

THE SECURITY SENTINEL

Capital Lock's Monthly News Letter

*Please reach out to Tom
to get a FREE Site Survey
scheduled.
608-669-5745*

**Capital Lock is
now offering
Preventative
Maintenance
Plan:**

- **10-Step Door Check**
- **2x Annually Spring/Fall or Summer/Winter**
- **Free shipping on rekey/key orders over \$100**
- **20% discount on hardware, free UPS ground shipping on hardware orders over \$1,000**

Two visits per year. MUST HAVE ALL EXTERIOR DOORS AS A MINIMUM.



10 STEP DOOR CHECK

	Components	What We Always Do
1	Lock	Tighten any screws; wiggle test to determine mounting integrity; operate all normal functions of lock including key operation; lubricate if necessary.
2	Latch	Operate knob (both sides) or thumb turn; depress both spring latch and ead latch (seperately), or deadbolt; tighten screws; lubricate if necessary.
3	Strike	Tighten screws; check mounting surface integrity; close door normally checking normal latching visually and audibly; check for proper screw length.
4	Hinges	Tighten screws; lift door to check mounting integrity (hinge pins, mounting back plates); visually inspect for door squareness in frame and any wear marks on door or frame; lubricate if necessary.
5	Door Frame Stop	Check flushness of door to stop; operate door to check normal operation.
6	Weather Strip	Check for damaged material that may alter normal operation.
7	Door Closer/ Hold Open	Visually check for leaking fluid; visually inspect for mounting integrity; check normal operation for backcheck and sweep and latching speeds.
8	Latch Guard	Check for necessity; if existing, wiggle test to check mounting integrity.
9	Door Viewer Other/Misc.	Wiggle test for mounting integrity; and check normal operation; check for necessity.
10	Other/Misc.	Note any other items affecting operation/ security.