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APPENDIX 20

Care and Maintenance Instructions

The below is an extract from the Lockwood (Assa Abloy) website (<http://www.lockweb.com.au/en/site/lockweb/training-and-support/Product-Care/>), but can be considered good practice for all door hardware.

In order to gain the maximum life from your Lockwood® product, correct maintenance procedures should be followed. The following guidelines provide recommendations for your maintenance program. It is important that maintenance be done on a regular basis. It is recommended that inspections and cleaning be done routinely – at least annually.

A shorter interval should be used in marine or other corrosive environments and in areas prone to atmospheric fallout.

- The complete window or door should be inspected regularly to ensure that it is still in good working order. Such things as the faulty hinges, warped windows and doors, and or distorted frames can put excessive load on other components reducing their operating life.
- Dirt, grime and airborne salt deposits are often capable of causing damage to the product's surfaces and mechanism, including the cylinder barrel, and must be regularly removed.

The following cleaning process is recommended:

- Cleaning should be done with a dilute solution of a mild liquid detergent in warm water. Avoid excessively hot solutions.
- Use a soft bristle brush or similar to clean the surface. Do not use abrasive tools.
- After cleaning, rinse surfaces thoroughly with fresh water.
- Do not use strong solvent type cleaners on surfaces. Where it is necessary to remove materials from the surface (such as adhesives and a solvent is necessary) the weakest possible solvent should be used. The only solvents recommended are methylated spirits, white spirits or Isopropanol. Ensure the contact time for the solvent is kept to a minimum and that the solvent is thoroughly rinsed from the surface. A small test area should be checked prior to solvent cleaning to ensure that no damage to the film or colour change will occur.
- Where more aggressive cleaning is required, a very mild abrasive such as a high quality automotive cream polish, used in accordance with the manufacturer's instructions, may be necessary. The use of strongly abrasive compounds such as cutting compounds is not recommended.
- The use of bore water for cleaning is not recommended due to its mineral content, as it can bring about staining of the coating and may instigate long term coating failure.
- Ensure cleaning fluids do not penetrate into the lock or cylinder.

The use of products with soft finishes; such as gold plate, lacquered brass or chrome plate, need special care. Dirt or other contaminants must not be allowed to build up on the surface, as these will readily discolour and impair the surface.

Some change in colour, gloss or chalking may be expected dependant on exposure.

Key cylinders should be lubricated at least once a year or when there are signs of roughness when inserting or retracting the key. Remove any dirt, grime and salt deposits on and around the end of the cylinder barrel, and apply a small amount of powdered graphite to the keyblade and insert the key into the lock barrel to maintain a smooth action. Lockwood Twin™ cylinder should only be lubricated with 'Rivolta' lubricant which is available from your local Lockwood Twin™ Dealer network locksmith.

Exposed mechanisms and parts should be cleaned with a non-metallic brush. Apply a small amount of preferably Teflon based lubricant or alternatively light sewing machine 5W mineral oil to lubricate moving parts and prevent corrosion of exposed metal surfaces. Be careful not to apply an excessive amount of lubricate as this will have a detrimental effect of adhering dust to these surfaces, potentially reducing their life.

With the proper care & maintenance your Lockwood product will provide you with increased longevity of the products and reduced maintenance costs over the life of the products.