

## INSTRUCTIONS FOR CREATING SUBFORM: 6.2-DLM.S325-Quarterly

**Follow these steps to create the form fields:**

### **STEP 1: Create a Single Select field**

**Description:** 6.2-Q-DLM.S325-1: CHECK FOR DAMAGE, SMOOTH OPERATION OF LOCK FROM BOTH SIDES, AND REQUEST TO EXIT FUNCTION. Maintenance instructions 1. It is recommended that the following routine maintenance checks be undertaken at monthly intervals:

**Options:** Yes, No

### **STEP 2: Create a Single Select field**

**Description:** 6.2-Q-DLM.S325-1A: Inspect and operate the panic/emergency device to ensure that all components are in a satisfactory working condition; using a force gauge, measure and record the operating forces to release the exit device.

**Options:** Yes, No

### **STEP 3: Create a Single Select field**

**Description:** 6.2-Q-DLM.S325-1B: Lubricate cylinders (if applicable) with an appropriate manufacturers lubricant (not oil), available from Surelock McGill. Ensure that the bolts are in line with keeps (sockets). Ensure restraint is operating correctly and adjust if required.

**Options:** Yes, No

### **STEP 4: Create a Single Select field**

**Description:** 6.2-Q-DLM.S325-1C: Check periodically that no additional locking devices have been added to the door since its original installation. Check periodically that all components of the system are still correct in accordance with the

**Options:** Yes, No