

MASTER KEY ORDER CHECKLIST



Allegion Master Key Order Checklist

This checklist is designed to help you ensure your Master Key order is complete. Missing or incomplete information can cause delays in processing orders.

Checklist:

MKSS (Master Key System Summary) Form

- The tool will generate an MKSS PDF to include with your order
- Captures essential master key order information such as Job Name, Location, Structure Number¹ (if existing), Keyway Family, Expansion, Key Quantities, and Cylinder/Key Stamping
- Consider bookmarking <https://kss.allegion.com> for future use
- For more information: [MKSS Quick Start Guide](#)

Completed P.O. with this required information:

- Allegion Customer Account Number
- Allegion Quote Number
- Ship To Address (this will be used for all non-restricted product)
- Product Information for all products being ordered including:
 - Part Numbers
 - Quantities
 - Finishes
 - Designs
- State if New or Existing System:
 - If new, provide job name, city, and state
 - If existing, provide Structure Number¹, Registry Number, or
 - Previous Order Number

Completed Key Schedule

- Must include door numbers, key symbols, associated product, & quantities
 - DHI (Door Hardware Institute) key symbols required for all factory managed master key systems
- Key schedules can be produced with the [Allegion Master Key Order Form](#) template or within Overtur™ Key System Management

Restricted Product Authorization

- For all Everest B & D, Everest 29 T & R and Primus product, a valid Restricted Product Authorization PDF is required with the order. This form can be created for a one time use or multi-use with an expiration date on the Restricted Product secure web portal.
- Restricted Product Resources:
 - [Restricted Product Webpage](#)
 - [Restricted Product Brochure](#)
 - [Restricted Product Resource Center](#)
 - Key Control Support: KeyControlDepartment@allegion.com

Helpful Addition: Key System Schematic

- Can be created within Overtur Key System Management

Did you know?

You can have the ability to better manage your key system, including producing key schedules, keying schematics and much more with [Overtur™ Key System Management](#).

Additional Resources:

[Allegion 360 Portal](#): includes helpful customer tools such as Order Status & Pricebooks

Contact Information

Master Key Support: [Mechanical_Locks_TechProdSupport@allegion.com](#)

Restricted Account Support:

KeyControlDepartment@allegion.com

Overtur Key System Management Support:

support.overtur.allegion.com → Submit a Ticket

Additional Information

1. Schlage® & Falcon Master Key Systems are identified by a unique number called a Structure Number, and this must be included on the order to get it correctly tied back to an existing system.

The Restricted Product Account Number/ Facility Code is only to authorize purchase of Restricted Product and cannot be used to locate the Structure Number.

About Allegion

Allegion (NYSE: ALLE) helps keep people safe where they live, work and visit. Allegion is pioneering safety as a provider of security solutions through 27 brands in more than 120 countries. For more, visit allegion.com

