

Company Profile & Prequalification

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Laidlaw Gulf LLC is a market leader in the supply of architectural ironmongery and was established in the UAE in 2008. Since then, Laidlaw Gulf LLC has flourished in the MENA Region, supplying numerous projects for our many customers.

Our business is to help architects, clients and contractors eliminate the problems associated with the specification and supply of project hardware by offering a turnkey solution. From scheduling to post installation consultancy, we will be with you every step of the way. We do not finish the project until you finish the project.

We are grateful for the support of our many customers, with whom we have worked closely to deliver several high-profile projects in the MENA region. We have built long standing relationships with our clients who include consultants, contractors, sub-contractors, door manufacturers and OEMs. We are proud to be part of their supply chains and we strive to provide excellent service together with high performance and cost-effective solutions to meet their requirements. The goodwill which Laidlaw Gulf LLC has created over many years continues today.

Our website details our product offering and brands, specifically our LGAI ironmongery range. We have also recently launched our furniture fittings range as a direct response to demand from our many customers in the joinery sector. This new range will become a key part of your design aesthetic. All our products are fully accredited and comply with global quality standards.

In these trying times that have seen many companies struggle, Laidlaw Gulf LLC has been growing from strength to strength. We welcome serving our customers in the MENA region and other international markets and we will continually strive to deliver excellent customer service in the years to come.

John Jefferies, CEO, Laidlaw Gulf LLC

A Complete Range of Products – We have created a product offering to suit clients design and financial requirements. Laidlaw Gulf offers a comprehensive range of door hardware and related products to provide complete solution to every project. Our range supports all certification requirements by country (including EN and ANSI standard) and follows strict testing demands. We ensure that all door hardware required for fire escape and fire resisting doors is CE stamped guaranteeing suitability and quality. We can also offer everything from leading European brands to VE options if required. The only thing we never VE is our level of service.

A Scheduling Service - We will schedule all your door hardware requirements from floor plans or from door schedule, using a wide range of exclusive Laidlaw Gulf products. All schedules are tailored to meet legislative, aesthetic and financial requirements. Our team are trained to UK's Guild of Architectural Ironmongers Diploma holder status. Let them help you today.

A pre-tender and post-installation consultation service - This includes advice on product type, use and cost, and site visits to provide post-installation "trouble-shooting" support. We will also interface with door suppliers and access control providers to ensure compatibility of cross-related products and eliminate design and installation problems at an early stage.

•LGAI for Architects – Architects have never been busier. Let Laidlaw Gulf make your job that much easier by handling any hardware scheduling you may have been given as part of the project. Our GAII trained team can come to your offices and chat to your PM department about the requirements on a project-by-project basis. Our extensive knowledge of the region means that we can supply both door and hardware schedules to meet any time frame. Email us today to arrange a meeting with our experts. Let us make your life easier by doing what we are best at!

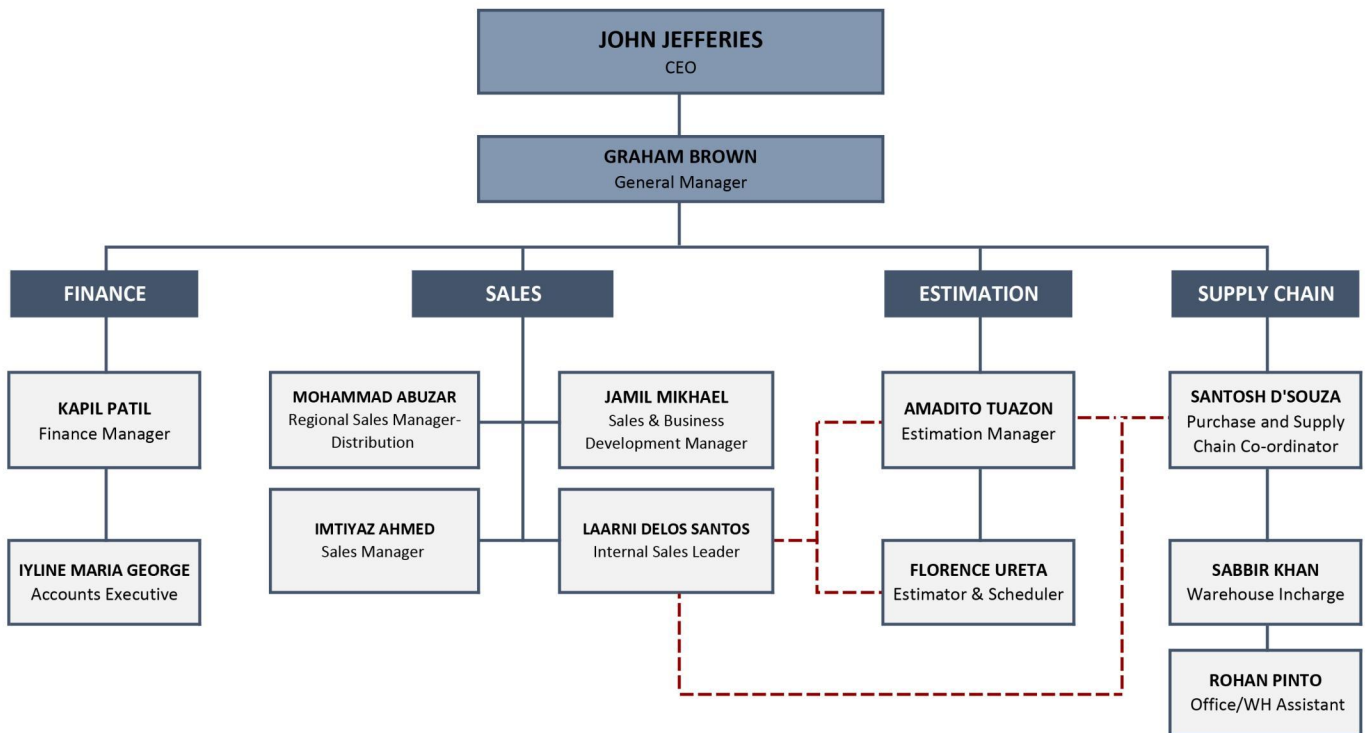
•LGAI for ID – The single thing missing from any design concept submitted to a client is usually the ability to physically feel exactly what the designer intends in their artwork. We have been working around the ID industry for many years and know that 3D printing will be a game changer. Don't get left behind.

•Master Keying – Master keyed system is almost schedule for the closing stages of a project. We will support you in providing a guideline master key system and a detailed master key schedule based on the door schedule, cylinder type, key plan appropriate for the project.

UNLIKE OTHER SUPPLIERS, WE DON'T FINISH A PROJECT UNTIL YOU FINISH A PROJECT.



The Laidlaw Gulf LLC Team





رخصة تجارية Commercial License

تفاصيل الرخصة / License Details

License No.	609653	رقم الرخصة
Company Name	Laidlaw Gulf (L.L.C)	اسم الشركة (ش.ذ.م.م)
Trade Name	Laidlaw Gulf (L.L.C)	الإسم التجاري (ش.ذ.م.م)
Legal Type	Limited Liability Company - Single Owner(LLC - SO)	الشكل القانوني شركة ذات مسؤولية محدودة - الشخص الواحد (ذ.م.م.)
Expiry Date	13/04/2023	تاريخ الإصدار 14/04/2008
D&B D-U-N-S ®	851100284	رقم الرخصة الام 609653
Register No.	1741257	عضوية الغرفة 134041

الاطراف / License Members

Share / الحصص	Role / الصفة	Nationality / الجنسية	Name / الإسم	No./ الشخص
100.00%	Shares Owner / مالك حصص	United Arab Emirates / الإمارات	إل جي ايه اي ليمتد	701960
	Manager / مدير	United Kingdom / بريطانيا	Igai limited جراهام براون	1162362
	Manager / مدير	United Kingdom / بريطانيا	GRAHAM BROWN جون جيفيريس	602962
	Manager / مدير	India / الهند	JOHN JEFFERIES كابيل ساهيبراو باتيل ساهيبراو	1166287
			KAPIL SAHEBRAO PATIL SAHEBRAO	

نشاط الرخصة التجارية / License Activities

Ironmongery Trading	تجارة المستلزمات المعدنية للمباني
Wooden Products Trading	تجارة المنتجات الخشبية
Reinforcement Steel Bars Trading	تجارة حديد التسليح
Steel and Basic Steel products trading	تجارة منتجات الحديد الاساسية

العنوان / Address

Phone No	971-4-8857404	تليفون	P.O. Box	185292	صندوق بريد
Fax No	971-4-8857414	فاكس	Parcel ID	598-1073	رقم القطعة
Mobile No	971-56-1130505	هاتف متحرك			البريد الإلكتروني / Email

مكتب 301 ملك راميش وشركاه - مجمع دبي للاستثمار الاول

Print Date	13/10/2022 11:23	تاريخ الطباعة	Receipt No.	14624600	رقم الإيصاف
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شهادة تسجيل العضوية Membership Certificate

License no.	609653	رقم الرخصة	609653
Membership no.	134041	رقم العضوية	134041
Registration no.	1027214	رقم السجل التجاري	1027214
Trade Name	LAIDLAW GULF (L.L.C)	الاسم التجاري	لايدلو جلف (ش.ذ.م.م)
Legal Status	Limited Liability Company(LLC)	الشكل القانوني	ذات مسؤولية محدودة
Activity	Steel and Basic Steel products trading Reinforcement Steel Bars Trading Ironmongery Trading Wooden Products Trading	نوع النشاط	تجارة منتجات الحديد الاساسية تجارة حديد التسليح تجارة المستلزمات المعدنية للمباني تجارة المنتجات الخشبية
Member Since	14/04/2008	تاريخ الإنتساب	14/04/2008
Date of Issue	14/04/2008	تاريخ الإصدار	14/04/2008
Expiry Date	13/04/2023	تاريخ الإنتهاء	13/04/2023

Remarks

This certificate shall be invalid incase of any alteration without chamber's authorization

For online verification of this Certificate, please visit our website <http://www.dubaichamber.ae/verify>

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الملاحظات

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للتأكد من صحة بيانات الشهادة يرجى الرجوع إلى موقع الغرفة <http://www.dubaichamber.ae/verify>



Guild of
Architectural
Ironmongers



CERTIFICATE OF MEMBERSHIP

This is to certify that

Laidlaw Gulf LLC

is a **Full Member** of the
Guild of Architectural Ironmongers
1st April 2022 – 31st March 2023

.....
President
Guild of Architectural Ironmongers

.....
Chief Executive
Guild of Architectural Ironmongers



CERTIFICATE

*This is to certify that the
Quality Management System of*

LAIDLAW GULF LLC

Rm. 301 Mayfair Building, Dubai Investment Park I, Dubai, UAE.

has been assessed and found to conform to the requirements of

ISO 9001:2015

This Certificate is valid for the following scope:

**Trading of Ironmongery, Wooden Products,
Reinforcement Steel Bars, Steel and Basic Steel Products**

Certificate No.	:BQSR13803
Registration Date	:03/12/2019
Issue Date	:16/02/2022
Expiry Date	:02/12/2022
Recertification Date	:02/12/2022



Bharme
Director

BQSR QUALITY ASSURANCE PVT. LTD.

Key Location: 380 Broadway, Ste. 220 Hicksville, New York NY 11801, USA

Website: www.bqsr.com



Since 2008 LGAI has been the preferred product on a multitude of projects across the Mena Region. When combined with our market leading levels of service, its not hard to see why Laidlaw Gulf has been the key supplier across a variety of market segments.

- Retail & Office
- Education
- Residential
- Government
- Healthcare
- Hospitality
- Sports & Leisure

We are specified on the fastest growing cinema chain in the region, completing over 30 projects so far. We are also specified on numerous substations across the GCC and have completed work across Data Centres and Expo 2020 pavilions.

There is no industry and no project that is too big or small for Laidlaw Gulf. Simply put, we are Perfect for all.



Dorchester Hotel

Location: Dubai , UAE

Contractor: Roberts Construction

Architect: Brewer Smith Brewer Gulf



Vida Hotel – Dubai Creek Harbour

Location: Dubai, UAE

Contractor: Engineering Contracting Company

Architect: SSH Architects



Aloft Hotel

Location: Deira City Centre, Dubai, UAE

Contractor: Laing O' Rourke Middle East LLC

Architect: Pascal + Watson



Jewel of the Creek

Location: Umm Hurair Road – Dubai, UAE

Contractor: Habtoor Leighton Group

Architect: Kieferle & Partner (KCKP)



Al Muneera Island

Location: Al Raha Island, Abu Dhabi, UAE

Contractor: Al Futtaim Carillion

Consultant: Kann Finch



Al Bandar

Location: Al Raha, Abu Dhabi, UAE

Contractor: Laing O'Rourke

Consultant: KEO



Al Zeina

Location: Al Raha Island, Abu Dhabi,

UAE Contractor: Laing O'Rourke

Consultant: Kann Finch



Nikki Beach Resort and SPA

Location: Dubai, UAE

Contractor: Brookfield Multiplex LLC

Consultant : DSA Architects International



Centro Hotel Rotana

Location: Airport Road, Abu Dhabi, UAE

Contractor: Polensky Contracting LLC

Consultant: GA Architects & Engineering



City of Lights Tower

Location: Al Reem Island, Abu Dhabi, UAE

Contractor: Brookfield Multiplex

Consultant: Brewer Smith Brewer Gulf (BSBG)



Dusit Hotel- Guest Rooms

Location: Abu Dhabi, UAE

Contractor: Al Habtoor Leighton

Consultant: Al Bayathy Architects



Eastern Mangrove

Location: Angsana Resort Salam Street, Abu Dhabi, UAE

Contractor: Brookfield Multiplex

Consultant: Derby Design

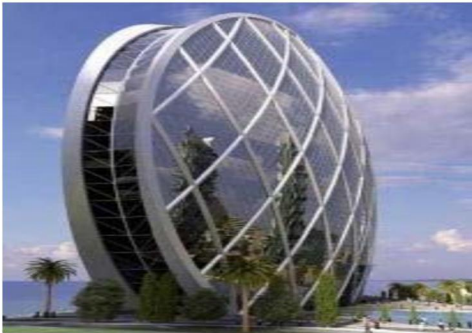


ICD Brookfield Place

Location: Dubai, UAE

Contractor: Multiplex Sangyong

Architect: Brewer Smith Brewer Gulf



Aldar Head Quarters

Location: Al Raha Beach, Abu Dhabi, UAE

Contractor: Laing O' Rourke

Architect: BMZP & Partners



Dubai World Trade Centre Phase 1A6

Location: Dubai , UAE

Contractor: Al Futtaim Carillion

Architect: Hopkins Architects Dubai Ltd.



Masdar Headquarters

Location: Abu Dhabi, UAE

Contractor: Brookfield Multiplex

Consultant: Foster & Partners



Siemens HQ

Location: Masdar City, Abu Dhabi, UAE

Contractor: Al Fara Building

Contractors Consultant: Sheppard
Robson and AECOM



**Construction of New Production & Projects (GAS)
Group Building at North Kuwait**

Location: Kuwait

Sub Contractor: KAH Middle East for General Trading
Co. (WLL)

Architect: Dartaher Consultants



Park Ridge Phase 1, 2 & 3

Location: Dubai Hills Estate, Barsha, Dubai, UAE
Contractor: Engineering Contracting Company
Architect: U+A



Meydan Riviera – Phase 2

Location: Dubai, UAE
Contractor: Gardinia Contracting
Architect: 360 degrees



Mulberry at Park Heights

Location: Dubai Hills, Dubai, UAE
Contractor: Engineering Contracting Company
Architect: Brewer Smith Brewer Gulf



Azizi Farishta

Location: Dubai, UAE
Contractor: Ghantoot Contracting
Consultant: 360 Degrees



Royal Grammar School Guildford

Location: Dubai, UAE

Contractor: Multiplex Middle East

Architect: Brewer Smith Brewer Gulf



Zayed University

Location: Khalifa City, Abu Dhabi

Contractor: Al Habtoor Murray and Roberts JV

Consultant : Obermeyer



New York University

Location: Abu Dhabi, UAE Contractor:

Al Futtaim Carillion

Consultant: Rafael Vinoly



Paris Sorbonne University

Location: Al Reem Island, Abu Dhabi,

UAE Contractor: Al Habtoor Murray &

Roberts JV Consultant: Obermeyer



Al Jalila Childrens Specialty Hospital

Location: Dubai, UAE
Contractor: Al Futtaim Carillion
Consultant: Studio Altieri International



Aster Hospital

Location: Muscat, Oman
Sub Contractor: Al Khalili United Enterprises
Architect: Design Group Engineering
Consultants



Chest Diseases Hospital Extension

Location: Kuwait
Sub Contractor: KAH Middle East Co. (WLL)
Architect: Gulf Consult



Castle Peak Hospital – Anti Ligature Ironmongery

Location: Hong Kong
Contractor: Hospital Authority
Client: Hospital Authority



Singapore Pavillion

Location: Expo 2020, Dubai, UAE

Contractor: Evan Lim Penta



Motiongate Dubai

Location: Dubai Park & Resorts, Dubai, UAE

Contractor: Laing O' Rourke

Architect: Gensler



Riverpark Dubai

Location: Dubai Park & Resorts, Dubai, UAE

Contractor: Kier Dubai LLC

Architect: Dewan



Legoland Dubai

Location: Dubai Park & Resorts, Dubai, UAE

Contractor: ARCO General Contracting

Architect: Dynamic Engineering Consultants



Meydan Racecourse- Grandstand, DRC & Boat House

Location: Nad Al Sheba, Dubai, UAE

Contractor: MTM Contracting. Leader & others
Consultant: TAK



Al Naeem Mall,

Location: Ras Al Khaimah, UAE

Contractor: Strabag LLC

Consultant: Rice Perry Ellis

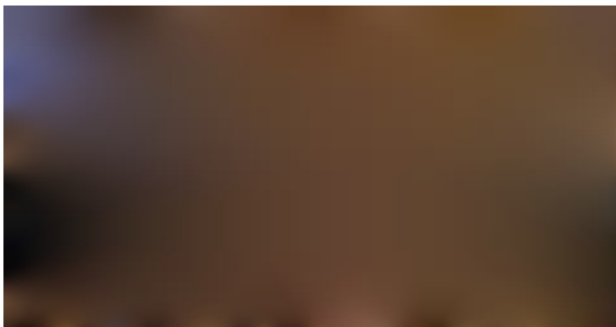


Al Ain Stadium

Location: Al Ain, Abu Dhabi, UAE

Contractor: BAM International

Consultant: Broadway Malayan

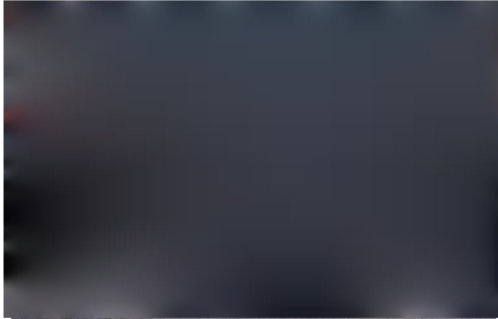


VOX CINEMA

Location: Nation Towers, Abu Dhabi, UAE

Contractor: Al Tayer Stocks

Consultant: Unick Consulting Limited

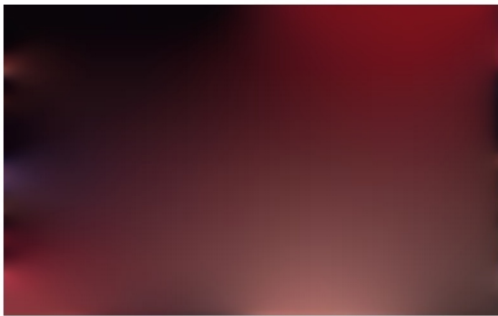


VOX CINEMA

Location: Nakheel Mall, Dubai, UAE

Contractor: Havelock AHI Interiors LLC

Consultant: Unick Consulting Limited

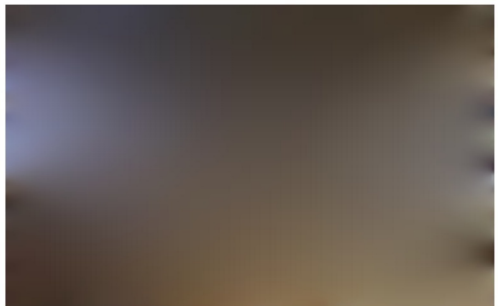


VOX Cinema

Location: City Centre Ajman, UAE

Contractor: Al Tayer Stocks

Consultant: Unick Consulting Limited

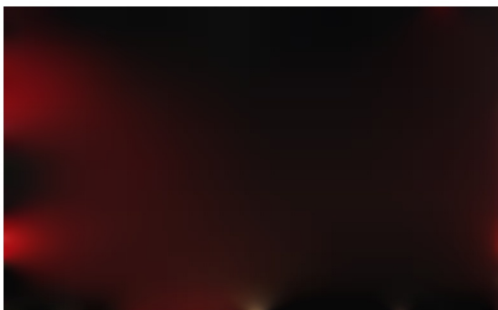


VOX Cinema

Location: City Centre Mirdiff, Dubai,
UAE

Contractor: Al Tayer Stocks

Consultant: Unick Consulting Limited

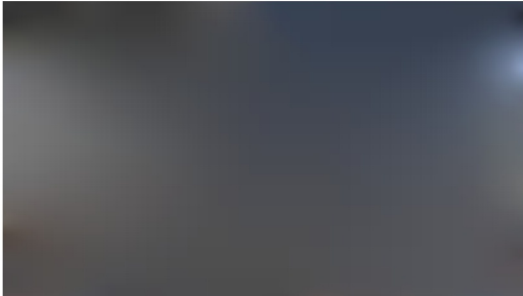


VOX Cinema

Location: Abu Dhabi Mall, UAE

Contractor: Al Tayer Stock

Consultant: Unick Consulting Limited



VOX CINEMA

Location: Sohar City Centre, Oman Contractor:
Havelock AHI Interiors LLC Consultant: Unick
Consulting Limited



Cinepolis Cinema

Location: Oasis Mall, Salalah, Oman
Contractor: Buwabat Al Wasel Modern Trad. &
Cont. Co. Consultant: Foundation Integrated
Services



NOVO Cinema Extension

Location: Dubai Festival City, Dubai,
UAE Contractor: Al Shirawi Interiors
Consultant: ERA Architects



Royal Oman Police – Headquarters

Location: Oman

Sub Contractor: Al Khalili United Enterprises



**Ahmad Police Headquarters Al Jahra
Police Headquarters, Hawally**

Location: Kuwait

Contractor: KMC

Consultant: SSH



Public Prosecution

Location: Kuwait

Contractor: United Building
Company Consultant: SSH



**Kuwait International Airport New Passenger Terminal 2
Central Plant & Water Tank Building**

Location: Kuwait

Sub Contractor: KAH Middle East for General Trading
Co. (WLL)

Architect: Foster & Partners



**Sheikh Al Jaber Al Sabah Causeway Project Admin &
Facility Buildings Visitor Centre**

Location: Kuwait

Sub Contractor: KAH Middle East for General Trading
Co. (WLL)

Architect: SSH



NBK Data Centre

Location: Kuwait

Sub Contractor: Bnaider United Group
Consultant: KEO International Consultants



Project List:

1. 220KV & 66KV BSP Substation at East Sitra BSP & Sitra Tank Farm
2. C330B Sadad 66KV Substation
3. 220KV Substation at BMP
4. 220KV & 66KV Substation at Janoob Madinat Hamad
5. 220KV & 66KV Substation at Addari
6. 220KV & 66KV Substation at Durrat
7. 66KV Substation at Jary Al Shaikh
8. 66KV Substation at Souq Al Muharraq
9. 66KV Substation at Al Masyaf
10. 66KV Substation at Al Majlis Watani
11. 66KV Substation at Al Ramli
12. 66KV Substation at Al Tubli
13. 66KV Substation at Al Sayh
14. 66KV Substation at Br Saar

Location: Bahrain

Consultants: ES3 International / Ismail Khonji Associates

Client: Kingdom of Bahrain Electricity and Water Authority

Sub contractor: Kans Trading Company WLL

MAINTENANCE

All Laidlaw Gulf products are designed and manufactured to require the lowest possible levels of routine maintenance.

However, it is recognised that the working life of nearly all door hardware items will be significantly reduced if basic maintenance procedures are not carried out, especially where items are subject to relatively high levels of use. In addition, recently introduced European standards specifically recommend that certain maintenance routines should be carried out at designated intervals in order to ensure that there is no breach of Health & Safety requirements.

The maintenance routines contained in the following pages are recommended on the understanding that all standard Bills of Quantity inclusions such as easing, adjusting and where required, lubrication of door hardware items have been carried out as necessary to ensure correct operation of any component.

For further information on the aftercare of Laidlaw Gulf products please contact your local Laidlaw Gulf Technical Consultant.

Guarantee

Laidlaw Gulf products are supplied with guarantees on mechanical products lasting up to 10 years assuming normal wear and tear. Conditions and usage must be according to our recommendations. The guarantee does not cover wilful neglect or unskilled installation or any defects which were visible before the installation of the product but not reported within seven days of delivery.





Introduction to Maintenance

The condition of doors and their hardware within a building is more than simply a cosmetic consideration. The safety and security of the building and its occupants can be seriously jeopardized if doors, especially those which form part of the building's fire escape route or fire integrity, are not operating effectively. Doors designated as being on a fire route exit or fire or smoke resistant doors have to be periodically inspected to make sure that they meet the same standards as when they were originally installed.

General Guidance

The recommendations provided within this document offer general guidance. The type and application of doors is numerous and vary accordingly so each door will need to be treated as the case dictates. Much will depend on how the door is utilized and where it is installed. For example:

- External doors will need to be checked for any seasonal changes.
- Applications in severe atmospheric conditions will need additional consideration e.g coastal locations or swimming pool applications.
- Whilst many final emergency exit doors may be used very infrequently, those used for example as staff 'smoke break' exits may be subject to high usage.
- Internal fire resisting doors are equally important as final exit doors but may well have completely different hardware fitted to them.
- Vandalism and abuse will cause the majority of problems, so such applications may need to be checked more regularly than otherwise indicated.

The onus is on the building owner/employer/occupier to ensure that the maintenance routine is carried out and that:

- The work is carried out by suitably proficient individuals
- Any remedial work is carried out immediately, especially on doors which form part of the fire safety or security of the building
- Only parts of equal or better standard should be fitted as anything else could compromise the performance of the door. In the case of fire doors it could invalidate fire certificates.
- To comply with the requirements of BS EN179:2008 and BS EN1125:2008, emergency exit and panic exit devices should be subjected to routine maintenance checks at intervals of not more than one month by the owner or occupier or his approved representative.

Conclusion

The conclusion is that building owners/employers/occupiers should ensure that doors are kept in good working order by a properly documented regime of regular and appropriate maintenance, carried out by suitably qualified and competent individuals.

The most important factor is that the door and hardware is designed to protect human life and nothing should be done which could compromise this.

Building Control Officers may include such inspections in their regular fire drills and fire precaution inspections.

Types of Maintenance

Much of the routine maintenance recommended consists of a combination of visual and mechanical checks, cleaning and lubrication. Look out for the icons below which provide a 'quick glance' reminder of the maintenance required.



Visual Checks

Primarily making a visual check on the product and surrounding door/frame looking for wear, damage, and general condition



Mechanical Checks

Consists of checking that the product functions properly without any binding or undue force required. Check that any seals or weatherstripping do not inhibit correct operation of the door.



Check Fixings

Fixings need to be checked regularly and tightened when necessary. Check that no projection of fixings prevents the door from swinging freely



Lubricating

Some products will benefit from periodic lubrication using a light machine oil or as instructed.



Cleaning

Build up of grease, dust and harmful chemicals (e.g from floor cleaning) should be removed to prevent corrosion and maintain the product finish

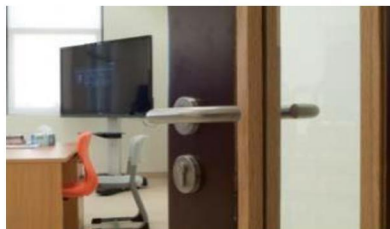


Accessibility

Electromagnetic door controls and low energy operators are an essential part of providing accessibility. Routine checks should be carried out to ensure continued performance.

Door Furniture

Lever handles require very little general maintenance. Annually check for smooth operation and ensure the lever freely returns to the horizontal position. Annually check pull handles, bolts, door stops, signs and indicators. General cleaning procedures should be followed in accordance with the "Care of Finishes" recommendations on page 17.



Lock cases

The correct operation of your lock is important as it has a bearing on the correct functioning of fire doors. Annual checks should be carried out in conjunction with checks on door closers and lever furniture. Locks should not require lubrication during their lifetime. However, a light oil or WD40 can help in dusty environments.



Cylinders

Cylinders should require very little routine maintenance. Their operation should be checked as part of the procedure for checking mortice locks. A small application of flaked graphite may be used in the keyway. Routine care of finishes should be carried out as necessary.



Door controls

When installed as part of a fire precaution system the door closing mechanism, including the door selector if used on a double door arrangement, should be checked in accordance with standing periodic fire testing procedures. Routine care of finishes should be carried out as necessary.



Electromagnetic door controls

Units should be tested weekly in accordance with the procedures described in the "fire precautions (workplace) regulations 1997" or the "fire precautions (workplace) (amendment) regulations 1999". Routine care of finishes should be carried out as necessary.



Panic and emergency exit hardware

Specific maintenance checks must be carried out as required by BS EN1125:2008 (Panic Exit Devices) and BS EN179:2008 (Emergency Exit Devices), and as detailed in the relevant fixing instructions. Failure to carry out these checks will invalidate the certification. At monthly intervals check correct functioning of the unit as part of the standing periodic fire test procedures. This should include the outside access device if fitted and the door selector if used on a pair of rebated double doors. Routine care of finishes should be carried out as necessary.



Product Type	Description
Overhead door closers and floor springs	<p>Check correct functioning of the door closer and ensure that it closes the door fully in the closed/latched position from a variety of opening angles. See page 9 for further information and recommended routines. Check door selector if used on rebated double door applications</p> <p><i>Under no circumstances should the closer mechanism be dismantled.</i></p>
Electromagnetic door controls	<p>Check correct functioning of the door closer and the ancillary equipment including the transformer/rectifier (power supply). The units must be tested in accordance with the procedures set out in the fire precautions regulations (see page 10).</p> <p><i>Any problems with the system must be rectified immediately.</i></p>

weekly

Weekly Schedule

These items should be checked weekly and adjustments made where necessary. To maintain the safety of the building's occupants all fire precaution hardware MUST be checked in accordance with the procedures described in the "Fire Precautions (workplace) regulations 1997" or the "Fire Precautions (workplace) Amendment Regulations 1999"

Product Type	Description
Panic exit devices & Emergency exit devices	<p>Check correct functioning of the panic device, including the outside access device, in accordance with the standing periodic fire test procedures and ensure all keeps and sockets are free from obstruction. A specific test procedure should be carried out as detailed on pages 11 to 13.</p> <p><i>Any problems with the unit must be rectified immediately.</i></p>
Flush bolts	<p>Check for operation and make sure keeps are free from dirt (especially those built into the floor)</p>
All products	<p>Check for build up of dirt and grease and keep clean as directed in the "Care of Finishes" section on page 17.</p>

monthly

Monthly Schedule

In addition to the Weekly Schedule, these items should be checked on a monthly basis and adjustments made where necessary.

Product Type	Description
Hinges	Check that all hinge screw fixings are tight and apply a little light machine oil to the hinge knuckle as necessary.
Panic exit devices	Check that all screw fixings are tight and lubricate the shoots or latch bolts, ensuring they engage correctly in the keep/strike plate. Occasionally apply a little light machine oil to all pivot points. If necessary, lubricate the cylinder keyway of the outside access device by applying flaked graphite or a WD40 type preparation.
Door closers	Check that all screw fixings are tight and periodically apply a little light machine oil to the arm knuckle joint. Check the closing and latching speeds are correctly set to ensure the door closes fully into the frame. Apply a little light machine oil to all accessories (ie. top centre and bottom strap)
Floor springs	
Locks, cylinders & Lever furniture	Check all fixings are tight including the lever retaining grub screws. Check levers operate smoothly and return fully to the horizontal position. Strike plates should be correctly located and adjusted to allow free movement of the bolts. Locks, latches & cylinders should not normally need to be lubricated but if it is necessary to lubricate the keyway apply flaked graphite.
Mortice roller catches	Ensure the roller bolt engages correctly in the keeper plate. If necessary, adjust the tension of the roller bolt.

quarterly

Quarterly Schedule

In addition to the Weekly and Monthly Schedules, the following items should be checked on a quarterly basis and adjustments made where necessary.

Product Type	Description
Flush & barrel bolts	Check that all fixings are tight and apply a little light machine oil to the lever pivot or shoot component. Ensure the mechanism operates correctly and that any floor sockets are free from obstruction.
General hardware (plates, signs, symbols, hooks, door stops)	Check that all fixings are tight and follow the recommended procedures for "Care of Finishes" on page 17.

annually

Annual Schedule

In addition to the Weekly, Monthly and Annual Schedules, the following items should be checked on an annual basis and adjustments made where necessary.



Lever furniture

Provided it has been installed correctly and is used in conjunction with a suitable lock case your lever furniture should require only occasional checking and cleaning. Highly finished items which are regularly handled should be checked more frequently and kept clean. The operation of the lever handles should be checked in association with the lock case (see page 6).



monthly

Check the lever furniture for dirt and grease and wipe clean as directed by the 'Care of Finishes' section on page 17.



annually

Check that all the fixings are tight (this may mean removing the press on covers of roses or plates) and that the levers are properly aligned each side of the door. Make sure the levers are firmly seated in the rose/ backplate and tighten the grub screw fixing of the lever to the spindle.



annually

Check the operation of the lever handles ensuring that they operate smoothly and return to the horizontal position at all times. Check the operation of thumb turns and indicator/ emergency release on bathroom locks ensuring they operate the deadbolt smoothly.



monthly

Pull handles

Check pull handles and push plates for dirt and grease and wipe clean as directed by the "Care of Finishes" section on page 17.



annually

Check that the fixings are tight on bolt through and back-to-back pull handles (this may mean removing the push plate on single sided applications or removing the inside handle on back-to-back assemblies in order to tighten the fixings). Make sure the grub screw or pin fixings on back-to-back assemblies are tight.

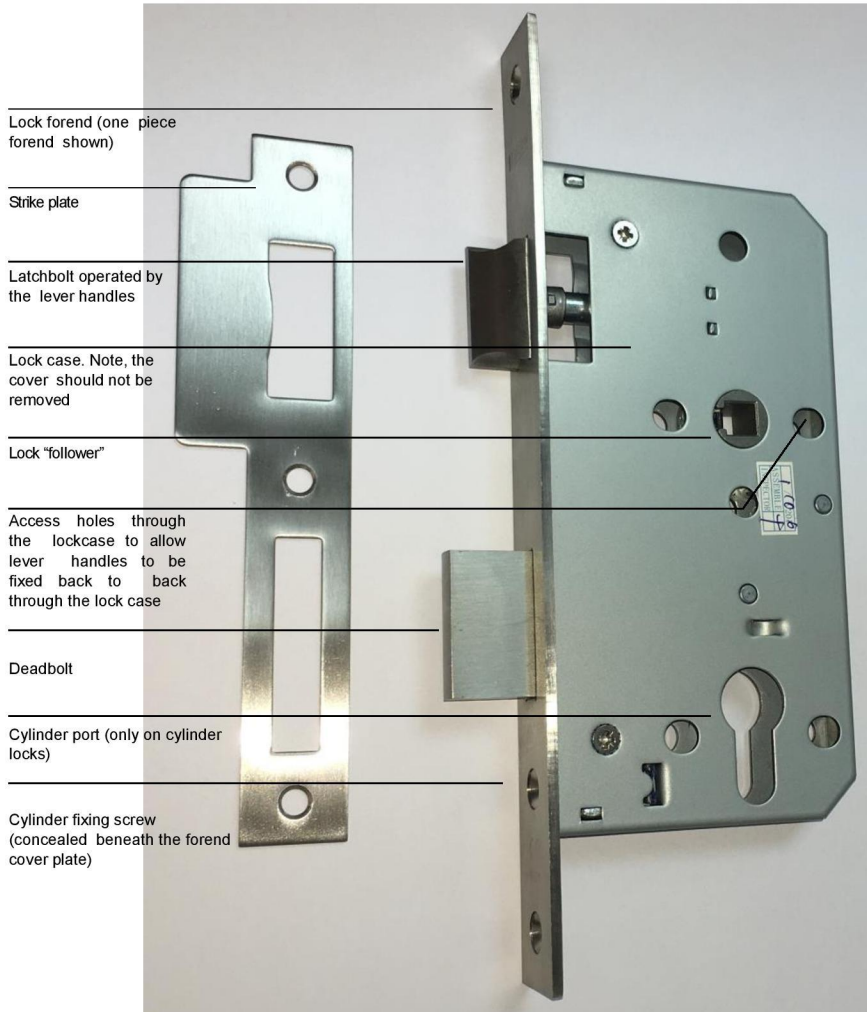


annually

Accessories

Check all other items for dirt and grease and wipe clean as directed by the 'Care of Finishes' section on page 17. Check that fixings are tight





There are two principal types of mortice lock; cylinder locks and lever locks. The cylinder lock is a two-part lock, having a separate locking cylinder which fits into the lock case. The cylinder protrudes from the face of the door and accepts the key which operates the locking function (see overleaf). Provided the lock and its hardware have been correctly installed and the door has not been subject to any distortion, the lock and hardware should not need to be adjusted or lubricated.

monthly

Mortice escape or anti-panic lockcases that are classified as Emergency Exit Devices must be maintained in accordance with the requirements of BS EN 178:2008 as detailed on page 11.

Check the lock forend and the lever furniture for dirt and grease and wipe clean as directed by the 'Care of Finishes' on page 17.



annually

Check that the latch and deadbolt operate smoothly and that the levers return to the horizontal position.

Check that the latch and/or deadbolt locate fully into their respective strike plate(s). Any misalignment of the lock and strike should be rectified.

Check that the key enters the cylinder smoothly and that the key (and thumb turn if fitted) operates the lock smoothly.



Check that fixings are tight on the lock and the lever furniture, including the grub screw fixing of the lever handles.



If necessary, a small amount of light machine oil (e.g. 3 in 1) can be used around the shank of the levers.





Cylinder replacement

One of the primary advantages of the cylinder lock is that security can be quickly and easily reinstated if keys are lost or stolen.

The cylinder can be replaced within seconds by removing the cylinder fixing screw (marked A opposite) and inserting a new cylinder. (The cylinder screw may be concealed beneath the face plate on locks with a 2-piece for end).

Euro Profile Single



Oval Single



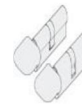
Euro Profile & Oval Single Thumbturn



Euro Profile & Oval Double



Euro Profile & Oval Double with Thumbturn



Rim Cylinder



Rim Mortice Cylinder



Cam Cylinder

Scandinavian Internal



Scandinavian External



Scandinavian Int/External



If your locking system is set up as a master key system, you will need to contact your local Laidlaw Gulf Technical Consultant.

Replacement cylinders may need to be specially made to fit the master key system.

Master keyed systems

The term Master Keying refers to any organization of a keyed locking system where there is a hierarchy of access, or where one key is required to operate several individual locks, each of which has its own operating key.

The Master Key system can vary in complexity depending on its application and can involve many levels of Master Key or just a single Master. To enable the construction of the Master Key system Laidlaw Solutions Ltd use a Lock chart which establishes the precise relationship of the cylinders to the access required, linked to the architects building plans. The Lock chart should be kept safely by the building owners/occupiers.

To order replacement cylinders

In order to supply replacement keys, you must supply the key reference code for unrestricted cylinders. For restricted cylinders you must also send a letter of authorization with the key reference code.

If keys are lost or stolen from a system of individual cylinders, then security can be easily and quickly restored by replacing the individual cylinder or cylinders affected. However, should keys be lost from a master keyed system, replacing individual cylinders will not be effective.

Door thickness or cylinder length must be adv when ordering.

Maintenance

A small amount of flaked graphite only may be used to lubricate the keyway. Oil or other types of spray lubricant should not be used.





Provided the lockcase or latch and the internal and external elements of the digital lock have been correctly installed and the door has not been subject to any distortion, the assembly should not need to be adjusted or lubricated.

Electronic digital locks which are battery operated need to be checked periodically to ensure the batteries are in good condition and that the unit operates correctly.

For electronic and hardwired access control please refer to page 16.

weekly

Most battery powered digital locks have a warning light which indicates when the battery power is low. It is advisable to change the batteries as soon as the light is illuminated. Always change the batteries in accordance with the instructions provided with the product and ensure that all the batteries are changed.

When changing batteries, check the battery terminals are free from any corrosion and that the battery compartment is clean and dry.

monthly

Check the lock forend and the operating hardware for dirt and grease and wipe clean as directed by the 'Care of Finishes' on page 17. In particular, make sure digital keypads are kept free from grease and dirt which could cause push buttons to stick. Ensure proximity devices and card readers are clean and that there are no obstructions or contamination inside card reader slots



annually

On digital locks which operate a mortice lock or latch check that the latch and deadbolt (if fitted) operate smoothly. Check that the latch and/or deadbolt locate fully into their respective strike plate(s). Any misalignment of the lock and strike should be rectified. If the unit has a key override feature check that the key enters the cylinder smoothly and that the key (and thumbturn if fitted) operates the lock smoothly.



Check that fixings are tight on the lock/latch and any operating furniture, including the grub screw fixing of lever handles.



If necessary a small amount of light machine oil (e.g. 3 in 1) can be used around any mechanical elements.



In research it is recognized that 95% of all problems associated with overhead door closers can be attributed directly to errors in installation rather than problems with the door closer itself. If the door is not closing properly into the frame, you should first disconnect the door closer (disconnect the arms) and determine that there is not an underlying problem with the door, frame or any smoke/draft seals that might be fitted.

The power of the door closer should not be used to overcome problems associated with the door or other items of hard-ware fitted to it.

Armset.
Depending on the application the armset may be projecting (as shown), lie parallel to the door or be a single arm with a slide track.

Closer cover can be secured to the closer body in various ways; by screw fixings from the end or top face, push or clip on or, in this case, a slide in cover plate

Closer body, usually of aluminium or cast iron. Adjustment screws are located on the closer body.

Under no circumstances should the closer body be dismantled, or the adjustment screws removed.



weekly

Release the door from the fully open position and ensure that it closes fully into the frame and that the latch (if fitted) engages fully into the strike plate. Repeat the process a few times from different opening angles to ensure the door closes fully each time.

Check and adjust the closing and latching speeds if necessary.

Check that the backcheck (if fitted) comes into operation at the desired angle and readjust if necessary. Check the delayed action (if fitted) and adjust the time delay if necessary.

Check that the door or hardware does not come into contact with the door frame or the surrounding structure.



quarterly

The fixings of the closer body and the bracket (or track in the case of slide track closers) are subject to stress and should be carefully checked to make sure they are tight.

Periodically apply a little light machine oil to the moving joints of the arm and bracket or arm and slide track.

Check any fire and smoke seals to ensure they do not foul the action of the door.

Check for any loss of liquid from the closer body which would indicate a failing device.

Clean the closer body, arms and/or track if necessary, following the guidance on 'Care of Finishes' on page 17.





In situations where a fire door in a high traffic area is fitted with a door closer an electromagnetic hold open device may be fitted which allows the door to be held open or allowed to swing free during normal use. However, in the event of fire the electromagnetic hold open facility will be deactivated and the door will close under the action of the door closer.

- The system is powered by a 24V DC supply which is normally located close to the door either in a ceiling void or convenient cupboard.
- The system must be connected into a separate smoke detection system and/or the building's fire alarm system.
- There are several types of Laidlaw devices including integral hold open closers, hold open floor springs or separate hold open devices which must be used in conjunction with conventional overhead door closers or floor springs

weekly

It is vitally important that the integrity of the fire door is maintained in the event of a fire. All electromagnetic hold open devices and the ancillary equipment, including the transformer/rectifier (power supply), must be tested weekly in accordance with the procedures set out in the fire precautions regulations.



It is recommended that the following procedure be followed:

- With the door in the hold-open position simulate the fire alarm activation and check that the door is released immediately and closes fully into the frame, fully engaging the latch if fitted. The fire alarm may be simulated in a number of ways including activation of a break glass unit or by a built-in test switch on the hold open unit.
- With the door in the hold-open position switch off the power to the hold open device to simulate power failure. The door should be released and close fully into the door frame, fully engaging the latch if fitted.
- With the door in the hold-open position check that the door can be pulled manually off the hold open and will close fully into the frame.

ANY FAILURE OF THE DOOR TO CLOSE MUST BE RECTIFIED IMMEDIATELY

- Check whether the failure is due to the power supply or the relay not operating in the alarm system
- Electronic failure should be checked by a qualified technician to determine the fault.
- If the closer fails to close the door please refer to the Door Closer section of this manual.





Top shoot (only on multi point latching or panic bolts) to connect active bar with top latch or bolt

End casing (only on "pushbar" systems) supports the push bar at the hinge edge of the door.

Main casing contains the operating mechanism and latch. The cover is removable for maintenance

Latchbolt

Operating arm drives the mechanism when the push bar is depressed in an emergency

Active 'push bar'. The latch or bolts must be released when this bar is pushed at any position along its length

Bottom shoot (only on multi point latching or panic bolts) to connect active bar with bottom latch or bolt

Panic exit devices are operated by a horizontal bar, for use on escape routes on doors that have to be operated in a panic situation with one single operation by hand and/or body pressure to release the panic exit device, with minimum effort and without prior knowledge of the panic exit device.

monthly



To comply with the requirements of BS EN1125:2008, the following routine maintenance checks should be undertaken at intervals of not more than one month by the building owner or their approved representative, to ensure performance in accordance with the standard.

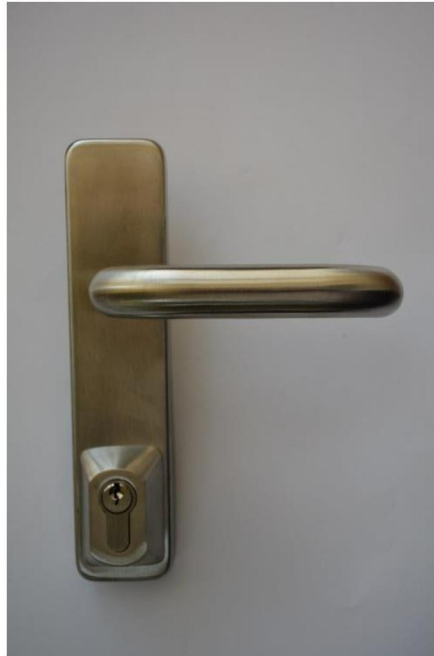
IMPORTANT

If for some reason the panic device does not operate properly, contact your local Laidlaw Gulf Technical Consultant.

1. Inspect and operate the panic exit device to ensure that all components are in a satisfactory working condition; using a force gauge, measure and record the operating forces to release the exit device.
 - (a) After being pushed, the 'pushbar' or 'touchbar' should return automatically to its initial position
 - (b) When pushed from the 'end casing' side (hinge side), the side latchbolt and any additional latchbolt/s (if fitted) should completely withdraw from their strikers as if it were pushed from the main casing side. Immediate exit must be permitted.
 - (c) With the door closed, the latchbolts should be fully engaged into their strikers. They should not withdraw if pushed but should only withdraw if operated by the 'pushbar' or 'touchbar' (the only exception to this is the additional side Pullman latch).
 - (d) Check that latch keeps are securely fixed where Pullman latches are used.
2. Ensure that the striker(s) is (are) free from obstruction
3. Check that the panic exit device is lubricated in accordance with the details contained within the fixing instructions
4. Check that no additional locking devices have been added to the door since its original installation
5. Check periodically that all components of the system are still correct in accordance with the list of approved components originally supplied with the system.
6. Check periodically that the operating element is correctly tightened and, using a force gauge, measure the operating forces to release the exit device. Check that the operating forces have not changed significantly from the operating forces recorded when originally installed.
7. Ensure the door closes fully into the frame and there are no obstructions
8. Check that the door has not become distorted in some way. If the door does not meet the frame stops and cannot be pulled in by the door closer, the door may need to be replaced.
9. Check that the hinges are operating smoothly and lubricate if necessary.
10. Check that the latches are operating freely. If necessary, remove the end box covers and/or pullman covers and lubricate if necessary.
11. Check that all fixings are tight.

For panic and emergency exit devices which are fitted with an outside access device, the following routine maintenance must be carried out in addition to the instructions on page 11.

These devices may also be used with Emergency Exit hardware.



monthly



When carrying out the checks and inspections shown on page 11, the complete assembly, including the outside access device must be assessed.

1. Inspect and operate the outside access device to ensure that all components are in a satisfactory working condition

(a) After being operated, the lever or knob should return automatically to its initial position

(b) When operated by the lever or knob, the latch or bolts of the exit device must be fully withdrawn and the door can be freely opened.

(c) Ensure that the cylinder disables the knob or lever handle. For instructions on maintaining the cylinder please refer to page 7.

(d) For units fitted with a cylinder only on the outside, check periodically that the cylinder withdraws the latch or bolts from their keeps and allows the door to be opened from the outside.

2. Check that the lever or knob operates smoothly and if necessary apply a little light machine oil around the shank of the lever or knob

3. Check that all fixings are tight.



Operating the inside lever withdraws the latch and the deadbolt if it is thrown. The inside lever handle is always free to escape

Outside lever is able to withdraw the latch only

Escape sashlock Latch

Cylinder operation can be from one side or both sides

Deadbolt is operated by cylinder key from one or both sides

Emergency exit devices are operated by a lever handle or push pad, for use on escape routes to give safe and effective escape through a doorway with one single operation to release the emergency exit device, although this might require prior knowledge of the door situation (eg. inwardly opening)

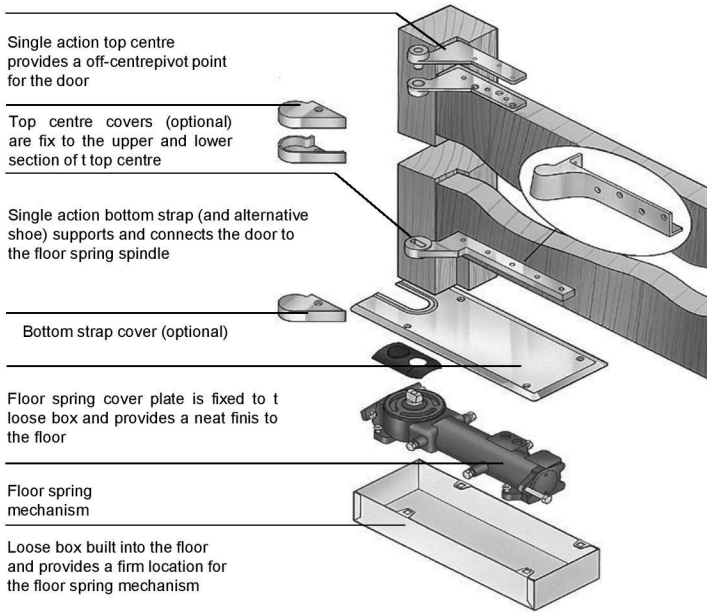
monthly

To comply with the requirements of BS EN179:2008, the following routine maintenance checks should be undertaken at intervals of not more than one month by the building owner or their approved representative, to ensure performance in accordance with the standard.

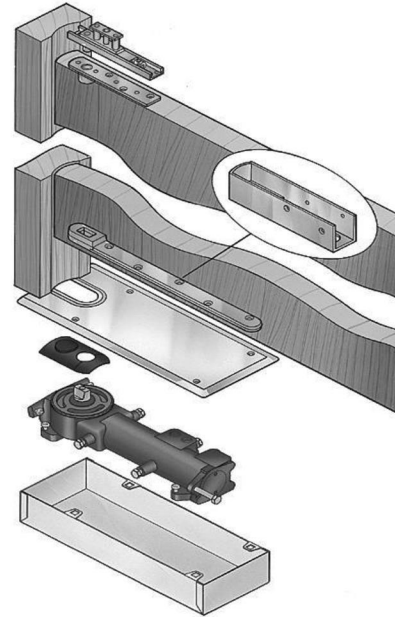


1. Inspect and operate the exit device to ensure that all components are in a satisfactory working condition; using a force gauge, measure and record the operating forces to release the exit device.
2. Ensure that the striker(s) is (are) free from obstruction
3. Check that the panic exit device is lubricated in accordance with the details contained within the fixing instructions
4. Check that no additional locking devices have been added to the door since its original installation
5. Check periodically that all components of the system are still correct in accordance with the list of approved components originally supplied with the system.
6. Check periodically that the operating element is correctly tightened and, using a force gauge, measure the operating forces to release the exit device. Check that the operating forces have not changed significantly from the operating forces recorded when originally installed.
7. Ensure the door closes fully into the frame and there are no obstructions
8. Check that the door has not become distorted in some way. If the door does not meet the frame stops and cannot be pulled in by the door closer, the door may need to be replaced.
9. Check that the hinges are operating smoothly and lubricate if necessary.
10. Check that all fixings are tight.

If for some reason the exit device does not operate properly, contact your local Laidlaw Gulf Technical Consultant.



Single action floor spring



Double action floor spring



The floor spring unit is accessed by removing the cover plate without having to remove the door. Adjustment screws on the unit allow the door to be accurately aligned within the frame. Removal of the cover plate also provides access to the adjustment screws for power, closing speed and other features of the floor spring. Please follow the instructions provided with each unit.

Laidlaw floor springs require very little general maintenance if fitted correctly. The long-term durability of the floor spring is largely dependent on the accuracy of fitting and the durability of the door and frame construction. Doors designated as being on a fire route exit have to be periodically inspected to make sure that they meet the same standards as when they were originally installed. No regular maintenance is required but the tests and inspections detailed opposite should be carried out to ensure the door and the floor spring is operating correctly.

weekly

Carefully inspect the lower pivot and remove any debris and corrosive liquids which may have been deposited. Inspect the upper pivot for any signs of wear. Failure to replace any worn pivots could result in the door jamming at critical times.

Test the operation of the floor spring and the door by releasing the door from the fully open position and ensure that it closes fully into the frame and that the latch (if fitted) engages fully into the strike plate. Repeat the process a few times from different opening angles to ensure the door closes fully each time.

Backcheck (if fitted) - Check that the backcheck comes into operation at the desired angle and that the door or hardware does not come into contact with the surrounding structure. Readjust if necessary.

Delayed action (if fitted) - Check the delayed action and adjust the time delay if necessary.

If the door fails to close properly under the power of the floor-spring, you must first determine whether this is attributable to problems with the door and/or frame checking for any obstructions in the frame, on the door or on the floor which might be preventing full closure. Check that the door is not warped and that any seals (if fitted) are not preventing the door from closing properly.



quarterly

One of the primary causes of floor spring problems can be attributed to poorly aligned or misaligned doors, particularly in double door configurations. Check that the floor spring mechanism is firmly fixed within the loose box and that there is no movement of the mechanism. Make any necessary fine adjustments of the alignment screws to ensure the doors are perfectly aligned within the frame and with each other in a double door configuration. Check the fixings of the top and bottom pivot are tight and apply a little light machine oil to the top and bottom pivots. Make sure the pivot covers and the floor spring cover is clean and free from dirt and grease as directed by the 'Care of Finishes' on page 17.



The power of the floor spring should not be used to overcome problems associated with the door or other items of hardware fitted to it.



BOLTS

Flush bolts and barrel bolts should require very little maintenance. However, it is advisable to check their operation from time to time to ensure they are operating correctly.

Check periodically that sockets, particularly floor sockets, are free from dirt and dust which may have accumulated and can prevent the bolt from being fully thrown.

Check fixings remain tight and keep bolts free from dirt, wiping occasionally with a damp cloth.



HINGES

Many Laidlaw hinges are self lubricating and require little or no regular maintenance. It is advisable to check their operation from time to time to ensure they rotate freely as this can have an effect on the operation of door controls. A little light machine oil can be applied to the bearing surfaces occasionally, making sure to wipe off any lubricant from the surface of the hinge.

Check fixings remain tight and keep hinges clean and free from build up of dirt.



DOOR SEALS

From time-to-time check door seals to make sure they are functioning correctly. Distorted, split or over compressed seals should be replaced as they will have become ineffective or may even prevent proper closure of the door. Make sure fixings are tight and that self adhesive seals are not coming away.



THRESHOLDS

Removable thresholds, including thresholds for wheelchair access, should not require any maintenance but regular inspection of the condition of the threshold, its seals and fixings is recommended to ensure they are functioning correctly. Clean off any accumulated dirt or obstructions. Distorted or damaged thresholds or damaged seals may impede the proper closing of the door and must be replaced.

Accumulations of dirt on the threshold and seals must be removed and the surface of the threshold wiped clean from time to time to maintain its life and appearance.



ACOUSTIC DROP SEAL

Check seals as for Thresholds above. In addition, check the operation of the drop seal and the alignment of the strike to ensure that the seal is triggered and continues to drop across the entire length of the seal. Any defective, distorted or damaged seals should be replaced.



FINGERSAFE

Provided the Fingersafe has been correctly fitted it should continue to function safely without the need for any regular maintenance. However, as with all safety products, it should be checked from time to time to ensure it is in good working condition. Check the PVC Fingersafe on each side of the door has no splits and that when the door is opened the Fingersafe carrier strips remain flat to the door and the frame along the entire length.

Any marks can be wiped away from the PVC surface using mild soapy water. Wipe clean and dry.

Automatic Doors and Operators

Automatic doors, including low energy operators, should be maintained under a specialist maintenance agreement by approved technicians certified to BS 7036 Code of Practice.

To maximize product lifecycle and reduce the need for remedial maintenance you can follow a few simple steps on a regular basis.

1. Ensure the door(s) remains free from obstructions which might impede the normal opening or closing cycle of the door
2. Keep the door(s) and the operator free from dirt, dust and grease by cleaning regularly using warm soapy water and a soft cloth. Make sure the operator is dry
3. Ensure that any floor guides are free from dirt and obstructions which might cause the door(s) to stick.
4. Wipe the surface of any activation and safety sensors with a soft damp cloth and wipe dry
5. Check the operation of the door(s) is smooth at all points in the opening and closing cycle. The doors should not 'clash' at any point. Make sure any operational problems are rectified immediately
7. Check the condition of any seals fitted to the doors to ensure they are still functioning correctly and are not distorted



Electronic Access Control

Once installed, an access control system should require little or no maintenance with the exception of keeping the components of the system clean from time to time. This includes digital keypads, swipe card readers, proximity readers etc. A wipe with a soft damp cloth is generally all that is required. Do not use abrasive cleaners or cleaners which contain solvents.

For access control devices which incorporate a mechanical element such as a lever or knob unit and mortice lock, please refer to page 8 for further information.

Electromagnetic locks should be checked from time to time and wiped clean with a damp soft cloth to make sure the meeting surfaces are clean and free from any obstructions which could prevent a clean contact. For shear magnets, ensure the locating element of the magnet marries up with the corresponding slot in the armature and that the armature is clean and free from any obstructions.

For electric strikes, a little light machine oil may be used from time to time around the pivot point of the strike jaw to maintain a smooth operation.

Troubleshooting

Any operational problems with your access control system should be tested and rectified by a qualified technician. However, beforehand you should first establish that the problems are not related to any of the following:

- Interrupted power supply (mains supply or battery). Please note, a blown fuse or breaker might be easily remedied but it may be indicative of an underlying electrical problem which should be checked by a qualified technician.
- Misalignment of electromagnetic lock, solenoid lock, electric strike etc which might be preventing the lock from releasing or locking up (may be caused by misalignment in the door which must be rectified)
- Computer hardware (if relevant) operating correctly and software correctly installed

If you are still experiencing problems with your system you should contact your installer or your Laidlaw Gulf Technical Consultant for further advice.

All Laidlaw Gulf products have a high-quality finish, including those with a powder coated finish. In order to maintain the quality of the finish we recommend products are generally kept clean. Cleaners which have a scouring or abrasive action should never be used as this will damage the surface finish. For general cleaning, the following methods are recommended.



Satin Stainless Steel

Regular dusting and periodic washing with a mild solution of washing detergent and warm water, then dry and polish with a soft cloth. No additional treatment is required.

Polished Stainless Steel

Regular dusting and periodic washing with a mild solution of washing detergent and warm water, then dry and polish with a soft cloth. No additional treatment is required.

Anodised Aluminium

Regular dusting and periodic washing with a mild solution of washing detergent and warm water, then dry and polish with a soft cloth.

Silicone wax furniture cream may be applied with a soft cloth after cleaning for protection.

Polished & Lacquered Brass

Wash regularly with a mild solution of washing detergent and warm water using a soft cloth, then dry and polish.

Silicone wax furniture cream may be applied with a soft cloth after cleaning for protection.

Under no circumstances should lacquered coatings be subjected to cleaning with abrasive cleaning preparations.

Nylon

Nylon material should be washed regularly with a mild washing detergent and warm water and dried with a clean soft cloth, then wiped over with an anti-static application.

Powder Coated Finishes

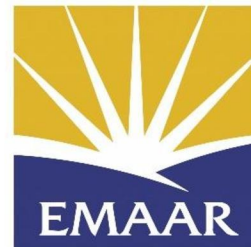
Regular dusting and periodic washing with a mild solution of washing detergent and warm water, then dry and polish with a soft cloth. No additional treatment is required.

Laidlaw Gulf LLC are headquartered in Dubai, United Arab Emirates. It was set up specifically to serve the growing customer base in the Middle East and North Africa (MENA Region).



Laidlaw Gulf has grown steadily through repeat Business,
Building lasting relationships with renowned global and local
organizations.

Dewan
Architects +
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Hopkins Architects



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