



ADDRESSING MAIL BOX LOCK PROBLEMS

Call any KRE Board Member. Phone numbers and contact names are on the KRE web site in the Contact US section.

Or send an email to kre-board@kreha.org

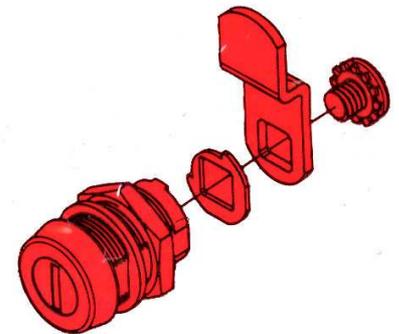
1. BACKGROUND:

Responding to a series of mail and ID theft incidents from unlocked mailboxes in 2002, the Kopachuck Ridge Homeowner's Association provided lockable steel boxes to each resident at no cost. Two keys were provided to each property owner at that time. Since this project was completed, the incidence of stolen mail has fallen sharply. To provide the optimum security for your private mail, the keys given to each member are the only keys in circulation; the Association *does not keep duplicate keys* to your mail box. Therefore, it is important to pass along the mail box keys to the new property owner if a residence is sold or rented.

It has been over a decade since this project was completed and in the intervening years some of the locks have begun to fail. In response to pleas for help with a failing lock, the Association has recently purchased a stock of replacement locks and keys to keep this safeguard of your private mail functional.

2. LOCK MAINTENANCE AND REPLACEMENT TIPS

The lock, shown in this exploded view, is an extremely simple device that consists of a metal tab that is turned by the key until the tab is tucked behind the mail box steel door frame. The lock mechanism is secured into the door by a single nut, and the tab is secured to the body of the lock by a single small screw. Removal of both these fasteners will allow the lock to be easily removed from the door. Only a screwdriver and a 7/8ths inch wrench or socket is required. It is the simplicity of the device that has doomed some locks to failure as if the screw falls out, the lock mechanism can be lost. The following is a series of tips to keep a functioning lock alive and to effect its easy replacement if the lock is damaged or non-functional. Changing a lock is a very simple job that should be easily within the abilities of most homeowners, but in case it is not, a reference to a professional locksmith is included. One must realize that using a professional is not a cheap proposition.



a. HOW CAN I KEEP A FUNCTIONAL LOCK ALIVE?

- 1) Periodic lubrication through the keyhole using a suitable lock-lubricant has allowed many locks to perform flawlessly since installation. Such lubricants are found at ACE Hardware, Home Depot, and many grocery stores and include such products as WD-40, Triflow, Penetrating Oil, Houdini Oil, or Ballistol Lock Lube. An annual squirt is often all it takes.
- 2) If a lock is stiff or hard to turn, it may need lubrication. If it cannot be turned at all, first try lubrication with gentle right and left twisting of the key until it is free. Use care not to break the key off inside the slot.

b. WHERE CAN I FIND REPLACEMENT KEYS?

- 1) A single key may be copied at any local key shop including Ace Hardware or Home Depot.
- 2) If both keys are missing, it may be easier to replace the lock and start over again with two new keys. A new lock and two keys costs \$8 from the KRE and can be obtained by following the instructions in the header above.

c. MY LOCK IS DEAD. HOW CAN I GET A REPLACEMENT?

Replacement locks are available by following the instructions in the header above.

d. I HAVE THE NEW LOCK BUT HOW DO I GET IT INSTALLED?

The new locks are very easy to install with ordinary hand tools. Enclosed below in Appendix I is a detailed set of instructions on how to do it. But in truth, by the time the instructions are fully read, the job could have easily been done. If you are unable to replace the lock yourself, seek help from a neighbor or contact any board member. We have a small cadre of residents who have volunteered to help with this, or you will be given the approval to contact the vendor below to arrange to get your new lock installed. If you do so, identify yourself as a KRE resident. Please remember that it will likely cost ~\$100 for each lock replaced in this manner and this is YOUR dues moneys that are being spent.

From The Narrows To Port Angeles

**BEACON
LOCKSMITHS**
253-851-9620



APPENDIX I, INSTALLING A REPLACEMENT MAILBOX LOCK

These instructions are for replacing your mailbox lock with a CCL Lock WRC62214 lock (from KRE) .

1. Prepare the New Lock:

After you have acquired the new lock set, open up the package and remove the following five parts. (See top photo at right)

- large nut,
- 1/4" offset cam,
- Phillips head screw,
- 90 degree stop washer and
- lock tumbler case with a key in the lock.

You will need a Phillips head screw driver that will fit the screw and a pair of pliers, socket, or wrench that will work with the large 7/8" nut.

- On a suitable bench or other workspace turn the key so it is in line with the stop tab. and hold the tumbler case with the rear of the case facing up with the stop tab to your left. (Second photo)
- Place the 90 degree stop washer onto the square end with the stop as shown and place the offset cam onto the square end with the offset step down toward the front of the lock. (Third photo) Insert the screw into the threaded hole and tighten. Be sure that the stop washer and offset cam don't move while tightening down the screw. Tighten the screw as tight as you can. *Although it may seem like a good idea to use the plastic washer that comes with the lock, putting it under the flange shifts the position of the cam just enough to make the lock very hard to lock.*



2. Remove the Old Lock:

Remove the old lock with a pair of pliers to loosen and remove the large nut that is holding the lock to the door. (Remember - counter clockwise to loosen and clockwise to tighten)



3. Install the New Lock and Test:

- Turn the key in the new lock clockwise to the stop and feed the new lock into the hole in the door from the front of the door with the cam facing up. Work the tumbler case into the hole. It might be fairly tight and will take some moving it back and forth and side to side to get it all the way in. The front flange of the lock should be flush against the front of the door. Place the large nut over the cam and onto the threaded case and tighten down as tight as you can with pliers or wrench.
- If you have some Triflow or WD40 lubricant, shoot a very small amount into the lock. You will need the small plastic tube that comes with the lubricant to get past the shutter door and into the tumblers. Put the key into the lock and rotate it to ensure it moves freely. Push the door closed and lock the door and open it a few times to make sure it works.



That's it. The job is done!