

USER AND MAINTENANCE INSTRUCTIONS FOR LOCKS

1. GENERAL INFORMATION

1. In order to ensure proper long-term functioning of a lock, the lock must be professionally assembled and installed. Please observe the installation instructions and advice provided by the manufacturer of the lock. The manufacturer of the lock and Saku Metall AS will not be held liable for any issues arising from improper installation, assembly, use, or maintenance of the lock.
2. The locks supplied by Saku Metall AS are covered by the manufacturer's/supplier's warranty. The warranty period is calculated based on the terms and conditions established by the manufacturer/supplier. Warranty services are provided based on a properly drawn up document which proves the purchase.

2. USER INSTRUCTIONS FOR LOCKS

1. Using a lock for its intended purpose never entails applying excessive force to any single part of the lock. Never attempt to unlock a lock by using equipment which is not designed for this purpose. Always turn keys and thumb turns in the correct direction.
2. Make sure that the moving parts of the lock are free of debris. Prevent access of water into the lock.
3. Products which have failed due to improper installation, assembly, use, or maintenance are not subject to replacement under the warranty.
4. Extra keys must always be made of original preforms provided by the manufacturer, observing the tolerance requirements established by the factory. Using a different preform or a larger tolerance than permitted may result in faster wearing of the cylinder which is not covered by the warranty. Cylinder which have failed as a result of insufficient or improper maintenance (e.g. jamming of the cylinder due to dust, dirt, etc.) will also not be replaced under the warranty.
5. In addition to maintenance of the lock and the parts thereof, functioning of the door must also be regularly inspected. The door must fit in the frame smoothly; it should not be pressed too tightly against the frame or sag (if necessary, adjust the hinges or the position of the strike). The door closer must be properly adjusted and may not pull the door closed with excessive force.
6. Lock bolt may never lean on the strike, especially in the case of hook bolt locks. This should be regularly inspected as doors tend to sag in time. The lock bolt should not rub against the strike in the course of locking or unlocking but should always move as freely as when the door is open.
7. In difficult conditions, incl. in the case of frequent use (more than 200 openings per day), if it is likely that the door will be improperly opened/closed (careless slamming shut of the doors, etc.), in environments with higher risk of corrosion and in chemically active environments, as well as in other difficult conditions, lock cases, cylinders, and door handles of higher durability (e.g. handles with a spring) should be used.
8. Stainless steel accessories (cylinder escutcheons, handles) should be used in chemically active environments and environments with higher risk of corrosion.
9. The warranty does not apply to normal wear and tear of the product and to small defects which have no impact on the functioning of the locks, such as superficial scratches or wearing other than defects of the coating which arise from production methods.
10. When selecting lock products, it should be kept in mind that dark oxide, glossy and matte brass are decorative surface coatings which are primarily designed for using

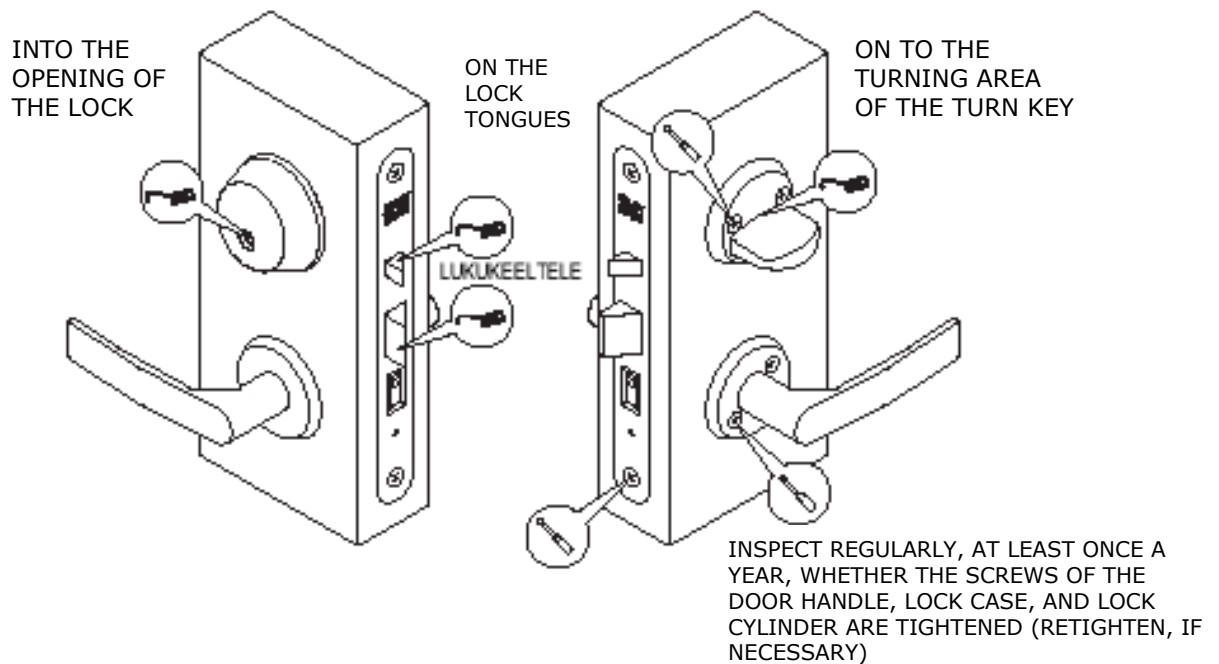
in dry conditions and are not suitable for outdoor conditions. Glossy and matte chrome and stainless steel are durable in outdoor as well as indoor conditions.

11. Dismantling of the parts of a lock (the lock case, cylinder) will render the warranty invalid.
12. In the case of any differences in opinions, the buyer may request expert assessment. The importer is not under the obligation to provide a replacement product for the duration of conducting an expert assessment, the customer is responsible for purchasing the replacement. If it is determined by the expert assessment that the product is subject to replacement under the warranty, the cost of the replacement product purchase by the customer will be compensated. The products sent to expert assessment will not be returned.

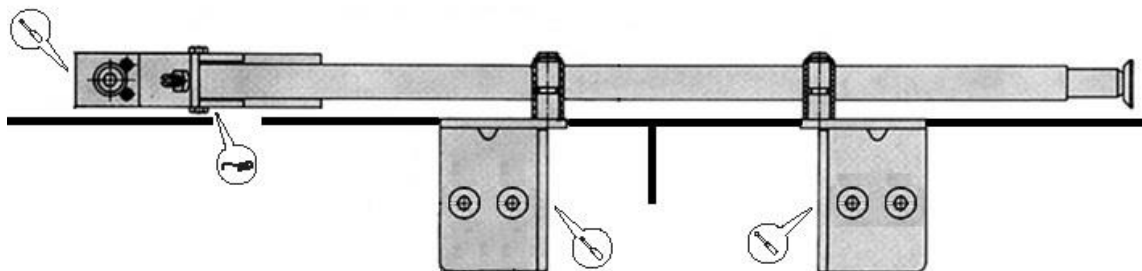
3. MAINTENANCE INSTRUCTIONS FOR LOCKS

1. Locks should be maintained at least twice a year or once a month in the case of frequent or aggressive use or a dusty environment.
2. Check whether the screws of the lock case, cylinder, door handle, and other parts of the lock are properly tightened, tighten, if necessary (see the scheme of lubrication and tightening of screws).
3. A special detergent should be used for cleaning the cylinder and a special lock oil for lubrication. We recommend Assa Lock Cleaner for cleaning and Abloy or Assa lock oils for lubrication. Other detergents or lubricants may damage the cylinder and render the warranty invalid.
4. The procedure of cleaning/lubrication:
 - a) Squirt a sufficient amount of detergent in the cylinder so that some of the detergent leaks out of the cylinder.
 - b) Stick the key in the cylinder and pull it out. NB! Do not turn the key in the cylinder – this will spread the dirt in the cylinder and the cylinder may jam.
 - c) Clean the key.
 - d) Repeat the procedure until no more dirt gets stuck to the key.
 - e) Squirt a sufficient amount of lock oil in the cylinder. Repeat the cleaning manoeuvre with the key once or twice, then turn the key in the cylinder, unlocking/locking the lock.
 - f) Always use lock oil after cleaning a lock with a detergent as detergents have a chemically active effect.
5. Protect the cylinder from debris, excessive dust, etc.
6. Never paint the cylinder, lock case, or other parts of a lock.
7. Lubricate the lock bolt and latch on the sides with a special lock lubricant (see the scheme of lubrication and tightening of screws). We recommend Assa lock lubricants.
8. Do not use substances which cause corrosion or are chemically active for cleaning locks.
9. Make sure that no debris can access moving parts of the lock. Also prevent access of water into the lock.
10. Do not use substances which scratch or cause other mechanical damage for cleaning door handles, doorknobs or decorative cover plates. If necessary, use a soft cloth moistened with water to clean handles and cover plates.
11. At least once a year, lubricate the moving parts of the door handle or the turn key with lock oil or lubricant (see the scheme of lubrication and tightening of screws).
12. Information about the use and maintenance of door closers can be found from the following instructions: 17.00.88 User and maintenance instructions for door closers.

4. SCHEME OF LUBRICATION OF LOCKS AND TIGHTENING OF SCREWS

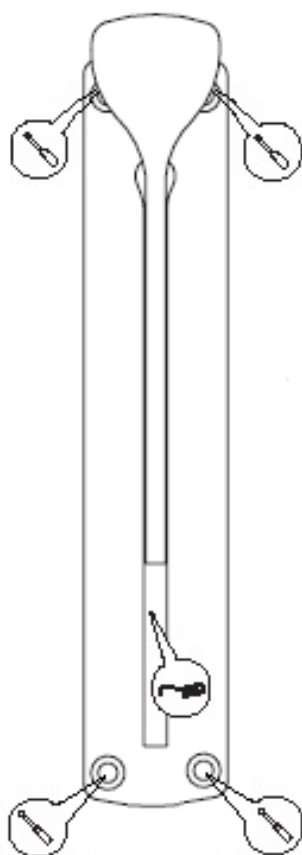


5. DORMA SR390 DOOR COORDINATOR – SCHEME OF LUBRICATION AND TIGHTENING OF SCREWS



Check at least once a year whether the screws are properly tightened (retighten, if necessary)

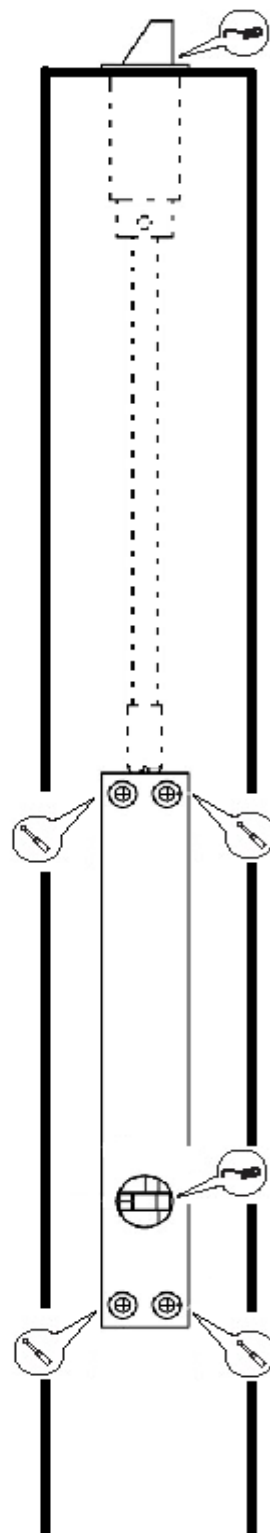
6. DOOR FLUSH BOLTS – SCHEME OF LUBRICATION AND TIGHTENING OF SCREWS



Check at least once a year whether the screws are properly tightened (retighten, if necessary)

At least once a year, squirt oil on the moving parts in the flush bolt (at least twice a year in the case of more intensive use)

7. AUTOMATIC FLUSH BOLTS – SCHEME OF LUBRICATION AND TIGHTENING OF SCREWS



Check at least once a year whether the screws are properly tightened (retighten, if necessary)

At least once a year, squirt oil on the moving parts of the flush bolt (at least twice a year in the case of more intensive use)