

# ADVANCED DOORS LTD



## **'VIKING I'** ROLLER SHUTTER DOOR

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

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## **'VIKING I' ROLLER SHUTTER DOOR**

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# 'VIKING I' ROLLER SHUTTER DOOR

## 1.1 INTRODUCTION

An industrial door is a vital everyday piece of machinery in the operation of almost every industrial building. If a door is not maintained properly it can become extremely 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 DOOR WARRANTY

All equipment manufactured or supplied by the Company is guaranteed against faulty materials and workmanship for a period of 12 months from the date of installation (or delivery in the case of supply only). This warranty is subject to fair wear and tear and having been maintained to our recommendations.

## 1.3 OPERATING INSTRUCTIONS

### **“VIKING I” MANUALLY OPERATED ROLLER SHUTTER DOOR**

#### **Application**

These operating instructions apply to a Roller Shutter Door, which is push-up, hand operated, or self-coiling. The door is counterbalanced by springs and should only be operated by competent personnel.

#### **Basic Operation**

To open or close the door.

Check the door is not locked in any way and that there are no obstructions that may prevent the door from opening/closing. **DO NOT ATTEMPT TO OPERATE THE DOOR UNTIL ALL OBSTRUCTIONS HAVE BEEN REMOVED.**

The door shall be manually opened or closed either by lifting the handles on the bottom rail of the door or by the operating pole supplied, as the height dictates.

The door must be kept under control at all times and should not be allowed to free travel.

A locking device is usually supplied with the door, which will be placed on the side guides or in the centre of the bottom rail. If on the side guides, then to release the lock(s), enter key into cylinder, rotate and pull out barrel. If a bottom central lock is supplied, enter key into cylinder and rotate as far as possible until the locking bars retract from the side guides.

## 1.4 CLEANING METHODS

#### **Galvanised Steel**

Some door sections are manufactured from galvanized steel, are designed for external applications and require little or no maintenance under normal operating conditions. Any general build up of dust or grime should be removed with a damp cloth using a proprietary soap and water mixture.

#### **Plastisol Faced Steel**

Some door sections are manufactured from HP 200 plastisol coated steel, which require little maintenance under normal conditions. Any general build up of dust or grime should be treated as above.

#### **Floor Guide Channels**

Floor guide channels should be kept clear of debris build up on a daily basis. Build up may cause the door to jam or not close properly. Simple brushing will suffice.

#### **Winding Gear, Motor Unit, Barrel Assemblies**

Winding gear, motor units (electric doors), and barrel assemblies are generally under cover at high level and do not require regular cleaning between planned maintenance periods.

#### **Cleaning Materials, Solvents etc.**

Heavy industrial cleaners such as trichloroethylene, paint thinners, formaldehyde petrol, diesel, sodium bicarbonate or “Gunk” should not be used. Nor should sand or shot blasting techniques, nor oxidizing agents. White spirit may be used to remove graffiti but the door should be thoroughly washed and rinsed using a proprietary soap and water mix afterwards.

## 1.5 SERVICE

It is essential that the door operation remains functioning in accordance with the operating instructions. To ensure this happens a documented maintenance regime shall be established and maintained by the employer in accordance with Regulation 5 of the Workplace (Health, Safety and Welfare) Regulations 1992.

Failure to do so may result in prosecution in the event of an accident.

The company operates a service contract scheme. If you require information on Service Contracts please our after sales department.

Service Frequency

Note: Failure to keep the door regularly maintained could invalidate the warranty.

The following recommendations are for maintenance and repairs to ensure that the door remains in full working order throughout its service life. To ensure safe and reliable operation regular inspection and maintenance is essential. The frequency is dependent on the use.

| Door cycles per day<br>(1 cycle = open & close) | Recommended<br>Maintenance period |
|---|-----------------------------------|
| Up to 15  | 6 months                          |
| Up to 30  | 4 months                          |
| Up to 45  | 3 months                          |
| Over 45   | 2 months                          |

Prompt service and repairs will avoid unnecessary stress on components, which could lead to premature wear or failure.

Warning – Activities, which interfere with any part of the door that is under tension, must not be undertaken by untrained personnel. Interference with these components can be dangerous and should only be undertaken by trained personnel as part of regular maintenance.

## 1.6 GENERAL SAFETY

The following safety instructions should be adhered to at all times, failure to do so could lead to an accident and injury

1. Keep openings clear at all times.
2. Do not operate a damaged door, or one that is difficult to operate. In the event that the door is found to be damaged or difficult to operate, lock the door, remove the key, leave a warning notice on the door and ensure that a qualified person inspects the door.
3. Do not lean ladders against the door, the guides, or the casing.
4. Stand well clear of the opening whilst the door is being operated.
5. Operate the door only by the means provided.
6. Do not remove the casing over the curtain roll and the headgear unless the door is stopped, the chain is secured and locked in position or the power switched off at the isolator on power operated doors.
7. Do not use doors to lift materials or personnel.
8. Do not dash through a closing door. Wait for it to close and then re-open.

## 1.7 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 and the guides 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 specialist service engineer in accordance with the service work instructions and task sheets should carry out the service and maintenance in accordance with the recommended service frequency as stated in section (1.5).

## 1.8 SERVICE CHECK SHEET

Note: - Before operating the door, carefully inspect both internal and external sides of the door for obvious signs of wear or damage. If badly damaged, do not operate the door.

### Door Curtain

- Check general condition of door curtain.
- Check laths for signs of wear or damage.
- Check that endlocks fixed to the ends of laths are secure.
- Check wind anchors are secure (if installed).
- Check curtain is securely fixed to barrel assembly.
- Check bottom rail section for wear or damage.
- Check seal on bottom rail section.
- Check the operation of any locking devices fitted.

### Side Guides

- Check all fixings are secure.
- Check condition of guide channel and straighten any slight deformations.
- Grease guide channel if necessary.
- Check guide stops at high level.
- Check any chain keeps fitted.
- Check that the door curtain feeds into the guides smoothly and correctly.

### End Plates and Barrel Assembly at High Level

- Check fixings are secure.
- Check and lubricate all gearing.
- Check all grub screws and keys.
- Check and lubricate drive chain if fitted.
- Check haul chain.
- Check barrel for correct tension. Re-tension barrel assembly if required to correctly balance the door curtain.
- Check that coil casing is securely fixed (if installed).

The springing in the barrel assembly is designed for approximately 20,000 cycles. At this point the barrel assembly should be replaced.

If the door is correctly used and maintained, the motor drive system is designed to operate for at least 20,000 cycles. At this point consideration should be given to replace the motor drive.

### Service Label

Complete the service label adhered to the door and logbook if available.

**1.9 MAINTENANCE / REPAIRS LOG**

|                 |                   |
|-----------------|-------------------|
| Date:           | Work Carried Out: |
| Engineers Name: |                   |
| Date:           | Work Carried Out: |
| Engineers Name: |                   |
| Date:           | Work Carried Out: |
| Engineers Name: |                   |
| Date:           | Work Carried Out: |
| Engineers Name: |                   |
| Date:           | Work Carried Out: |
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| Date:           | Work Carried Out: |
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| Date:           | Work Carried Out: |
| Engineers Name: |                   |

