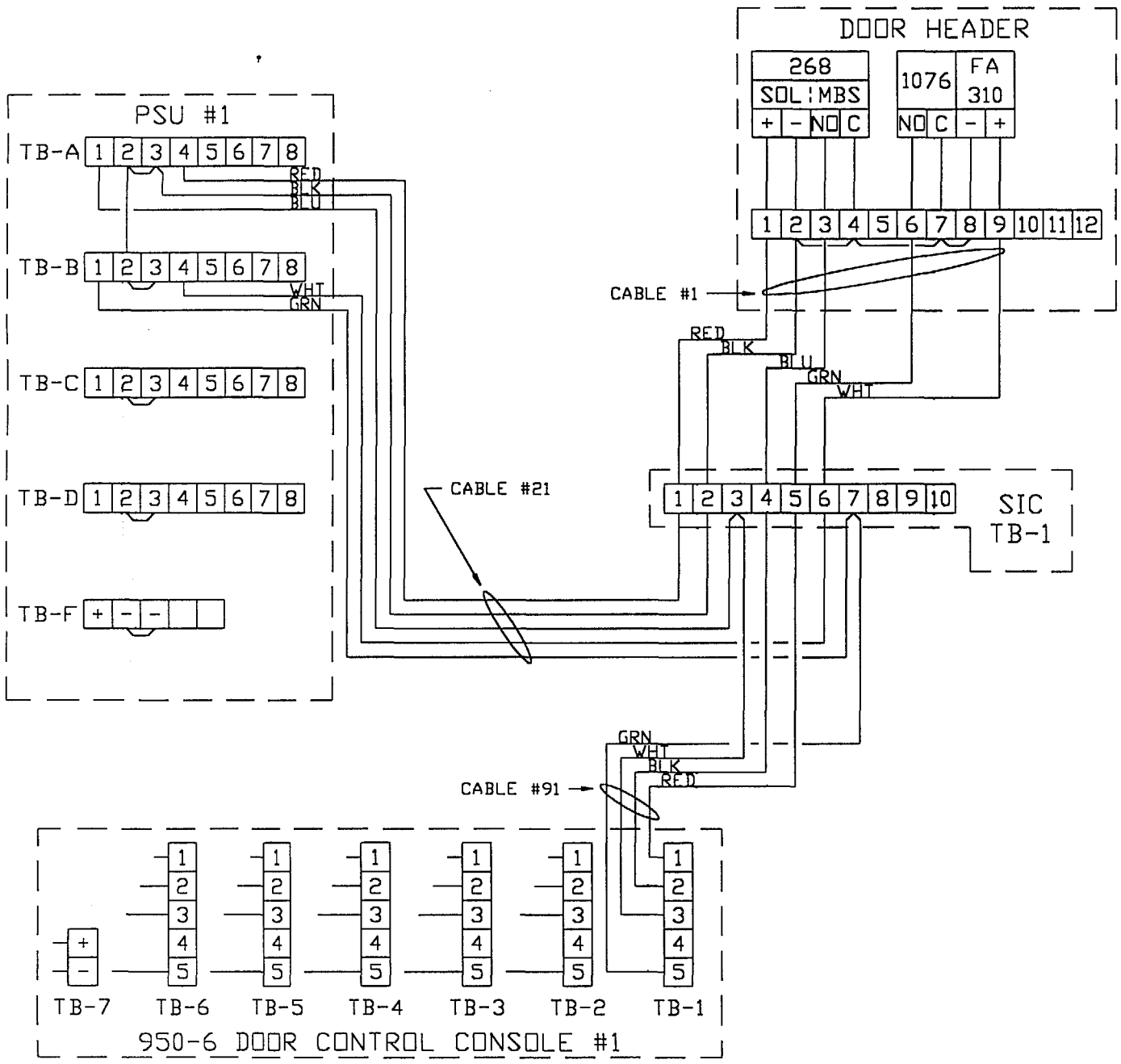
Prepared By: Salamanca/Gooch

Date: 9/19/94

Vendor	Model	Description	Unit	U/Cost	Qty
AES	926	Power Supply	EA	429.00	2
AES	950-6	Door Control Console	EA	360.00	1
Fed Sig	TM-1	Tone Module, All Clear	EA	29.20	1
Fed Sig	TM-3	Tone Module, Fire	EA	29.20	1
Fed Sig	TM-4	Tone Module, Bomb	EA	29.20	1
Fed Sig	TM-8	Tone Module, Terr Attk	EA	29.20	1
Fed Sig	300 VSC	Command Unit, Selectone	EA	370.18	1
Fed Sig	MSB	Microphone, Desktop	EA	149.80	1
Fed Sig	950-1	Speaker, Interior, 4"	EA	33.35	2
Fed Sig	WBL	Box, for 4" Speaker	EA	12.98	2
Fed Sig	300 SA	Amplifier, Salve	EA	211.18	1
Pana	WV-CD24	Camera, 24VAC	EA	468.00	1
Pana	WV-LA8B	Lens, 8MM	EA	267.00	1
Pana	WV-831P	Mount, Wall/Ceiling	EA	34.00	1
Pana	WV-5370A	Monitor, - Single 9", B/W	EA	249.00	1
Blaydes	SB-24-220	Cypher Kit, DOS, 220V	EA	840.00	1
Yale	197-1/4	Double Cylinder Deadbolt	EA	24.98	2
Belden	8465	Cable, 5 Conductor, 18AWG	RL	170.00	1
Belden	8461	Cable, 2 Conductor, 18AWG	RL	114.00	1
Belden	8469	Cable, 9 Conductor, 18AWG	RL	200.00	1
Belden	9157	Cable, RG-59U Coax	RL	120.00	1
Garrett		Hand Held Metal Detector	EA	100.00	1
Norshield	GDT-15M-01	Door, FE/BR, DBL LITE, Paint	EA	5,975.00	3

IG/SEC stock cost: 4,770.58  
Special Order Security Doors (excluding freight): 17,925.00

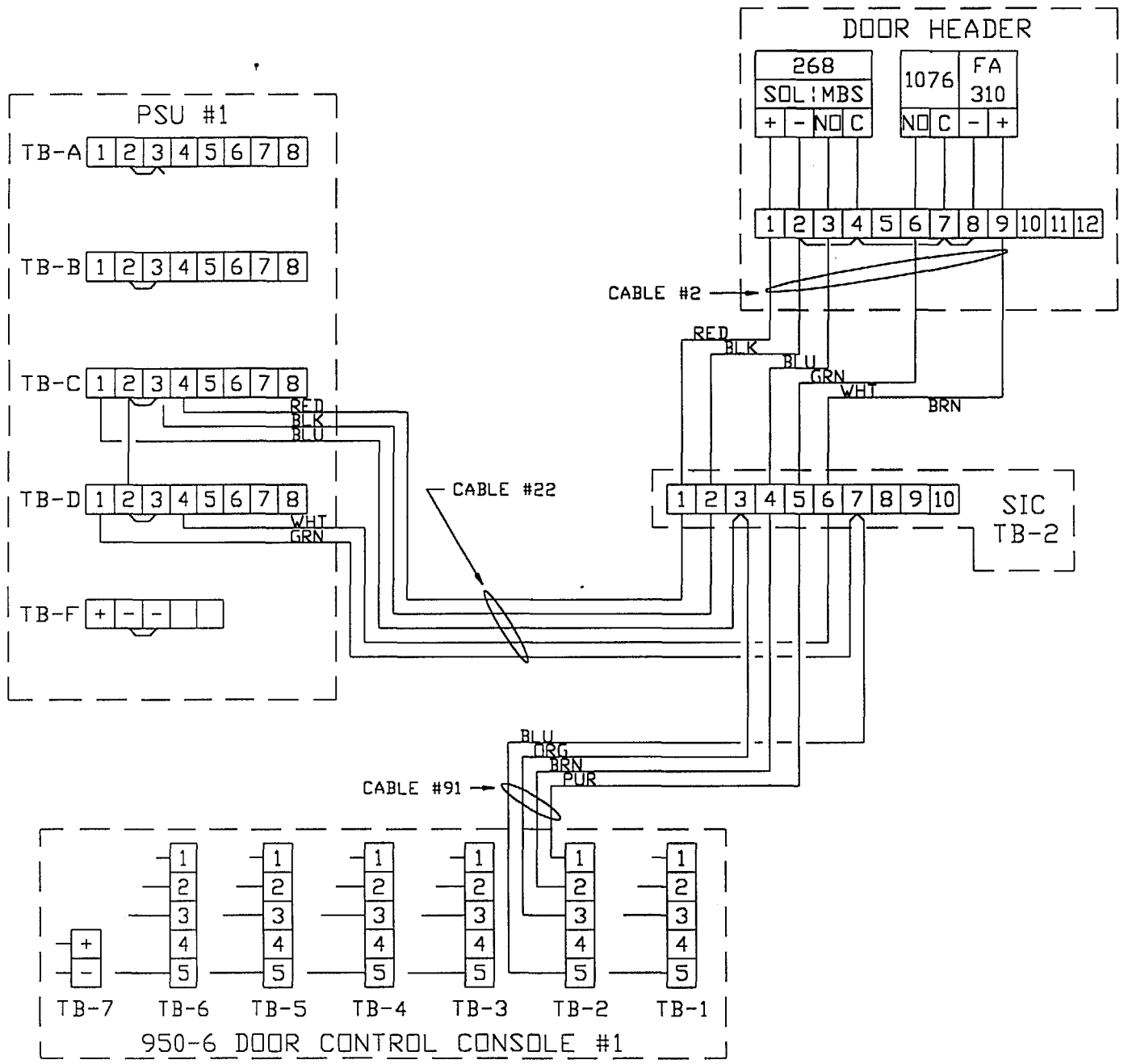
Total cost: \$22,695.58



DOOR OPTIONS IN USE	
MAG LOCK	<input checked="" type="checkbox"/>
MBS	<input checked="" type="checkbox"/>
1076 SENSOR	<input checked="" type="checkbox"/>
FA-310	<input checked="" type="checkbox"/>

RFMC/BUDAPEST
SIC, TB-1 WIRING DIAGRAM
IG/SEC
Drawn by: G. Christensen Date: October 3, 1994

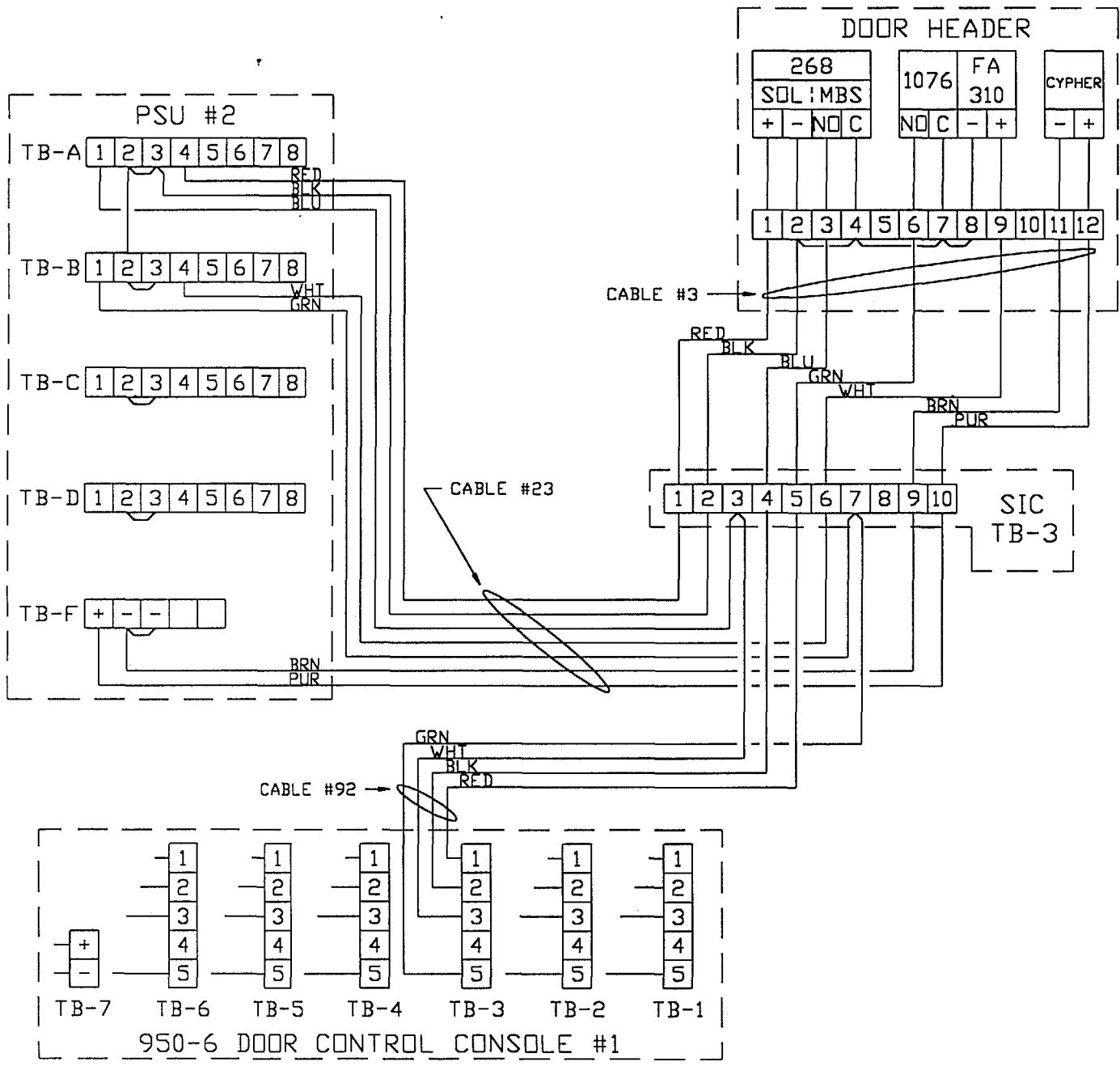
29



DOOR OPTIONS IN USE	
MAG LOCK	<input checked="" type="checkbox"/>
MBS	<input checked="" type="checkbox"/>
1076 SENSOR	<input checked="" type="checkbox"/>
FA-310	<input checked="" type="checkbox"/>

RFMC/BUDAPEST
SIC, TB-2 WIRING DIAGRAM
IG/SEC
Drawn by: G. Christensen Date: October 3, 1994

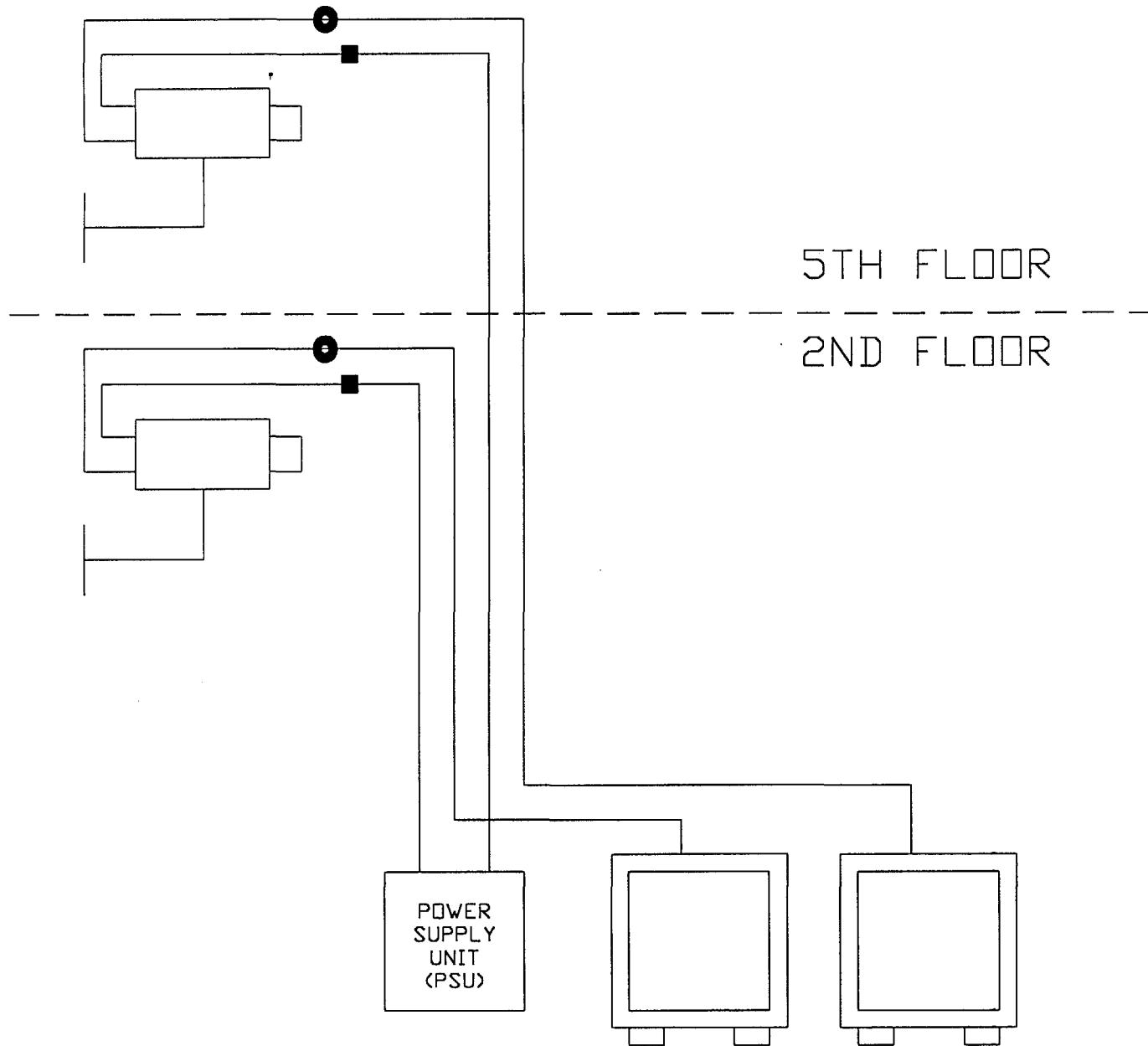
50







DOOR OPTIONS IN USE	
MAG LOCK	<input checked="" type="checkbox"/>
MBS	<input checked="" type="checkbox"/>
1076 SENSOR	<input checked="" type="checkbox"/>
FA-310	<input checked="" type="checkbox"/>
CYPHER	<input checked="" type="checkbox"/>

RFMC/BUDAPEST
SIC, TB-3 WIRING DIAGRAM
IG/SEC
Drawn by: G. Christensen Date: October 3, 1994

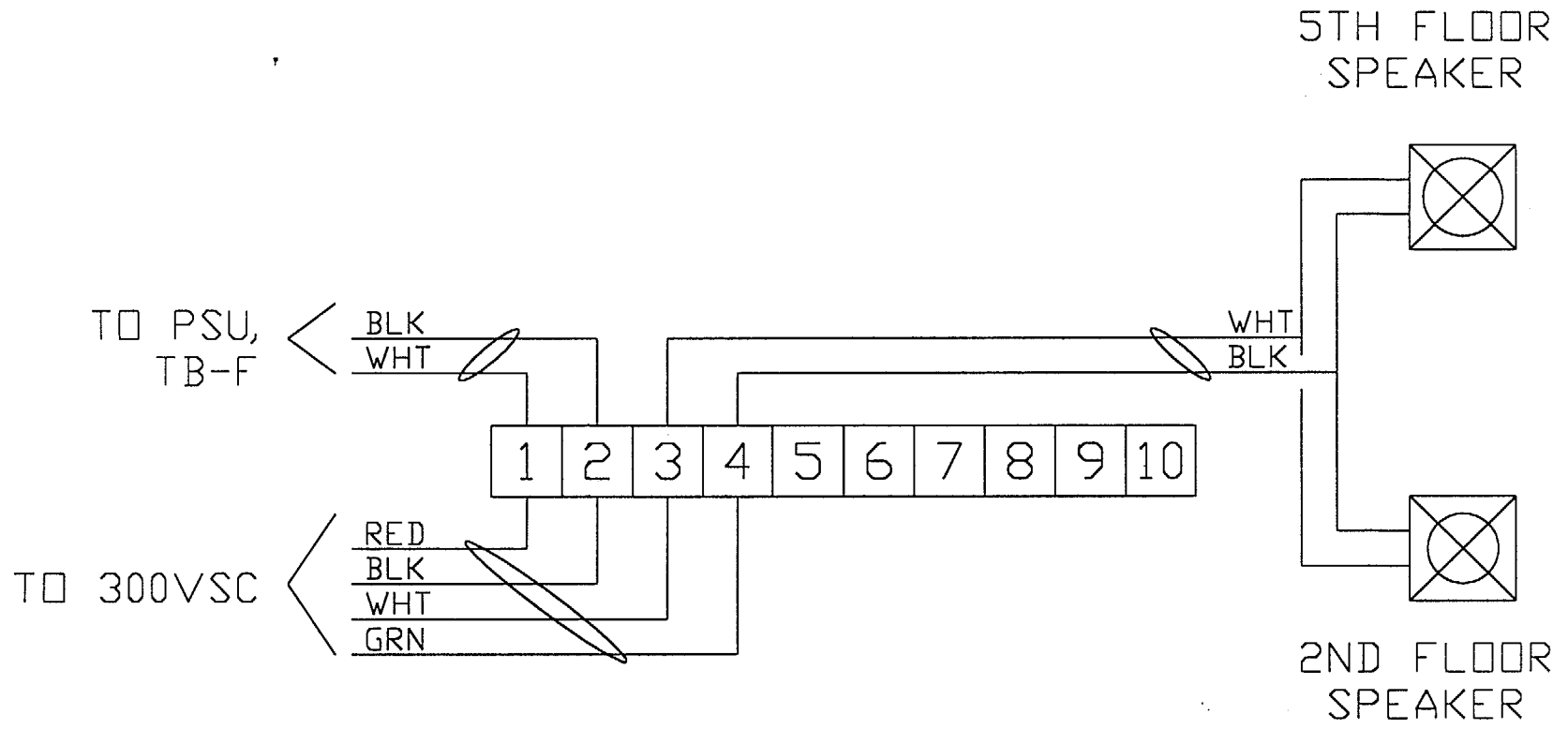
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LEGEND	
	- CAMERA/MOUNT/LENS
	- MONITOR
	- 2 CONDUCTOR CABLE
	- COAXIAL CABLE

RFMC/BUDAPEST
CAMERA LAYOUT
IG/SEC
Drawn by: G. Christensen Date: October 3, 1994

AS



SELECTONE WIRING DIAGRAM

RFMC/BUDAPEST
SELECTONE LAYOUT
IG/SEC
Drawn by: G. Christensen Date: October 3, 1994

5/9



IG/I&S/SEC/PS/SP  
Security Project Equipment Inventory

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BUDAPEST  
Inventory Sorted by IG/SEC Code

Page: 1

10/19/94

IG/SEC CODE	MODEL	SERIAL NUMBER	MFG	DESCRIPTION OF EQUIPMENT	QTY	TOTAL VALUE	FUND
CTV108	WV-CD22		PANA	CAMERA, INTERIOR, 12VDC	1	468.00	I
CTV117	WV-LA8B		PANA	LENS, 08MM	1	267.00	I
CTV125	WV-831P		PANA	MOUNT, WALL/CEILING	1	34.00	I
PAC110	SB-24-110	00719	CONTINEN	CYPHER KIT, 110/220VAC (DOS)		840.00	I
PAC110	SB-24-110	00720	CONTINEN	CYPHER KIT, 110/220VAC (DOS)		840.00	I
Total Dollar Value -						\$2,449.00	
Total Number of Line Items -						5	

Note: Qty = 0 depicts a serialized item. All items with QTY > 0 are non-serialized.  
Security doors and windows are not listed here; see IG/SEC Door and Window Worksheet.

Remarks:  
ATTACHMENT (10) 1 OF 2

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IG/I&S/SEC/PS  
Inventory Management System

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BUDAPEST  
Inventory Sorted by IG/SEC Code

Page: 1

10/19/94

IG/SEC CODE	MODEL	SERIAL NUMBER	MFG	DESCRIPTION OF EQUIPMENT	VALUE	FUND
BAS171	MAC43NVM32064	658RSL0850	VARIOUS	BASE STATION	2,500.00	I
HND136	PC1H3A08	1041866	GE	RADIO, HNDHLD, PCS	557.00	I
HND136	PC1H3A08	1041867	GE	RADIO, HNDHLD, PCS	557.00	I
HND136	PC1H3A08	1041868	GE	RADIO, HNDHLD, PCS	557.00	I
HND136	PC1H3A08	1041869	GE	RADIO, HNDHLD, PCS	557.00	I
HND136	PC1H3A08	1041870	GE	RADIO, HNDHLD, PCS	550.00	I
HND136	PC1H3A08	1041890	GE	RADIO, HNDHLD, PCS	557.00	I
HND136	PC1H3A08	8299948	GE	RADIO, HNDHLD, PCS	550.00	I
HND156	H01SDC9AA2AN	402ATA1985	MOTOROLA	RADIO, HNDHLD, HT-1000	725.00	I
HND156	H01SDC9AA2AN	402ATA1997	MOTOROLA	RADIO, HNDHLD, HT-1000	725.00	I
HND156	H01SDC9AA2AN	402ATA1998	MOTOROLA	RADIO, HNDHLD, HT-1000	725.00	I
HND156	H01SDC9AA2AN	402ATA2007	MOTOROLA	RADIO, HNDHLD, HT-1000	725.00	I
MOB116	N9A02	9904514	GE	RADIO, MOBILE, RANGR	1,500.00	I
MOB116	N9A02	9904518	GE	RADIO, MOBILE, RANGR	1,500.00	I
MSC151	G1101A	658RSL0201	VARIOUS	TONE REMOTE	500.00	I
Total Dollar Value -					\$12,785.00	
Total Number of Items -					15	

*BEST AVAILABLE COPY*

INCOMING TELEGRAM



UNCLASSIFIED

U S AGENCY FOR INT'L DEV. TELECOMMUNICATIONS CENTER

PAGE 01 BUDAPE 09312 260903Z 3601 063707 A1D1707 BUDAPE 09312 260903Z 3601 063707 A1D1707 ACTION AID-00

ACTION OFFICE SEC-01 INFO POD-01 IG-01 FAOM-03 AMAD-01 TELE-01 HQD-01 ENOS-01 EPER-02 ZHR-04 ECA-02 MLC-01 /019 AB 26/0907Z INFO LOG-00 A-00 FRO-00 TEDE-00 /003W -----764DA0 260903Z /38

O 271004Z SEP 84 FM AMEMBASSY BUDAPEST TO SECSTATE WASHDC IMMEDIATE 2706

UNCLAS BUDAPEST 009312

ADM AID

IG-SEC-PS FOR G. CHRISTENSEN

E.O. 12356: N/A SUBJECT: SECURITY ENHANCEMENT PROGRAM FOR RFMC AND OAR, BUDAPEST

REF: (A) SALAMUNCA BUDAPEST TGY (B) BUDAPEST 04155

PLEASE EXPEDITE FISCAL DATA FOR ORDERING AND INSTALLATION OF SECURITY UPGRADES TO NEW RFMC OFFICE SPACE AS WELL AS SECURITY ENHANCEMENTS TO EXISTING OFFICE SPACE AND RESIDENTIAL SECURITY DOOR INSTALLATIONS AT RESIDENCE OF RFMC DIRECTOR. IN ADDITION INCLUDES RECONFIGURATION OF MOTOROLA RECEIVER TRANSMITTER IN THE OAR BUILDING.

COSTS QUOTATIONS IN USD EQUIVALENT, INCLUDING 25 PERCENT VAT, AND VENDORS ARE AS FOLLOWS:

- 1. ENHANCEMENTS TO EXISTING OFFICE SPACE. DOOR OPENING MODIFICATIONS/HARDLINE WALL CONSTRUCTION AND DOOR INSTALLATION. COST: 8,800.00 INSTALLATION OF EXTERIOR GROLLS FOR THE NEW SPACE ON FIFTH FLOOR SKYLIGHTS. COST: 2,700.00

VENDOR: AST UNISZER/LANDLORD OF THE RFMC OFFICE BUILDING.

- 2. INSTALLATION OF SHATTER RESISTANT WINDOW FILM IN NEW 5TH FLOOR OFFICE SPACE. COST: 250.00

VENDOR: FERYSZOLG

- 3. INSTALLATION OF 2 EA SECURITY DOORS AT THE RESIDENCE OF THE RFMC DIRECTOR. COST: 1,300.00

VENDOR: MIKLOS TEJFEL

- 4. RECONFIGURATION OF MOTOROLA RECEIVER TRANSMITTER IN THE OAR BUILDING. 200.00

VENDOR: SKY ELEKTRON

TOTAL BUDAPEST COSTS: 13,250.00

REMARKS: THE ACTION SUMMARY OF THE SECURITY ENHANCEMENT PROJECT FOR USAID PLAN, PAGE 6, DOES NOT PROVIDE QUOTATIONS FOR THE FOLLOWING TWO ITEMS, TO BE ORDERED BY

IG/SEC:

- 1) 8/A/B PURCHASE AND AIR FREIGHT OF THREE SECURITY DOORS. VENDOR NAME UNKNOWN.

2) COST OF FABRICATION OF SIC CABINET - IG/SEC HAS NOT PROVIDED SPECIFICATIONS. ATTACHMENT IS MISSING.

GIVEN THE IMPENDING FISCAL YEAR CLOSE, PLEASE EXPEDITE FUND GITE FOR THESE BUDAPEST SECURITY COSTS ITEMS 1. THROUGH 4. ABOVE.

PLEASE ADVISE IMMEDIATELY IF FURTHER INFORMATION NEEDED.

USAID BUDAPEST WISHES TO EXPRESS ITS APPRECIATION FOR IG/SEC'S VISIT AND EXPEDITIOUS PROCESSING OF THIS REQUEST.

BLINKEN

ADVANCE ACTION COPY

BEST AVAILABLE COPY

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UNCLASSIFIED

OUTGOING TELEGRAM

DEPARTMENT OF STATE  
DIPLOMATIC SECURITY

PAGE 01 STATE 258387 230617Z 3721 000154 DS4902

ORIGIN AID-00

INFO AID-01 OEUR-01 /002 A1 CM

INFO LOG-00 DS-00 TEDE-00 DSCC-00 /001R

DRAFTED BY: USAID/IG/SEC/PS/SP:TBARNES:BUD0921.CBL

APPROVED BY: USAID/IG/RM:RSROSS

USAID/IG: (INFO) USAID/IG/I&S: (INFO)

USAID/ENI/OS: (INFO) USAID/M/AS/OHS: (INFO)

STATE/DS/OP/EUR: (INFO)

USAID/M/FM/A/OE: JBURROUGHS: (INFO)

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FM SECSTATE WASHDC

TO AMEMBASSY BUDAPEST

UNCLAS STATE 258387

ADM AID FOR EXO AND CONTROLLER, INFO RSO, FROM IG/SEC

E.O. 12356: N/A

TAGS:

SUBJECT: PROVISION OF FUNDING CITATION-USAID/BUDAPEST

REF: IG/SEC VISIT SEPTEMBER 1994

1. THE FOLLOWING CITATION IS PROVIDED FOR FUNDING TO BE USED BY USAID/BUDAPEST FOR THE PURPOSE DESCRIBED IN PARAGRAPH 5:

OBLIGATION NUMBER: 4012145  
APPROPRIATION SYMBOL: 72-1141007  
BUDGET PLAN CODE: MIGA-94-10100-111

NTE US DOLS: \$30,000.00

2. IF FUNDS CANNOT BE OBLIGATED BY SEPTEMBER 27, 1994, REQUEST USAID/BUDAPEST NOTIFY IG/SEC, M/FM/A/OE, AND IG/RM/PFM VIA PRIORITY CABLE. IF THE AMOUNT REQUIRED EXCEEDS THE LEVEL AUTHORIZED IN THIS CABLE, REQUEST AMENDMENT TO FUNDING FROM IG/SEC FOR THE INCREASE. DO NOT, REPEAT, DO NOT OBLIGATE BEYOND THE AUTHORIZED LEVEL UNTIL CABLE AMENDING FUNDING LEVEL IS RECEIVED.

3. USAID/BUDAPEST IS REQUESTED UPON OBLIGATION OF FUNDS TO PROVIDE M/FM/A/OE, IG/SEC, AND IG/RM/FM THE FOLLOWING INFORMATION:

- A. CITE FISCAL DATA REFERENCED AS PROVIDED BY IG/SEC AGAINST WHICH OBLIGATIONS WERE MADE;
- B. LIST OBLIGATION NUMBER;
- C. EXACT AMOUNT OBLIGATED (IN U.S. DOLLARS);
- D. DATE OF OBLIGATION;
- E. IF THE OBLIGATION AMOUNT IS LESS THAN THE AMOUNT RESERVED, PLEASE INDICATE THAT THE BALANCE IS TO BE DERESERVED.

4. ONE COPY OF THE ORIGINAL OBLIGATION DOCUMENT IS TO BE FORWARDED TO M/FM/A/OE, ONE COPY TO IG/RM/FM, AND A COPY TO IG/SEC.

5. FUNDING IS PROVIDED FOR THE THE PURCHASE, SHIPMENT,

STATE 258387 230617Z 3721 000154 DS4902

AND INSTALLATION OF SECURITY DOORS AND RELATED

CONSTRUCTION COSTS. BEST REGARDS.

CHRISTOPHER



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Attachment (12)

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