

# Procedure for Disengaging Concealed Custodial Lock

**Note: Directions are the same for side and bottom lock**



1. Window in closed position with tamper proof screw on bottom



2. Position handle in horizontal mode



3. Tamper proof screw on bottom of window



4. Remove tamper proof screw using tamper proof screw-driver



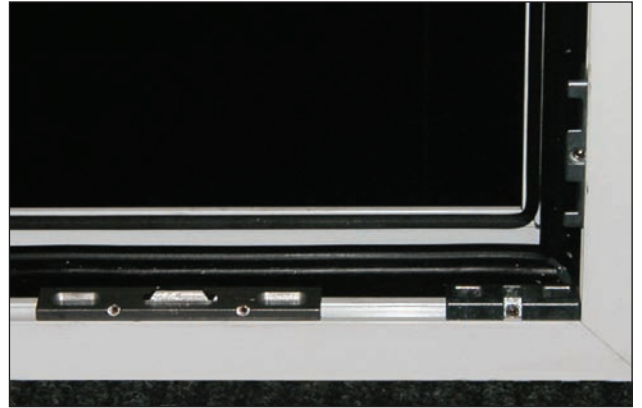
5. Removal rod (used to disengage safety bolt)



6. Insert removal rod in tamper proof screw opening to disengage safety bolt



7. Swing window in for cleaning



8. Spring loaded concealed bolt



9. Re-insert tamper proof screw



10. Closed window with tamper proof screw



11. Tilt window in for ventilation

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