ADVANCED DOORS LTD

‘HYDRA’
STEEL HINGED DOOR

INDUSTRIAL DOOR OWNERS LOGBOOK
OPERATING & MAINTENANCE INSTRUCTIONS
SERVICE INSTRUCTIONS
MAINTENANCE RECORDS

CONTENTS

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STEEL HINGED DOOR

1.1 INTRODUCTION

A hinged door is a vital everyday piece of equipment in the operation of almost every industrial building. If a door is not maintained properly it can become dangerous and, if un-useable, can even stop your business operations. To comply with Health & Safety regulations and to keep within our warranty it is imperative that the door be operated and maintained in accordance with these instructions. Should you require any further information or assistance with this logbook, please do not hesitate to contact us.

These operating instructions must be passed to the owner of the door and read and understood by all personnel who will have cause to operate the door.

1.2 DESIGN LIFE REPORTS

The general life expectancy of the doors and furniture is between 10-20 years. This is heavily dependent upon the frequency of use and the care taken when using the equipment and that the doors are correctly maintained.

1.3 LIMITATIONS OF USE

Plant / Store Room Doors

These are fitted with deadlocks and cylinder with either cylinder pulls or pull handles. The doors are designed to be kept locked for the majority of their daily life and opened to allow access to the plant or store room. They would be designated as low use doors, being used relatively infrequently but possibly daily.

Means of Escape Doors

These are fitted with panic hardware and closer and may be located on internal corridors or on the external face of the building. The doors are designed to be kept closed (in some case they may also form part of the fire partitioning of the building) and used in the event of an emergency. Under these circumstances they should be used infrequently, the doors and hardware we would class as medium use.

Please note: Whilst some of the doors are fitted with outside key access, these are designed to allow limited access they are not designed as main access doors and should not be used as such.

Fire Partition Doors

These are fitted with a mixture of hardware, some with panic, and some with latches only. All will be fitted with selectors to ensure that they close in the correct sequence. As they are fire resisting doors it is important that they are kept closed. In high traffic areas they will have been fitted with hold open closers so that they do not impede traffic flow. Such doors will closer automatically when the fire alarm gives them the correct signal. These doors would be classed as medium use doors.

1.4 MAINTENANCE INFORMATION

There are a number of components that make up the door assemblies and each raise their own maintenance issues:

We would recommend that the doors and their associated hardware are maintained on a six monthly basis. (This can be reviewed after the initial visit when usage frequency can be accurately assessed).

Detailed below are the guidelines for the care of door identified by component. It is important to remember that the full door assembly will not last as long as planned and function correctly if all of the components are not maintained correctly.

For example it is wrong to check that a door blade is free of dents and opens but fail to check the panic hardware fitted to it works correctly.

Doors

The door alignment should be checked at regular (6 monthly) intervals to ensure that the door and frame have not settled out of true.

The doors should be free of dents and scratches and they should open freely.

Door openings should be kept clear of obstructions (internally and externally) to ensure that the door operation is not impeded. The locks and/or panic hardware should be checked to ensure smooth and correct operation and if necessary adjustments should be made to the settings. If the ironmongery is inoperable for any reason then please contact us for assistance.

Hinges

Hinges must be fitted accurately to ensure efficient operation and all hinge pins should be in vertical alignment.

Hinges should be inspected periodically for wear that may inhibit the free movement of the door and also that may cause the door to drop. All screws should be checked for tightness.

Loosening of hinges is usually caused by poor alignment or by incorrect choice of screws. Loose screws should be tightened and if possible the problem should be eliminated by realigning the hinges or by replacing the screws with a more suitable type.

Hinges should be lubricated periodically with light machine oil. Whilst squeaking of hinges is a sign of lack of lubrication, if it occurs frequently then pin misalignment should be investigated.

Overhead Door Controls

Since all internal parts are completely immersed in oil there is little routine maintenance to be carried out. However each overhead door closer should be inspected for oil leakage, tightness of fixings and correct operation. Light oil lubricant should be applied to exposed pivot points.

Ensure the door closes smoothly and firmly into the frame overcoming the latch and/or seals if fitted. If it does not, make sure the lock and hinges are correctly fitted and operating correctly before adjusting the closer.

To avoid slamming, the latch action should be adjusted. Where back-check or delayed action functions are incorporated these should also be checked and adjusted. Similarly with adjustable power units the valve should be adjusted to take account of the size of door, variable air pressures and the ability of the user to operate the door. It is recommended that door stops be fitted to all non-back-check applications to prevent the door opening beyond the limit of the closer.

Ancillary Products

These should be checked to ensure that they are correctly fixed and do not interfere with the correct operation of other ironmongery or the door leaf.

Electro Magnetic Devices

Any electrical hold open device and its associated sensor or alarm should be checked once a week.

Locks and Latches

The correct operation of a lock or latch, assuming correct fitting, is often affected by movement of the door or frame caused by climatic conditions or wear on hinges.

The usual result is the inability of the latch and deadbolts to easily engage the striking plate or keep, requiring an adjustment to their position on the frame. The mortice should also be checked to ensure that no debris has entered the lock case.

It is also important that the holes in the frame behind striking plates are deep enough and free from foreign matter, to ensure unrestricted movement of the bolt or bolts.

Lubricant should occasionally be applied to the side and striking face of latch bolts. Grease should not be applied to the internal lock mechanism, as this will attract dust.

Cylinders

Cylinders should not be lubricated with oil since this will attract dust, which can affect their smooth operation. They should be maintained with a periodic application of powdered graphite into the keyway.

Lever Handles

Backplate and rose fixings should be periodically checked for tightness and adjusted if found loose. Badly fitted and maintained furniture can prevent the lock from operating correctly. Spindle grub screw fixings should also be checked and tightened.

Pull Handles

Pull handles should be inspected to ensure that bolt through fixings and/or screw fixings are tight. Loose pull handles can damage the door face and become unstable.

Emergency and Panic Exit Hardware

Regular inspection and maintenance is essential in the interests of safety.

Attention must be given to ease of opening and closing with adjustments as necessary to compensate for any door or frame movement. Floor sockets should be cleaned out to prevent foreign matter impeding bolt movement.

Lubrication will be limited to the application of a little light machine oil to the pivots of the top tripper mechanism of panic bolts, to the saddles of panic bolts and to the bolt head of panic latches.

1.5 CLEANING INFORMATION

If the doors are provided in a powder coated finish this can be cleaned as follows:

General Dirt: The door can be washed down with a proprietary non abrasive cleaning solution such as washing detergent diluted in hot water. The cloth should be wrung out so as not to soak the door or any furniture fitted to it.

Specific Dirt or Problems: This will depend upon the specific item on the door and no general information can be given in this document. Specialist advice should be sort.

Damage to powder coated surface: Over time the powder coat surface may become scratched or dented and this can be touched up with proprietary paint system.

Care of Finishes

Surface deposits such as dirt and dust are the main cause of corrosion in metal door furniture particularly when combined with moisture in a damp atmosphere. In hardwearing environmental conditions near the coast or industrial areas acidic or alkaline deposits may build up and attack the surface finish. It is very important that care is taken to maintain door furniture finishes since many finishes especially anodised, electro-plated, polished and lacquered surfaces are damaged by incorrect cleaning.

Frequent dusting using a soft dry cloth and occasional washing with warm soapy water, followed by a light application of good quality wax polish will provide a good foundation for preserving the appearance of most finishes. Chemical sprays, cellulose based thinners and silicone based polishes should be avoided. Ironmongery fitted externally will require greater attention due to increased exposure to atmospheric conditions.

It is strongly advised that solvents, metal polishes, or cleaners containing abrasive powders or abrasive cloths and pads should not be used for cleaning lacquered or electro-plated finishes.

Electro Plated Finishes

Electrophoretic and plated finishes should be wiped clean with soapy water and a soft cloth and wiped dry.

Powder Coated

Epoxy, polyester or polyurethane powder coated finishes should be cleaned with a soft cloth and household furniture polish. Under no circumstances must industrial solvents be used.

Nickel and Chrome

Door furniture with nickel and chrome finishes should be dusted regularly. They should be washed periodically with weak detergent solutions and rubbed occasionally with a cloth dampened in paraffin or light oil.

Stainless Steel

Whether supplied in satin or polished finish, stainless steel should be dusted regularly, occasionally washed with warm soapy water and dried with a soft clean cloth. Avoid acid or chloride based cleaning products and abrasive materials.

Nylon

Nylon is a non-porous material and the smooth surfaces of nylon products do not attract dust. Appearance can be maintained by wiping with a damp cloth, which will restore the product to a pristine condition.

Stove Enamelled

These finishes should be wiped with a non-abrasive, soft cloth and a non-abrasive.

4.6 MAINTENANCE BY THE USER

On a daily basis the user should ensure that:

There is no damage to any parts of the door.

Excessive force is not required to operate the door.

Any damage to the door or excessive force needed to operate the door is reported and action taken as necessary to put the door in good working order.

Components of the door are free from dirt and dust build up likely to affect the operation.

The door operation continues to comply with the safety requirements.

Maintenance – by Specialist Engineer

A service engineer should carry out the service and maintenance in accordance with the recommended service frequencies.

4.7 MAINTEANACE / REPAIRS LOG

Date: Engineers Name:	Work Carried Out:
Date: Engineers Name:	Work Carried Out:
Date: Engineers Name:	Work Carried Out:
Date: Engineers Name:	Work Carried Out:
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