

Basement Door Lock Kit Installation Instructions

Installation Instructions

(See drawing on reverse side)

Step 1 Tape hole template to right hand door 18-1/2" from the bottom of the door leaf as shown on the template. Center punch all holes. Note: Accuracy is essential for ease of installation. Remove template. Drill holes to indicated sizes on template and file any rough edges.

Step 2 Insert lock cylinder through 3/4" rubber dust cap as shown on drawing. Place cylinder (with dust cap), handle (with gasket) and (2) #10-24 x 3/4" round head machine screws through the topside of the door leaf. Make sure that the dust cap's hinge is at the 12 o'clock position. From the bottom side, install the steel cylinder retainer followed by (2) #10 lock nuts for the handle and the 3/4" lock washer and nut for the cylinder. Tighten nuts.

Step 3 Mount lock assembly to the steel mounting bracket using (4) #10-24 x 3/4" round head machine screws and (4) #10-24 lock nuts. Do not tighten screws until step 5.

Step 4 Install mounting bracket and lock assembly on the underside of the door leaf using (4) 1/4-20 x 3/4" ribbed neck carriage bolts, neoprene washers and 1/4-20 lock nuts as indicated on drawing. Carriage bolts should be tightened enough to slightly compress the neoprene washers. Note: With the lock slide bolt in the unlocked position, the turn handle should be aligned in a horizontal position as viewed from the topside of the basement door.

Step 5 Install black plastic caps as shown on the drawing. Test lock operation with the door in the open position before locking closed door. For best operation, lubricate as required.

Note: For BILCO doors manufactured before 1964, a 1/2" deep notch must be cut in the cover reinforcing member to accommodate the slide bolt of the new keyed lock. See SECTION A-A on hole template.

Operation

From Outside

To Lock: Turn handle counterclockwise.

To unlock: Open dust cap, insert key, turn key clockwise.

From Inside

To Lock: Push slide bar.

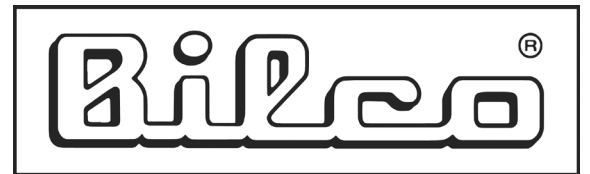
To Unlock: Push release tab.

Tools Required

- 3/8" or 1/2" electric drill
- Center punch
- 7/32" Drill Bit
- 9/32" Drill Bit
- 3/4" Diameter Metal Hole Saw
- Phillips Head Screw Driver
- Adjustable Wrench
- Hammer
- File

Parts List

- (6) #10-24 x 3/4" Round Head Machine Screws
- (6) #10-24 Locknuts
- (4) 1/4-20 x 3/4" Ribbed Neck Carriage Bolts
- (4) 1/4-20 Lock Nuts
- (4) Neoprene Washers
- (1) Lock Mounting Bracket
- (1) Lock Cylinder with (2) Keys
- (1) 3/4" I.D. Cylinder Lock Washer
- (1) Rubber Dust Cap
- (1) Cylinder Retainer (1-1/2" x 4" x 14 gauge)
- (1) Lock Handle
- (1) Lock Handle Gasket
- (1) Lock Assembly
- (2) Black Plastic Shaft Caps
- (1) Black Plastic Lock Release Cap
- (1) Installation Template
- (1) Parts List with Exploded View of Assembly



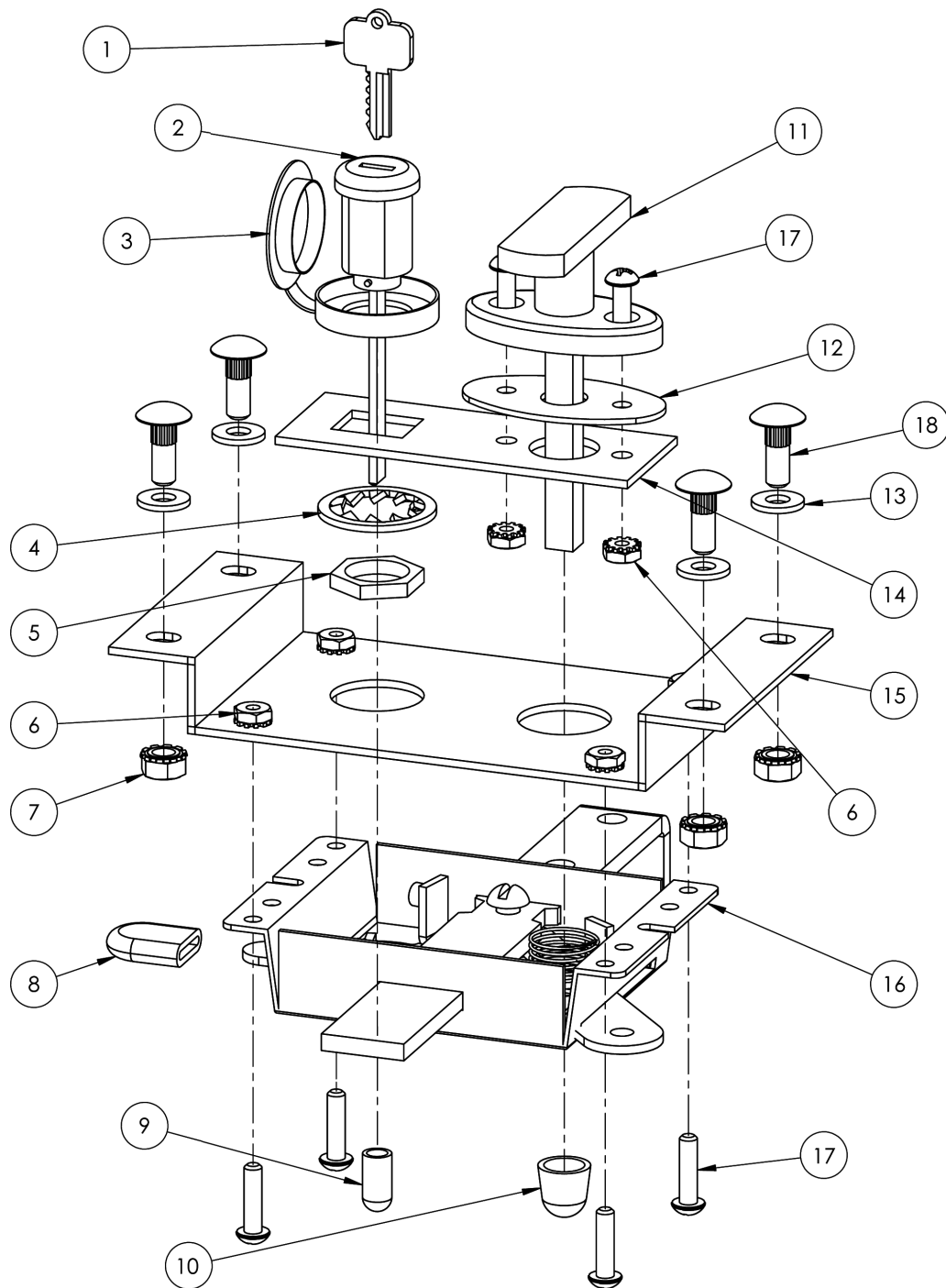
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The BILCO Company

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| Number | Part # | Qty | Description | Number | Part # | Qty | Description |
|--------|-----------|-----|----------------------|--------|-----------|-----|---|
| 1 | 3ABC223 | 2 | Keys | 11 | 3ABC225 | 1 | Handle |
| 2 | 3ABC223 | 1 | Lock Cylinder | 12 | 3ABC220 | 1 | Handle Gasket |
| 3 | 3ABC224 | 1 | Rubber Dust Cap | 13 | 3SD2612 | 4 | Neoprene Washers |
| 4 | 3ABC244 | 1 | Cylinder Lock Washer | 14 | 3ABC230-P | 1 | Cylinder Retainer |
| 5 | 3ABC223 | 1 | Cylinder Nut | 15 | 3ABC221-P | 1 | Mounting Bracket |
| 6 | 3SD1978SS | 6 | #10-24 Lock Nut | 16 | 3ABC222 | 1 | Lock Assembly |
| 7 | 3SD1980SS | 4 | 1/4-20 Lock Nut | 17 | 3SD2610SS | 6 | #10-24 x 3/4" Machine Screw |
| 8 | 3ABC245 | 1 | Lock Release Cap | 18 | 3SD2611SS | 4 | 1/4-20 x 3/4" Ribbed Neck Carriage Bolt |
| 9 | 3ABC247 | 1 | Cylinder Shaft Cap | | | | |

The basement door lock uses a unique key that is not readily available from locksmiths or home centers. Please contact the BILCO customer service department for replacement keys.



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Hole Template for Basement Door Keyed Lock Kit

Instructions

Carefully cut out the template on the left along the dotted line as indicated.

Place template on top of right hand door (the one with the handle) with the left edge of the template against the bead of the door as shown below. Locate bottom of template 18-1/2" from bottom edge of door leaf as indicated on template. Tape the template into position and carefully centerpunch all (8) hole locations.

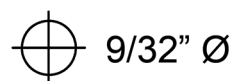
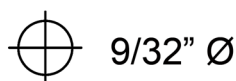
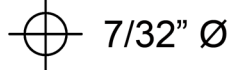
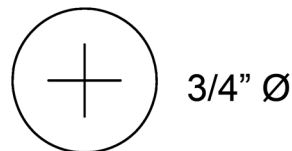
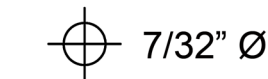
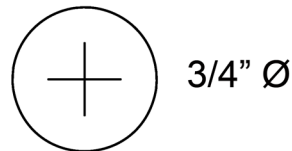
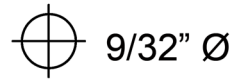
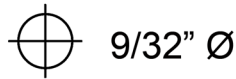
IMPORTANT: Hole location accuracy is essential for ease of installation. Remove template and drill holes. File rough edges of holes after drilling and refer to installation instructions to complete installation.

The BILCO Company

Phone: 800-854-9724

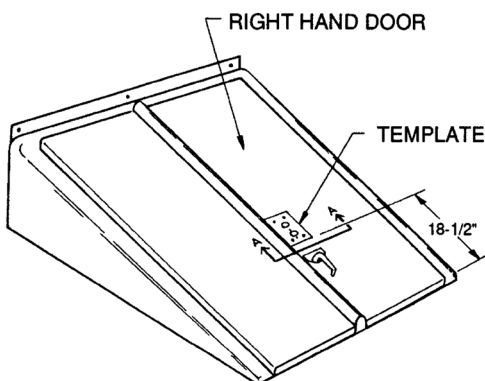
Email: residential@bilco.com

Website: www.bilco.com

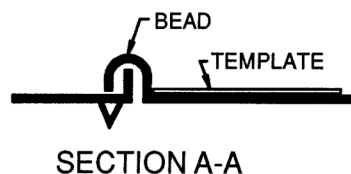


Place this edge against bead of right hand door

Place this edge 18-1/2" from bottom of door

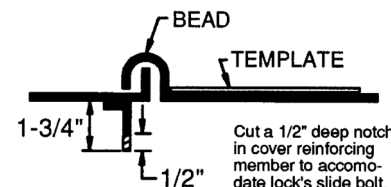


**BILCO DOORS
MANUFACTURED SINCE 1964**



SECTION A-A

**BILCO DOORS
MANUFACTURED BEFORE 1964**



SECTION A-A