

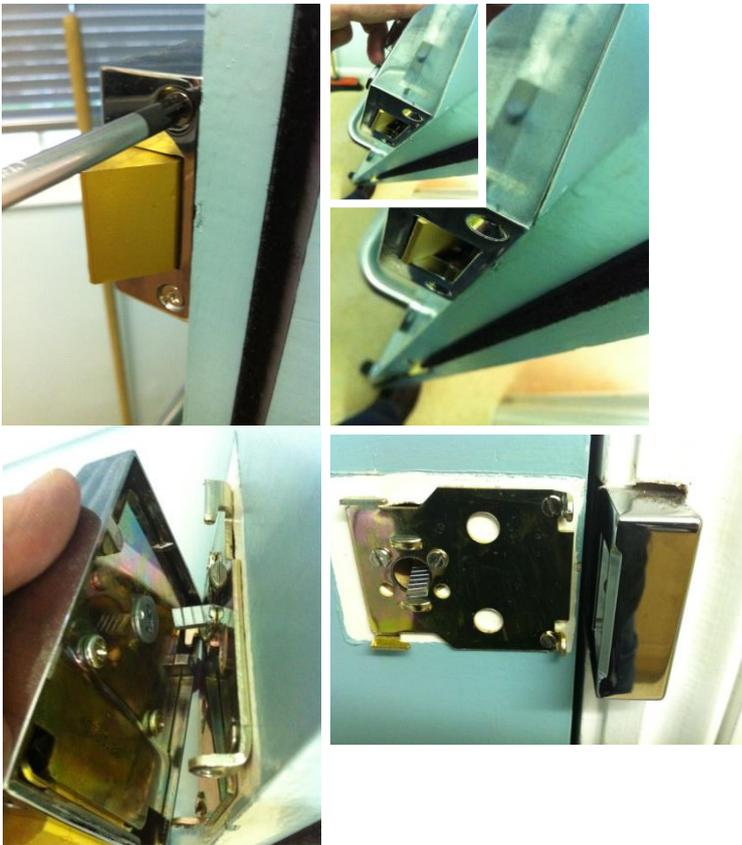
## How to guide – Night Latch Repair



A night latch like the type pictured is a very common surface mounted lock (usually used in conjunction with a mortice or deadlock in a domestic setting).

The vast majority of this type of lock has angled latch bolt which automatically latches into the keep when the door is closed (as pictured). The snib can be used to disable the bolt (AKA 'leaving the door on the latch').

Although some have a deadbolt that is thrown (locked) by turning the lever on the inside.



To remove or change the barrel on a night latch; first remove the lock assembly by removing the retaining screws on the side of the lock.

Set the screws to one side. Pull/slide the whole lock assembly toward you to release it from the lock bracket (see picture with insert). Now pull the lock away from the door (it should come away with no resistance).

You should now be left with exposed lock mounting bracket with a protruding barrel tail (flat silver coloured bar with groves to the left of the picture) and the keep (in the door frame to the right of the picture)



To remove the barrels (AKA cylinder) unscrew the two screws (usually flathead) near the protruding barrel tail.

Push the tail and the barrel and surround (AKA escutcheon see picture right) will be released or drop out of the front of the door.



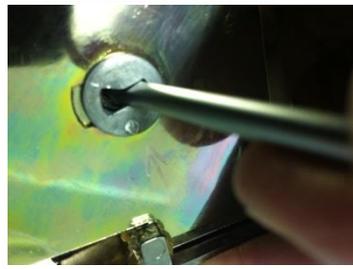
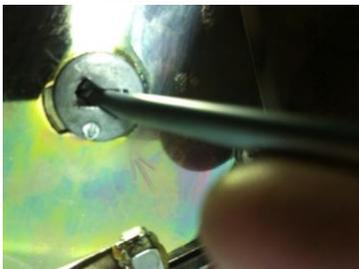
Find a replacement cylinder/barrel cut the barrel tail (using a hacksaw or large cutters) to the desired length (factor in door width and enough in order to engage with the lock assembly), as mentioned earlier some tails have grooves to assist with measurement and cutting. Screw the cylinder back on to the door through the lock bracket (opposite of step three above).

If the office is not open use a temporary cylinder/barrel but ensure that the office is notified as soon as possible (for Health & Safety purpose) especially if the replacement is not a cylinder that belongs to the master system (it does not work with master key).



Use the key from the outside of the door to adjust the tail to a horizontal position (see pictures top)

Use the snib on the door assembly to disable the latch (leave the latch on), then Using a screwdriver move the turn slot to a horizontal position (parallel to the bottom of the lock assembly – see pictures bottom).





Once you have aligned the tail with the slot carefully slot the lock assembly back onto the bracket (see pictures). Replace the retaining screws and test that the latch works.



If you have a door that will not open from the outside you can try applying sideways pressure to the key (try various angles). Make sure that any other locks or latches on the door are open (handles pushed down).

**EMERGENCY ONLY:** If you cannot get a locksmith to respond within an hour you can gain entry using a wrecking bar (AKA a crow bar). Please take special care when using this method and do not attempt it unless you are confident.

**Method –** Slot the end of the wrecking bar between the door and door frame as close to the lock as possible. Apply substantial leverage on one end of the bar (pull towards you), the door should give way after a few attempts.