

Date: **5/1/20**

Engineering Bulletin: 052001

Effective Date: 5/4/20

Released By: Grace Bartrand

Subject: Quality Process Improvement
- small component parts

Tubelite continues to investigate quality concerns and develop process improvements to increase our Dependable service to our clients.

Effective Monday May 4th, we will be adding a STANDARDIZED LOCATION STICKER FOR SMALL COMPONENT PARTS onto our fabricated doors.

The sticker achieves two main goals:

- A well-organized way to attach all loose components
- Easy for clients to locate loose parts

The stickers and bags are colored coded with respect to loose part category:

Pull handle
Settings blocks
Key
Push/Pull hardware
Hinge screws
Panic parts
Push bar
Miscellaneous part

This is a removable sticker and does not compromise the quality or finish of door. The sticker will be placed on the outside of a door on the hinge side. The loose component will be attached to the inner side of glass stops on the hinge side next to the sticker in a similar sequence except for the pull handle. The pull handle will be attached to the inner side of the top rail. Any item that is not applicable will be signed off by the operator.

We highly value your continued partnership and would appreciate any feedback you wish to offer as we trial this new process. Please contact your Client Development Manager or the Tubelite Quality Team.

Pictures of the Sticker:





Pull Handle



Push Bar