

INSTRUCTIONS FOR CREATING SUBFORM: 6.2-DLE.S324-Quarterly

Follow these steps to create the form fields:

STEP 1: Create an Info Text field

Content: Securitas

STEP 2: Create a Single Select field

Description: 6.2-Q-DLE.S324-1: CHECK FOR DAMAGE, SMOOTH OPERATION OF LOCK FROM BOTH SIDES, AND REQUEST TO EXIT FUNCTION. Maintenance instructions 1.

Options: Yes, No

STEP 3: Create a Single Select field

Description: 6.2-Q-DLE.S324-1A: routine maintenance checks be undertaken at monthly intervals: Inspect and operate the panic/emergency device to ensure that all components are in a satisfactory working condition;

Options: Yes, No

STEP 4: Create a Single Select field

Description: 6.2-Q-DLE.S324-1B: using a force gauge, measure and record the operating forces to release the exit device. Ensure that all keepers (sockets) are free from obstruction.

Options: Yes, No

STEP 5: Create a Single Select field

Description: 6.2-Q-DLE.S324-1C: Check that all fixing screws and retaining pins are in place and tight, and that the equipment is correctly adjusted. Lubricate cylinders (if applicable) with an appropriate manufacturers lubricant (not oil), available from Surelock McGill.

Options: Yes, No

STEP 6: Create a Single Select field

Description: 6.2-Q-DLE.S324-1D: Ensure that the bolts are in line with keeps (sockets). Ensure restraint is operating correctly and adjust if required. Check periodically that no additional locking devices have been added to the door since its original installation.

Options: Yes, No

STEP 7: Create a Single Select field

Description: 6.2-Q-DLE.S324-1E: Check periodically that all components of the system are still correct in accordance with the list of approved components originally supplied. Check periodically that the operating element

Options: Yes, No