Small offices tend to collect access methods over time. The front door has a key and a keypad. The back door has just a key. The server closet has a padlock somebody bought years ago. A few employees know the keypad code, a few others have keys, and nobody is quite sure who has both. When a person leaves, or a new hire starts, someone has to figure out what to change, and it is rarely clear.

Plenty of El Segundo, Culver City and Inglewood offices are in exactly that spot, and it can be untangled.

Two Kinds of Access, Two Kinds of Changes

The most important thing 1st LS Locksmith Los Angeles to understand is that mechanical keys and electronic credentials are separate. A keypad code, card or fob is managed in the electronic system. A physical key is controlled by the cylinder it fits. Changing one does not change the other.

That sounds obvious, but it trips up a lot of businesses. An office manager removes a former employee's keypad code and assumes the door is secure, forgetting the same person has a key that still turns the cylinder on that door. Or the reverse: the locks get rekeyed, but the departed employee's code still opens the front door.

Whenever access changes, ask both questions: who holds keys, and who holds codes or credentials?

Pros and Cons of Each

Neither method is perfect, and many offices use both.

Mechanical keys

- Simple, familiar and do not depend on power or batteries.
- Hard to track once copies are made.
- Changing access usually means rekeying cylinders.

Keypads and other keyless entry

- Codes or credentials can typically be added or removed without touching the lock cylinder.
- Codes get shared, written down or guessed if never changed.
- Some systems need power, batteries or software management.

For many small teams, a sensible arrangement is keyless entry on the main door that staff use every day, with tightly held mechanical keys for backup and for sensitive rooms.

Picture a six-person design studio. Everyone gets a code for the front door, so a departure means deleting one code in a few clicks. Only the owner and the office manager carry keys, which open the front door if the keypad ever fails and the back room where the equipment lives. Fewer keys in circulation means fewer rekeys later.

Getting Your Current Setup on Paper

Before making changes, take stock. For each door, write down how it opens: key only, keypad only, or both. Note who has a key, who has a code or credential, and who manages the electronic system. If the building landlord controls the main entrance system, write that down too.

With that list, 1ST L.S. Locksmith can talk through what makes sense: rekeying the mechanical side, adding keyless entry where it helps, or setting up a master key arrangement for the physical keys. When you call, identify

whether your concern involves a physical key, an electronic credential or both. The technician explains what the mechanical service covers and discusses any additional work separately, so the handover is clear.

You approve what is being changed and the cost before the work begins on any door.

Keep Both Lists Current

Once access is sorted, maintain it:

- Keep one record that shows both key holders and code or credential holders.
- When someone leaves, update both on the same day.
- Change shared codes periodically, especially after a departure.
- Collect keys as part of your exit checklist.

Office access only works when you know who can open each door. A commercial locksmith in Los Angeles can handle the hardware side, but the records are what keep it working month after month.

We pick up round the clock, every day, if you want to talk keys versus keypads. To sort out your office's keys and keyless entry, call 1ST L.S. Locksmith, 1580 Centinela Ave #7, Inglewood, CA 90302, (310) 430-1030.