

Getting Started

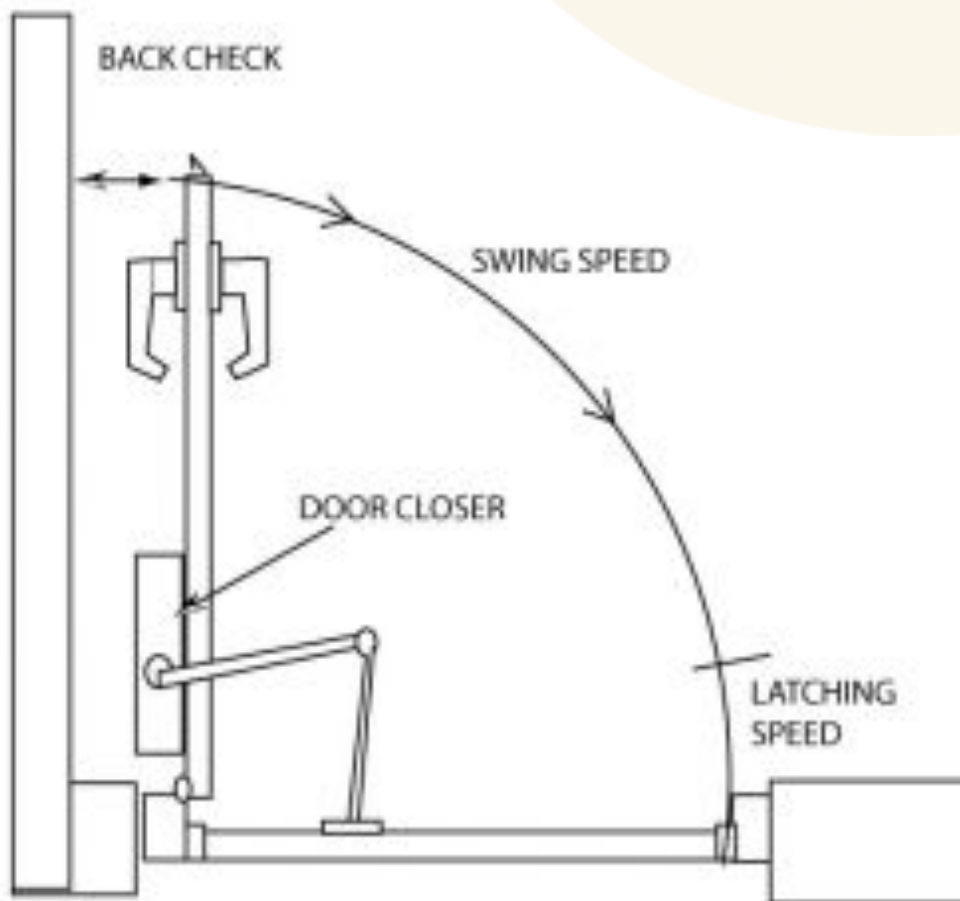
1. Be sure to use alcohol wipe to clean the door and the jamb where the Safe Lockdowns device and protective pad will be installed
2. It is recommended that the device be installed on the door jamb no more than 5 feet from the floor.
3. Before using the device continuously, it is recommended that you wait 12 hours after it has been installed to allow the adhesive to cure.
4. It is important that the door closer be adjusted to the recommended close and latch rates. Doors that close too hard could damage the device or cause it to release prematurely.
5. It is **extremely important** that all building staff be informed on how the device works and to practice using it.

Door Closer Adjustments

Door closer adjustment is an art that requires knowledge, patience, and an ability to climb up and down a ladder several times, but with these attributes and the appropriate wrench, hex key or screwdriver, you can do it yourself.

Most of the adjustments are implemented through the opening or closing of hydraulic valves. When it comes to turning the screws that operate these valves, a little goes a long way. A turn of 5 degrees can significantly increase or decrease closing speed.

CAUTION: DO NOT COMPLETELY UNSCREW DOOR CLOSER HYDRAULIC ADJUSTMENT SCREWS OR YOU WILL RUIN THE CLOSER AND VOID THE WARRANTY. Also, hydraulic fluid will leak out of the closer and make a mess.



Door Closer Adjustments

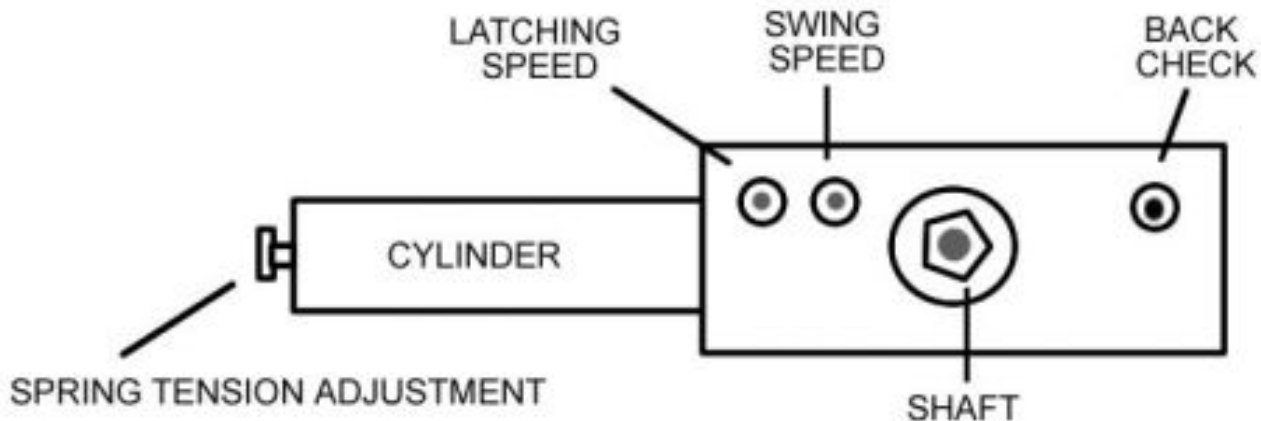
A door closer is a mechanical device designed to close a door slowly, but firmly enough to latch. It accomplishes this by using spring tension modulated by hydraulic fluid. As the user opens the door, hydraulic fluid passes from one reservoir to another, and as the spring pushes the door closed again, the hydraulic fluid passes back to the previous reservoir through a series of valves that control the speed.

The illustration above shows the effects of the common hydraulic adjustment controls available on most commercial grade door closers. Controls for swing speed and latching speed control how fast the door closes, and many closers also feature a hydraulic control for back check that controls the last few inches of the opening the door so as to prevent the door from being slammed into an adjacent wall.

- Swing speed adjustment controls how fast the door closes from fully open to within about 5 degrees of closed
- Latching speed adjustment controls how fast the door closes for those last few inches
- Back check adjustment controls the amount of resistance to opening the door past a selectable point

The illustration below shows the various hydraulic control valves. These might be located in many configurations, but you will usually see the back check control located somewhat away from the latch speed and swing speed controls.

There are also door closers equipped with an additional valve for Delayed Action. Delayed action closers hold the door open for a longer period of time to allow persons with disabilities more time to get through the door.



Door Closer Adjustments

Also notice the Spring Tension Adjustment in the illustration above. Spring tension controls the "size" of a closer. The term is misleading, because it does not actually have anything to do with the physical dimensions of the closer. Size is determined by the width of a door. "Sized" closers, that is, closers that have a factory pre-determined spring tension for a particular door width, have no spring tension adjustment. Many door closers today are "non-sized", indicating that spring tension can be field adjusted to fit the size of the door.

info@safelockdowns.com
safelockdowns.com

It is tempting to use the spring tension adjustment to solve problems, for example, in positive pressure situations where air flow is preventing the door from closing properly. However, the tighter you make the spring, the harder it will be to open the door. It is possible to tighten the spring tension to the point that some people will not be able to open the door.

Adjusting the Door Closer

To adjust the door closer, bring a step ladder tall enough so that you can easily reach the door closer from the second or third highest step. Climb the ladder and examine the closer. If you can't see adjustment screws, chances are the closer has a cover. Usually the cover is plastic, but it could also be metal. If you see no fasteners holding the cover on, that means the cover is held on by tension. Pull it off. If you do see fasteners, usually you can loosen, but not remove, the fasteners and the cover will slide off.

If you find that there is oil in the cover or oil on or leaking from the closer body, you can stop right now. You need a new door closer. If, however, it is not leaking, you can proceed.

Now that you have the cover off, you should be able to see the adjustment screws. If you are lucky, they will be marked on the closer body as to what they are or there will be a diagram inside the cover. If not, you may have to experiment a little to see which is which. Remember, when it comes to turning door closer adjustment screws, a little goes a long way. Start with no more than 1/8 of a turn. Turn the adjustment screw clockwise to slow the door closer down, counter-clockwise to speed it up. Then get down off the ladder and observe the effect.

Open the door and watch it close. If it closes right the first time, check it 10 more times. If it closes correctly every time, you're done. If not, go back up the ladder and make another adjustment, etc., until the closer is doing what you want it to do. When it closes the way you want it to 10 times in a row, it will probably continue to do so.

Ideally a non-delayed action door closer will close and latch the door in 7 to 8 seconds.

How To Install Security Film

Safe Lockdowns Security Film (SLSF) installs on the door glass and allows the room to be viewed from the hallway when the lights in the room are on, but becomes reflective, like a mirror, on the hallway side of the door when the lights in the room are turned off. This eliminates the need for the teacher to cover the door windows.

With **Safe Lockdowns Security Film** and **our patented** anti-latch devices installed on your doors, locking down the classroom in seconds becomes as simple as 1,2,3...

1. Switch School Safe to the lockdown position.
2. Switch the lights off.
3. Direct the students to the safe area of the classroom.

No need to cover the door window as the School Safe Security Film turns the window into a two-way mirror allowing the teacher to see out but an intruder would see their own reflection.

School Safe Security Film comes in pre-cut sizes or can be custom cut to your specifications.

Tools Needed:

- Window Cleaning Solution (Windex)
- Spray bottle of water and a few drops of dish washing detergent or baby shampoo, the "Application Solution"
- Tape – Clear or Duct
- Squeegee – for smoothing film
- Utility knife – for trimming excess film from edges
- Edging tool – or ruler to ensure a clean edge
- Low Lint cloth – for cleaning film and glass

How To Install Security Film

1. Apply the window film to the inside of the window.
2. Clean window; Generously spray window and use razor blade to remove stubborn dirt or paint. Use squeegee downward and wipe off dirt from edges.
3. Identify Clear Liner; Place the film on a clean, flat surface. Select one corner of the film and attach two small pieces of tape (3-4inches) to each side of film. Leave some tape hanging over the corner. Press the two pieces of tape firmly together, then quickly pull them apart to begin separating the clear liner away from the adhesive side of the film. Do not totally separate the liner at this time but leave the tape in place and move to the next step.
4. Wet the window with the Application Solution
5. Remove Clear Liner; Begin to peel the two strips of tape apart to release the liner from the film. As you begin to pull off the liner, spray the exposed adhesive side of the film with the Application Solution until the clear liner is removed and the adhesive side is completely saturated. Try to keep the film from touching itself.
6. Apply film to glass; Hold film up to glass and apply. Use your hands to smooth the film out and position it so the excess is overlapping the edges of the window.
7. Spray the entire surface of the film facing you with the Application Solution. Lightly squeegee the center section of the film from the top to the bottom to set the film in place. Begin to smooth the film, starting at the top of the window. Squeegee from the center to the right side and work downward leaving excess film around the edges. Repeat for left side.
8. Trim film; Place a ruler or straight edge along the edge of the window and film. Line the knife and edging tool up to a top corner of the window. Slowly and firmly, pull the knife and straight edge down to trim the excess film. Gently pull the trimmed film away from the window. Repeat this process on all four edges of the film.
9. Squeegee dry; Re-wet the film and squeegee from the center to the right side, working from the top down. Repeat this process for the left side. Press firmly to remove all the water. If air bubbles are present squeegee them out to the edges.

Safe Lockdowns Order form

Room Number

Configuration

Room Number

Configuration

Total IL _____ Total IR _____ Total OL _____ Total OR _____

Name _____ Email _____ Phone _____

School _____

Date _____

School District _____