The Medeco Keyway

In 1992, McGill University purchased its own dedicated key blank from Medeco Canada to provide the McGill community with the most reliable physical security system available. The University then mandated Security Services to oversee its implementation.

Medeco keys cannot be duplicated at a retail locksmith. The strict control system ensures that all keys are accounted for. If a key is lost, the lock need only be re-pinned and new key issued. If all outstanding keys are collected when an office is vacated, there is no need to replace the lock.

In accordance with the McGill Design Standards, all new lock installations must be Medeco on the McGill keyway.

How can I have a Medeco lock installed on my door?

You must be an authorized requestor with us or first receive authorization from the Building Director who must then file a request with Facilities Operations and Development at http://www.mcgill.ca/facilities/fcc/. The word “Medeco” must be mentioned in the request to ensure that it is forwarded to us.

The room number and the number of keys required must be indicated on the request. Do not forget to include copies for the Building Director, Building Services and Security Services. Omitting this will deny access to cleaners and security agents who may require entry to service your area during silent hours.

Upon receipt of the request; we will often contact the Building Director and initial requestor to obtain more details regarding the requested installation. Once this is completed; we will provide the appropriate code and key blanks to the McGill locksmiths for processing.

The locksmith will then cut the keys and return them to Security Services where the requestor will be contacted to collect them.

If the request is for additional keys for an existing Medeco lock, the process ends here.

If the request is for a new lock installation, the locksmith will be retain one key temporarily to be used in the installation of the cylinder. Once completed, the key will be returned to Security Services where the requestor will be able to retrieve it.
What about master and sub-master sets?

Security Services strongly discourages the use of a master building key. Security
Services retains one master key for every building for emergency purposes. Building
Directors may have a master key provided that it is stored in a locked key press.

Sub-master keys should be kept to a minimum and distributed on a need to have basis.
Only Building Directors, Faculty and Department administrators, Building Services
personnel, and Security Services should have sub-master keys. Exceptions must be
approved by one of the above. Sub-master keys must always be kept in a locked key
press when not used.

What about key requests for locks that are not Medeco?

All other key requests or new installations that are not Medeco follow the same process
except that they are not forwarded to us. In most cases, the locksmith will need the key
to make a new copy. These miscellaneous keys may consist of the following brands;
Corbin, Yale, Sargent, etc. These keys are not controlled and copies can be made form
any hardware store.

When an office key is lost or when a new occupant moves into an office, we highly
recommend that the lock on the door be changed to a Medeco.