

# Bosco Care & Maintenance

Clean with warm soapy water only.

DO NOT USE ABRASIVES, THINNERS OR MINERAL TURPENINE OR ANY PETROLEUM BASED CLEANERS.

## KEYS

The most common service related call is for keys broken off in the lock barrel. Although easily repaired, simply removing the key (even if kept inside the cabinet) will prevent this situation from occurring. If a key is lost and; There is no original, A locksmith can "cut from code". The lock barrel is stamped with a 3 digit number. Add 60 to the beginning of the number, i.e., 123 become 60123. Our lock manufacturer is currently Lock Focus or Lowe & Fletcher. Order a replacement pair of keys from Zenith. There is an original, Take the original to a locksmith who will be able to duplicate from the original. Order a replacement pair of keys from Zenith.

## LOCKS

A simple squirt of graphite (or WD40™) will lubricate the lock and prevent wear and tear on the lock barrels. The lock barrel can be replaced on site during a service call. Locks may be requested. Keyed alike keyed to differ Un-mastered – no master keys available.

## CABINETS

Galaxy™, Centurion™ and Squadron™ cabinets are powder-coated products. Touch-up paint is only available for standard paint specifications.

## RELOCATION

The second most common reason for service calls is re-leveling cabinets after relocation. Each cabinet is leveled at the original installation location. Subsequent relocations may take the cabinet out of floor level. Using a screwdriver and spirit level to adjust the feet (through the holes in the base shelf) to floor level will ensure smooth door operation. Where there is a high level of ambient moisture in the air, any holes drilled in the cabinet – NOT RECOMMENDED – will attract rust. If this is necessary for any reason, ensure the exposed metal is correctly coated with a corrosion resistant product.

## DOOR AND TRACK

With the exception of general cleaning, the door is a maintenance free component. The doors should be cleaned as instructed above. The track requires periodic cleaning with a soft cloth to remove any debris that may lead to the deterioration of the plastic track. Paper clips and staples are the types of items which pose the greatest threat to the premature wearing of the track. The track should be periodically lubricated with Vaseline™ to ensure smooth operation. Generic or "home brand" petroleum jelly products may be inferior. To preserve the finish of the product, ensure that the lubricant does not come into contact with the powder coat finish for prolonged periods of time.

## INTERNAL ACCESSORIES

Roll out file frames are designed to hold the full width of suspension files. We recommend they are rolled back into the cabinet after use. When extended, they pose a risk to office traffic and the weighted load on the file frame runners for prolonged periods of time will greatly reduce their lifespan. Do not use the shelves as rungs on a ladder. The shelves are designed to take an uniformly distributed load (UDL) of 50 kg. Even a partial load directed at the front centre of the shelf will create permanent damage. Although roll out internal accessories are fully adjustable, all care should be taken to ensure that they are properly fitted.