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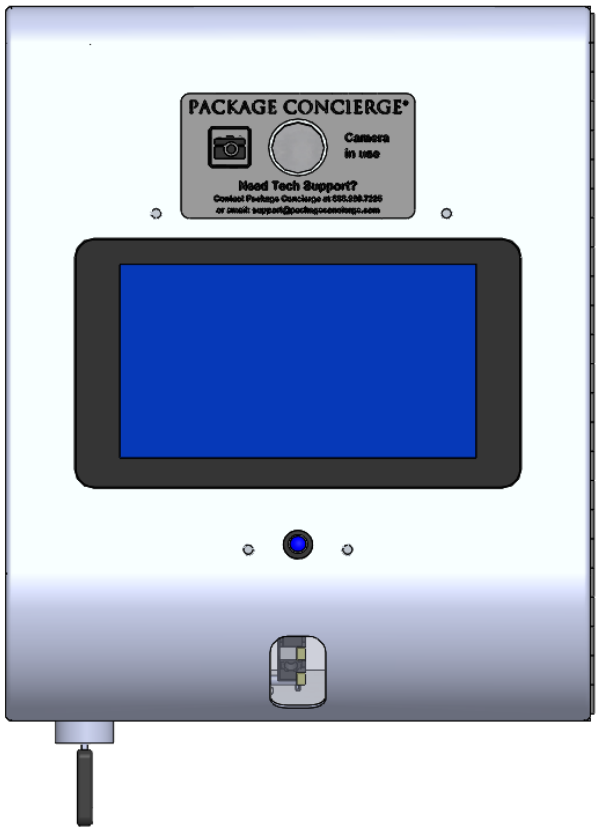
SITE REQUIREMENTS

Planning for Site Preparation, Delivery and Installation

Package Room

Access Control System



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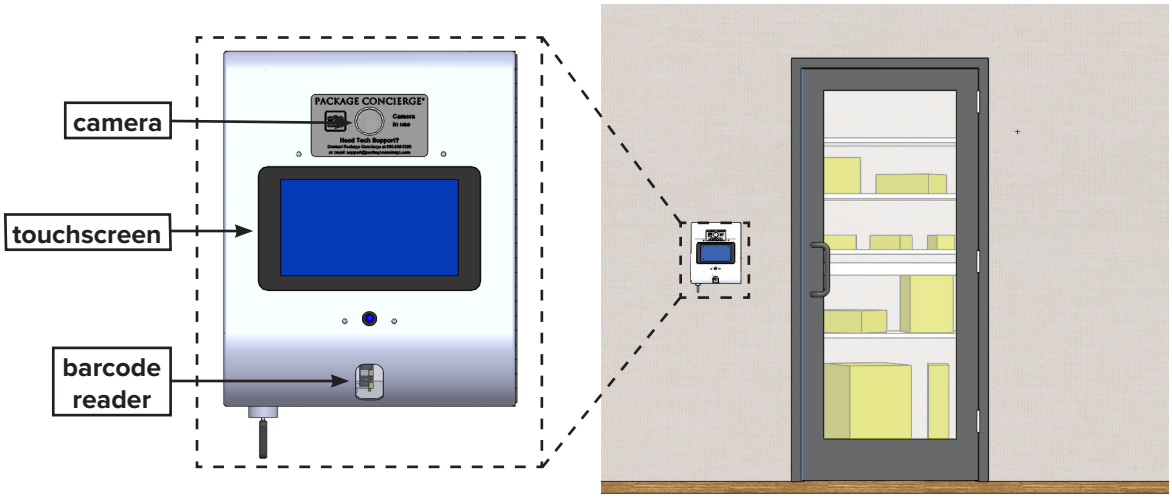
ASSOCIATED TECHNICAL DOCUMENTS

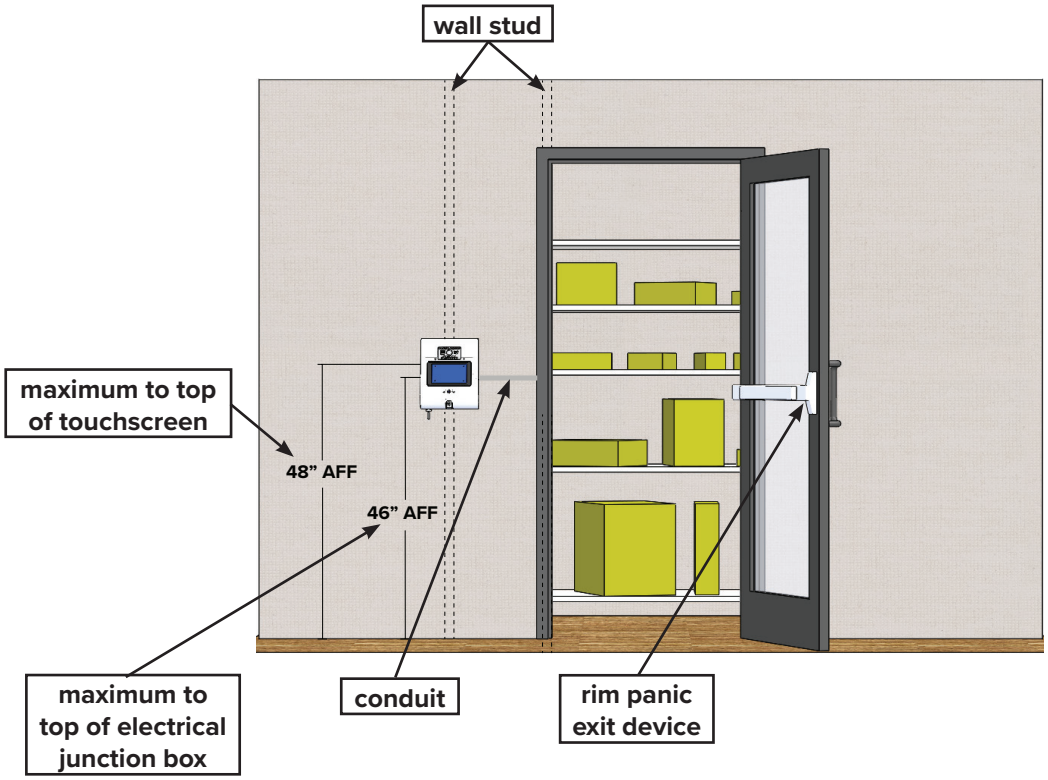
- 301214-002 Package Room Installation Manual
- 301220-004 Package Room Operator Manual
- 301214-005 Package Room Troubleshooting Guide
- 301214-006 Package Room Repair Guide

SYSTEM OVERVIEW

- The Package Room access control system consists of a surface wall-mounted kiosk containing a computer, a touchscreen, a barcode reader, and a camera.
- The kiosk is constructed of steel with a durable powdercoat finish on all exposed exterior surfaces.
- Kiosk dimensions—10 in. W x 12.25 in. H x 4 in. D



- The Package Room kiosk allows automated access to a room which has been designated and prepared by the facility owner/manager for delivery/retrieval of packages or other goods.

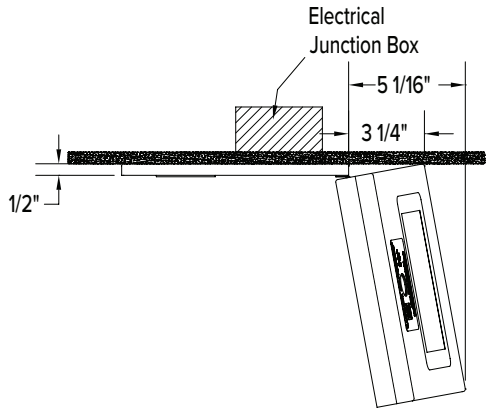


Diagrams are for illustration only. For detailed site requirements, please refer to the specific sections contained in this manual

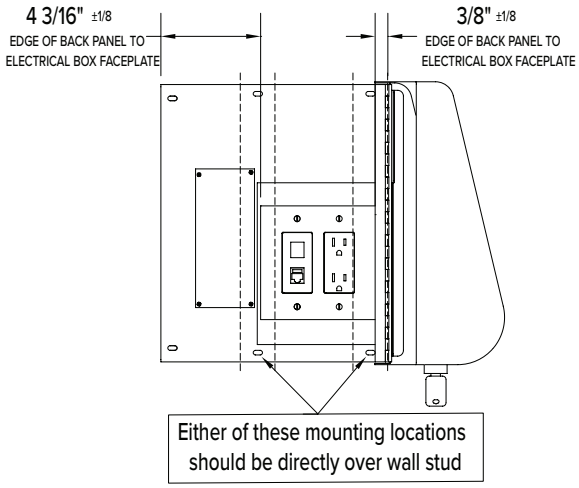
DIMENSIONAL DETAILS

The following dimensional details show the kiosk in relationship to the electrical junction box opening and the faceplate. These dimensions may be needed (along with other specifications listed in this document) when planning for the installation location.

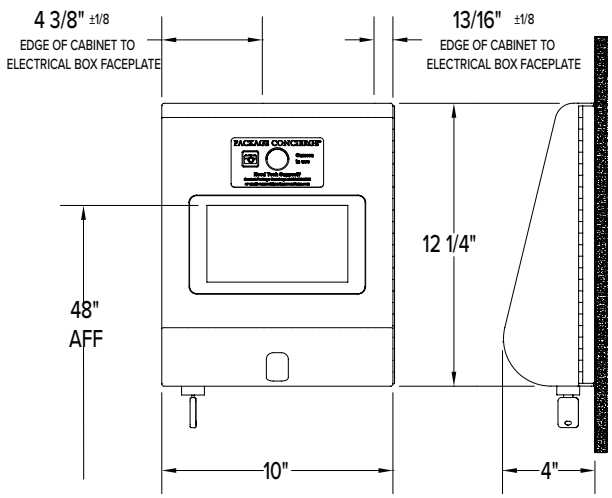
TOP VIEW (DOOR OPEN)



FRONT VIEW (DOOR OPEN)



FRONT VIEW & SIDE VIEW (DOOR CLOSED)



SYSTEM SPECIFICATIONS

Access Control Levels (UL 294)

- Access Control Destructive Attack — Level I
- Access Control Endurance — Level IV
- Access Control Line Security — Level I
- Access Control Standby Power — Level I

Electrical Rating

- Input — 120 Vac, 60 Hz, 1.0 A
- Output — 24 Vdc, 0.75 A

Temperature Rating

- 0° C – 35° C (32° F – 95° F)

SITE ACCESSIBILITY CONSIDERATIONS

Planning for Package Room Accessibility

A. When choosing a location for your Package Room, appropriate user accessibility is a very important decision. Proper clearances for the population you are serving must be considered.

B. For guidance on accessibility regulations and requirements, consult the 2010 U.S. Department of Justice ADA Standards for Accessible Design[1]. The complete document can be downloaded by visiting the Department of Justice website at www.ada.gov/2010ADAstandards_index.htm.

C. Accessibility regulations may vary locally and regionally. Therefore, always consult local building codes for applicable accessibility requirements related to installation.

D. The wall mounting location for the kiosk is critical to ensure ADA/FHA compliance.

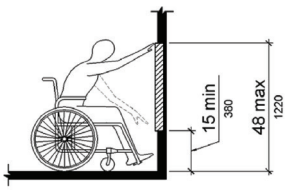
1). The kiosk must be mounted so that the touchscreen is at or below 48” AFF. (The top of the electrical junction box needs to be positioned 46” AFF.)

2). Clear operator access to the kiosk must be maintained.

E. The Package Room should be sized appropriately for carrier and user access to shelves.

1). It is recommended that the package room be no smaller than 10’ x 10’ to provide appropriate accessibility and turnaround radius

1 ADA Standards for Accessible Design, Department of Justice Code of Federal Regulations, Title III regulations at 28 CFR part 36, subpart D, and the 2004 ADAAG at 36 CFR part 1191, appendices B and D.



www.ada.gov/2010ADAstandards_index.htm

SITE PREPARATION PLANNING

A. The room and surrounding area must be prepared according to the requirements in this document prior to installation.

B. Size of package room, package shelving provisions, package surveillance camera, etc., is at the discretion of the facility owner/manager, as determined by the needs at each site.

C. Materials such as studs, wallboard, lighting, shelving, etc., used to construct the package room itself, are not included with the Package Room system.

D. Specifications for type of door, electrical elements, and communications provisions are included in this document, and will comply with ADA and building code requirements.

E. All materials and components necessary for preparation of the facility site will be furnished by others.

PHYSICAL SITE REQUIREMENTS

Structural

A. Wall

1). A wall stud should be located to allow the electrical junction box to be mounted so the kiosk will have appropriate clearances from the door frame. See **"SYSTEM OVERVIEW" on page 3** and **"DIMENSIONAL DETAILS" on page 4** for dimensional references.

2). A clear wall space is required next to the latch side of the door which is suitable to surface mount the kiosk.

B. Door Frame

1). The door frame must be suitable for a specified electric strike mechanism to be installed. Refer to Section D, below for electric strike requirements and recommendations.

C. Door

The door material (metal, wood, etc.) is up to the facility owner/manager as long as it complies with required specifications in this document.

1). Door requirements:

a). The door must be equipped with an exit device installed on the inside of the Package Room, allowing users to exit the room when the electric strike is in the locked state, and in cases of power interruption.

b). The exit device must be compatible with the door type/style, and with the specifications listed for the electric door strike.

c). The door must have a self-closing mechanism.

d). The door must have a keyed locking mechanism to allow manual override of the exit device/electric strike from the outside.

e). The door handle must be compliant with applicable accessibility/building regulations—to be determined by facility owner/manager.

2). Door recommendations:

a). A rim panic exit device is recommended.

b). A door with window/visibility is recommended for safety reasons.

c). The door should swing outward from the package room.

D. Electric Strike

1). Electric strike requirements:

a). The electric strike must be UL or ETL listed.

b). The electric strike must be 24 Vdc continuous duty with 0.25 A current draw.

c). The electric strike must be equipped with a Latch Bolt Monitor.

d). The electric strike must be "fail secure"—default to a locked state when power is removed.

e). The electric strike must be compatible with the door exit device selected.

2). Electric strike recommendations:

a). See "APPENDIX A: Collateral Hardware Specifications" on page 10 for electric strike recommendations when using a panic bar exit device.

Environmental

A. The Package Room kiosk must be installed indoors in a protected location (no direct exposure to weather), with temperature controlled between 0° C – 35° C (32° F – 95° F).

ELECTRICAL AND NETWORK REQUIREMENTS

See **"SYSTEM OVERVIEW" on page 3** and **"DIMENSIONAL DETAILS" on page 4** for significant dimensions for placement of electrical and network components.

Electrical

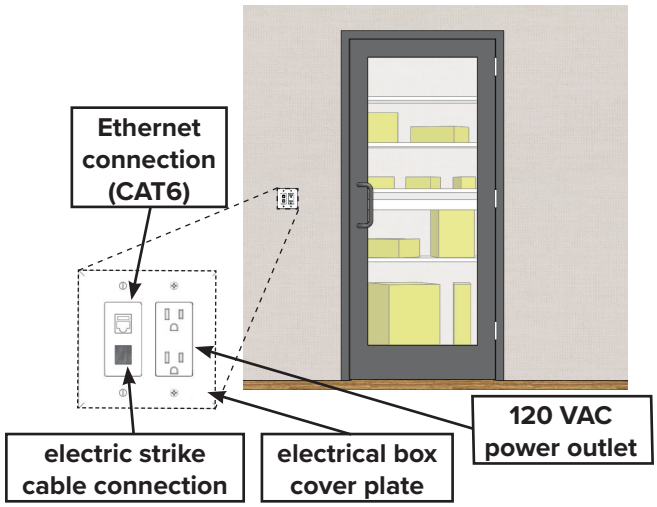
1). Electrical requirements:

a). Single-phase 120 Vac, 60 Hz, 15 A, continuously-powered, grounded electrical circuit installed per NEC Code.

- **Do not connect to a receptacle controlled by a switch.**

b). Electrical components **must** be UL or ETL listed, where required.

c). 2-gang electrical junction box with a partition to separate line voltage on one side from low voltage on the other side.



d). 2-gang faceplate that will allow a 2-plug 120 Vac receptable on one side, and an Ethernet and 24 Vdc electric door-strike cable connector on the other side.

- The faceplate, receptable, and inserts with connectors must be decorator style.

e). The length of the wires for the electric strike **must** be less than 30 ft. long.

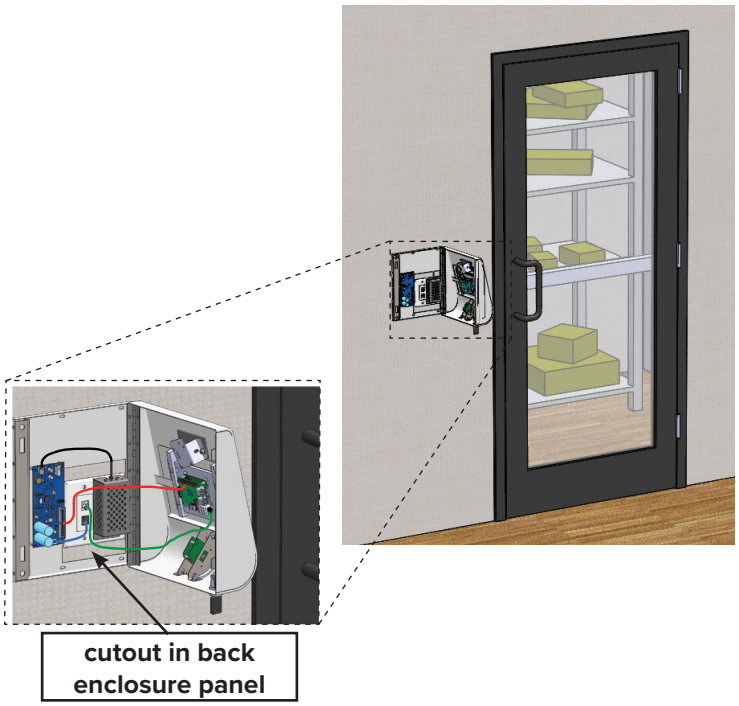
2). Electrical recommendations:

a). See **"APPENDIX A: Collateral Hardware Specifications" on page 10** for electrical component recommendations.

Outlet Placement

A. Mount the junction box against a wall stud frame member to which the kiosk can be anchored.

- The kiosk will be mounted to a stud within the wall, with the cutout in the rear of the enclosure positioned over the electrical-junction-box cover plate.
- See “SYSTEM OVERVIEW” on page 3 and “DIMENSIONAL DETAILS” on page 4 for dimensional references to aid in kiosk location.



Network (Preferred Hardwired Option):

A. The site shall provide an Ethernet connection within the electrical junction box at the back of the kiosk.

- The connection shall be wired per TIS/EIA 568A or 568B. The connection may NOT be cross wired.

Network (WiFi Option):

A. The Package Room system can be set up to connect to an existing wireless network onsite.

- The wireless network must have password encryption of one of the following types:
  - WPA2
  - WPA
  - RSN
  - IEEE 802.1x
  - IEEE802.11i
- The WiFi router must be compatible with 802.11n/2.4GHz systems.
- The kiosk must be installed in a location that receives High signal strength from the existing wireless network. This may be achieved through an additional access point or WiFi booster/range extender, if desired.

Network (Internet Requirements):

A. 3 Mb/s minimum high-speed internet service required.

B. The system must be able to communicate with the appropriate URLs thru port 53, port 80, and port 443 using standard https and tcp protocols:

- URL required for proper communication is:
  - *.packageconciergeadmin.com

APPENDIX A: Collateral Hardware Specifications

ELECTRIC STRIKE

Recommended types ONLY when door is equipped with a rim panic exit device.

- http://www.hesinnovations.com/en/site/hesinnovations/products/electric-strikes/

  HES—Model: 9400-24-___-LBSM— slim-line, surface-mounted electric strike designed to accommodate rim exit devices with a 1/2” throw Pullman latchbolt

  HES—Model: 9500-24-___-LBSM— fire-rated, surface-mounted electric strike designed to accommodate rim exit devices with a 3/4” Pullman latch

  HES—Model: 9600-24-___-LBSM— windstorm-rated, surface-mounted electric strike designed to accommodate rim exit devices with a 3/4” throw latch

  HES—Model: 9700-24-___-LBSM— heavy duty, windstorm-rated and fire-rated surface-mounted electric strike designed to accommodate Corbin Russwin SecureBolt™ and Yale SquareBolt® exit devices

- http://www.sdcsecurity.com/30-Series-Extra-Heavy-Duty-Electric-Strikes.htm

  SDC—Model: 30-4-24 U LCBMA— Rim Mount Electric Strike for Exit Device w/ Pullman Type Latch, 9” H, 24 Vdc

- http://www.hesinnovations.com/en/site/hesinnovations/products/folger-adam-electric-strikes/

  Folger Adam—Model: 310-4-LCBMA— fire-rated, industrial grade electric strike designed to accommodate rim exit devices with a 1/2 or 3/4” throw latchbolt

ELECTRICAL COMPONENTS

Examples of components that meet the electrical specifications.

- http://www.hubbell-rtb.com/

  RACO 500— 2-1/2 in. deep switch box - gangable

  RACO 949— low-voltage partition for 2-1/2 in. deep gang boxes

- http://www.aifittings.com/catalog/flex-ac-mc/retrofit-snap-2-it-mc-cable-connectors/38RAST

  38RAST—Retrofit Snap2It cable connectors

- http://www.leviton.com/en Leviton

  Leviton 16262-W— Decora Plus duplex receptacle **(the receptacle must be a decorator-style receptacle with the cover-plate screws located at the top and bottom of the receptable, not at the center)**.

  Leviton 41642-T— QuickPort Decora insert, 2-Port

  Leviton 61110-RW6— Cat 6 connector designed to be used with all QuickPort compatible products

  Leviton PJ262— 2-gang Decora wallplate/faceplate

APPENDIX B: Installation Readiness Planning Checklist

- ☐ **A.** Record measurements/description of installation location:
  - ☐ 1). What type of wall construction is used where the kiosk is to be installed?
  - ☐ 2). What is the distance of electrical junction box (with 120 Vac and Ethernet connection) from the door frame and finished floor?
  - ☐ 3). Where is the electrical circuit panel (number/ID), and breaker switch (number/ID) for the kiosk outlet located?
  - ☐ 4). What is the type and model of the electric strike?
  - ☐ 5). What is the type and model of the door exit device?
- ☐ **B.** Take pictures of the physical location:
  - ☐ 1). Package room layout.
  - ☐ 2). Door construction with door closer and door exit device.
  - ☐ 3). Installed electric strike.
  - ☐ 4). Electrical junction box (with 120 Vac and Ethernet connection) relative to the door frame and finished floor.
- ☐ **C.** Test electrical outlets to confirm power is available and outlets are grounded.
- ☐ **D.** Confirm network access:
  - ☐ 1). Test Ethernet outlet to confirm Internet service is available.
  - ☐ 2). Confirm access to the Internet sites/URLs listed in the “Package Room Access Control System Site Requirements”—Electrical and Network Requirements section.
- ☐ **E.** Record points of contact:
  - ☐ 1). Freight/delivery of product
  - ☐ 2). Installation
  - ☐ 3). IT/network administration

- This checklist is provided as a guide to assist you with your planning.
- The information above will be requested in advance of scheduling, delivery, and installation of your Package Room product.

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