



The function of a lock is to secure a door within its frame and allow access and egress to authorised holders of the key. It is important that lock cases are not opened as this will void the guarantee.

- Check the lock forend for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 19-20).

## monthly checks

- Check that all fixings are fully tightened (Fig.7).
- Check that the latchbolt is fully drawn in the resting position. If not, firstly loosen the grub screw of the lever handle. If this does not rectify the problem, remove the lockcase and increase the mortice so that the lockcase is not as tight (Fig.8).
- Check that the latchbolt and/or deadbolt locate fully into their respective strike plates. If they do not, check that the door hasn't dropped by tightening the hinge fixings and adjust the strike plate position accordingly.
- Check that the latchbolt is working smoothly. If not, lubricate the working parts of the latchbolt with light machine oil.

## annual checks



### Contego Satin Copper

Wipe clean with a solution of washing-up liquid using a soft cloth or sponge. Rinse and dry with a dry soft cloth. Do not use solvent based or abrasive cleaning materials.

**Finish prefix:** CS

Antimicrobial  
Copper



### Contego Polished Copper

Wipe clean with a solution of washing-up liquid using a soft cloth or sponge. Rinse and dry with a dry soft cloth. Do not use solvent based or abrasive cleaning materials.

**Finish prefix:** CP

Antimicrobial  
Copper



### Bronze

To protect the bronze items and to maintain a sheen, a regular application of an approved brass polish is required.

**Finish prefix:** BR



### Brass

Polishing is the only way to prevent tarnishing. A weekly polish with a brass cleaner and a soft cloth will allow the brass products to maintain their original state.

**Finish prefix:** PB



### Satin Stainless Steel

Wipe clean with a medium strength detergent or white spirit using a soft cloth or sponge. Rinse and dry with a dry soft cloth. In the event of dirt having accumulated through neglect, application of aerosol lubricant prior to standard cleaning is recommended. A harsh brush should never be used.

**Finish prefixes:** SS • ST



### Polished Stainless Steel

Wipe clean with a medium strength detergent or white spirit using a soft cloth or sponge. Rinse and dry with a dry soft cloth. In the event of dirt having accumulated through neglect, application of aerosol lubricant prior to standard cleaning is recommended. A harsh brush should never be used.

**Finish prefixes:** PS • SP



### Anodised Aluminium

Wipe clean with a solution of washing-up liquid using a soft cloth or sponge. Rinse and dry with a dry soft cloth. Do not use solvent based or abrasive cleaning materials.

**Finish prefixes:** MA • AS



### Colour Coated / PVD

Wipe clean with a solution of washing-up liquid using a soft cloth or sponge. Rinse and dry with a dry soft cloth. Do not use solvent based or abrasive cleaning materials.

**Finish prefixes:** TA • BF • BS • BD • BL • BT • GT