

## Maintenance Guidelines

### Door Furniture

At twelve (12) monthly intervals, the fixing screws securing the furniture to the door, both surface fix and through fix, should be checked and tightened as required. Loose fitting furniture which fails will not be covered under warranty.

All door furniture should only be wiped clean with a soft damp cloth. In the case of Satin Stainless Steel or Satin Chrome Plate, a non-abrasive mild household detergent may be used to remove ingrained grime.

For soft finishes such as Architectural Bronze or Polished Lacquered Brass, under NO circumstances should any cleaning product be used. The cleaning product may contain solvents, which may damage the protective coating. Care should be taken to ensure that cleaning products used on doors and windows is not applied to the furniture.

### Locks & Latches

The internal lock mechanism on the 990 & 995 mortice lock is supplied pre-greased and does not require ongoing maintenance under normal usage. However care should be taken to ensure the internal components are kept free of dirt and woodchips during installation as this is the most common cause of malfunction and will not be covered under warranty. Tubular latches used in external situations should be lubricated by an aerosol lubricant at twelve (12) monthly intervals.

### Door Closers

Under normal conditions Door Closers should be maintained at twelve (12) monthly intervals, all fixing screws as outlined below, but not limited to, should be checked and tightened if required;

- Closer body to the door
- Closer arm shoe to the frame or parallel arm bracket
- Closer parallel arm bracket to the frame
- Closer track to the frame
- Closer body cover
- Closer arm to closer body shaft
- In the case of adjustable arms, the adjustment screw on the arms should also be checked and tightened if required.

At any time during the closer life, the closing cycle adjustment valves can be varied to best suit the working environment of the door. If, however, it is constantly necessary to increase the closing speed or the closing force because 'the closer seems to be slowing down', then it is recommended that the door hinges be examined as they may be worn, causing the door to sag and hinges to bind, thereby putting undue stress on the door closer. It is also recommended to examine any door seals or other hardware that may be preventing the door from closing correctly.

**PLEASE NOTE:** The adjustment valves on the LCN door closers are staked into the valve chamber. Applying excessive force to wind the valve past the staking, thereby breaking the staked points will result in damage to the valve and subsequent leaking of hydraulic fluid. This is not covered under warranty.

## Maintenance Guidelines

### Exit Devices

At twelve (12) monthly intervals the following maintenance should be followed;

- All fixing screws checked and tightened if required
- All strikes checked for correct alignment and adjusted if necessary (check hinge alignment)
- Internal mechanisms lubricated with an aerosol lubricant
- External surfaces wiped over with a soft damp cloth

### Schlage Electronic Keypad Locks

At twelve (12) monthly intervals the following maintenance should be followed;

- All fixing screws checked and tightened if required
- Latch screws checked and tightened if required.
- External surfaces wiped over with a soft damp cloth to remove any dust build up.
- Batteries changed with new AA alkaline batteries only. (Normal battery usage 2 years)

### Schlage Electro-Magnetic Locks

At twelve (12) monthly intervals the following maintenance should be followed;

- All fixing screws checked and tightened on the mag lock & armature plate.
- External surfaces wiped over with a soft damp cloth to remove any dust build up.
- Ensure that armature plate is able to pivot slightly and is not rigid. This allows engagement of mag-lock in event of door opening imperfections.

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**NOTE: For applications that are subject to high use/abuse or in corrosive environments, additional preventative maintenance will be required at a minimum of three (3) monthly intervals for all the above product groups.**