

ANGLIA DOOR SYSTEMS LTD



SLIDING CONCERTINA DOOR

OPERATING & MAINTENANCE INSTRUCTIONS

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 dangerous and, could if not operational bring a business to a standstill.

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 have any queries on this O&M manual then please contact us on 0800 1444 338.

1.1 Industrial Door Warranty

All new equipment manufactured or supplied by ANGLIA DOOR SYSTEMS LTD is guaranteed against faulty materials and workmanship for a period of 12 months from the date of installation / delivery / final door sign off. The warranty is subject to fair wear and tear and maintenance programme in place (A full maintenance schedule is located at the end of this document). All maintenance, repairs or installation should be carried out by a fully experienced door engineer.

1.2 Operating Instruction for Sliding Folding Door.

Manually Operated Sliding Folding Doors:-

TO OPEN:-

Unlock the door by unlocking and removing padlock from hasp & staple, flip back hasp.

Manual Doors

Push the door smoothly the door to one side if a single or to either side if a double door.

NEVER SLAM ANY DOOR FULLY OPEN, THIS WILL CAUSE DAMAGE TO DOOR AND OPERATOR.

Electrically Operated

Unlock the door by unlocking and removing padlock from hasp & staple, flip back hasp, if fitted.

Press the open button and release, the door will open to its full width and stop as long as the limits are correctly setup, this operation is called an IMPULSE OPERATION.

Always open the door to its fully open position so it is clear of the opening.

TO CLOSE:-

Manual Doors

Pull smoothly the door to slam post on single doors or together if double doors. As opening, the user must make sure door is controlled when closing. When fully closed lock door in close position if locked fitted.

NEVER SLAM ANY DOOR CLOSED, THIS WILL CAUSE DAMAGE TO DOOR AND OPERATOR.

Electrically Operated Sectional Overhead Doors:-

A standard electrically operated door is supplied with a push button operator.

Before attempting to operate any electrically operated door you must ensure the door is unlocked and that the locking device fully withdrawn, some systems are supplied with an interlock switch which will prevent the door being operated unless lock fully disengaged.

Press the close button, if there are no additional electrical safety systems such as photo cells or safety edges then continuous pressure must be applied until the door is fully closed, this operation is called DEAD MAN OPERATION.

If additional electrical safety systems are fitted and working then "IMPULSE CLOSE" maybe possible where by the close button is pressed and released and the door will return to the close position.

To "STOP" the door in an emergency then the stop button will stop the door in an intermediate position.

In case of a power failure there will be a MANUAL OVERRIDE facility, the manual override should only be used as an emergency override and it is not designed for everyday use, excessive use will cause premature failure.

1.3 Maintenance By User

Daily maintenance by the user will prolong the safe use of any industrial door, the door should not be operated unless all the daily checks are carried out, and you must ensure that:-

- a) The door is not damaged in any way, if the door has any damage then DO NOT USE THE DOOR and call our service department on 0800 1444338 to arrange an experienced door engineer to check over and asses the door. A damaged door should be repaired straight away to prevent possible excessive wear and tear to the door and components.
- b) Excessive force is not required to operate the door.
- c) Door components are clean and free from build up of dirt or dust.
- d) All operatives are fully conversant with the operating instructions and safety requirements.
- e) Make sure all tracks are cleaned out on a daily basis.

DO NOT OPERATE A DAMAGED DOOR

1.4 Maintenance by an Experienced Door Engineer

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 this may result in prosecution in the event of an accident.

ANGLIA DOOR SYSTEMS LTD operate a fully documented service agreement scheme, If you require more information then please contact our service department on 0800 1444338.

FAILURE TO KEEP AN INDUSTRIAL DOOR REGULARLY MAINTANINED COULD INVALIDATE THE WARRANTY.

Frequency of maintenance is dependent on usage. All maintenance should be carried out by a fully experienced and competent Door Engineer, maintenance intervals are recommended as follows:-

DOOR CYCLES PER DAY	SERVICE INTERVALS
UPTO 15	EVERY 6 MONTHS
UPTO 30	EVERY 4 MONTHS
UPTO 45	EVERY 3 MONTHS
OVER 45	EVERY 2 MONTHS

Regular service and prompt repairs will avoid unnecessary stress on components, which could lead to premature wear and tear.

A full service checklist is supplied at the back of this document.

1.5 General Safety

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

- a) Keep openings clear at all times.
- b) 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 an experienced door engineer inspects the door.
- c) Do not lean ladders against the door, the guides or the casing etc.
- d) Stand well clear of the opening whilst the door is being operated.
- e) Operate the door only by means provided.

- f) Do not remove any covers or casings.
- g) Do not use the doors to lift materials or personnel.
- h) Do not walk through a closing door; wait until door is fully open.
- i) Stand clear of a door that is in operation.
- j) Cracked or damaged vision panels should be replaced immediately.
- k) Do not insert fingers into lattice bars whilst door is operating.
- l) Keep all tracks free from foreign bodies.
- m) Never lean any obstacles against the door.

UNDER NO CIRCUMSTANCES SHOULD INEXPERIENCED PERSONNEL UNDERTAKE ANY WORK TO INDUSTRIAL DOORS.

**FOR FULL SERVICE OR ANY QUESTIONS THEN PLEASE CONTACT
ANGLIA DOOR SYSTEMS ON 0800 1444338.**