ROLLER SHUTTER DOOR

OPERATING & MAINTENANCE INSTRUCTIONS

ROLLER SHUTTER DOORS MAINTENANCE INSTRUCTIONS

- Maintenance periods should be determined according to operating density and local conditions to which the door is exposed.

- As a general rule we recommend that the doors are serviced at regular intervals by experienced industrial door engineers.

- Doors in coastal areas, corrosive and / or gritty conditions will require more frequent servicing than those in less adverse conditions.

- It is advisable to encourage personnel to report any damage noticed during day to day usage as prompt repair action can greatly prolong the useful life of the door.

- Shutter curtains should be cleaned with warm soapy water using a non abrasive sponge of cloth.

SAFETY WARNING

The information enclosed is for guidance only. The foregoing is deemed to be correct at the date of issue but Anglia Door Systems Ltd will not be held liable for any omissions. In common with all mechanical equipment these doors require regular maintenance to guarantee trouble free operation and avoid costly repair damage.

HAND CHAIN OPERATED DOORS

Carry out the following services procedures at six monthly intervals or to suit site conditions.

1. Check security of all fixing bolts, including barrel, end plates, guide angles, gear, pinion, bearing bolts and top lath fixing bolts.

2. Clean off excessive dirt from gears and apply new general purpose grease to gearing.

3. Check the shutter curtain for damage to laths and replace if necessary. Check all end locks for security and renew any loose pop rivet fixings.

4. Check the condition of door guide brush seals if fitted and replace if excessively worn. Brush seals have a typical operating life of 26,000 door movements or six years.

5. Check that a running clearance of minimum 8mm exists between the end lock rear face and the rear of the door guide channel.

6. Check the bottom weather seal carrier (if fitted) for damage and replace if necessary.

7. Check the bottom weather seal (if fitted) for damage and wear and replace if necessary.

8. Do not lubricate the following items:
   a. Haul Chain
   b. Side guide channels and any brush seals.

POWER OPERATED DOORS

Carry out the following services procedures at a recommended six monthly intervals or to suit on site conditions.

1. Check security of all fixing bolts and tighten if necessary. Pay attention to the following items:-

   a. Roller barrel end plates and fixings to structure
   b. Shutter curtain top lath fixing bolts
   c. Roller flange bearing bolts and axle locking grub screws
   d. Door guide angle fixing to structure
   e. Motor platform fixing to endplate

   Renew any damaged fixing bolts.

2. Check for signs of damage. Renew any badly damaged laths. Check the bottom weather seal (if fitted) and renew if damaged.

3. Apply general purpose grease to the roller barrel flange bearings.

4. Check the condition of the door guide brush seals if fitted and replace if excessively worn. Brush seals have a typical operating life of 26,000 door movements or six years.

5. Check that a running clearance of 8mm exists between the end lock rear face and the rear of the door guide channel.

6. Motor Drive

   a. Check and adjust travel limit switches and security of trip cams to axle.

   b. Check the gearbox for oil leaks. The gearbox is sealed for like. Renew the complete motor at the earliest opportunity if oil is found to be leaking.

   c. Check the built on contactor starter. Clean out dust. Tighten the wire connections.

   d. Check the manual override system functions correctly.

7. Electrical Controls

Test all operating and safety devices (where fitted) for correct operation and damage. Check all connections for security.

Operating Instructions
Manually Operated Doors

Operation, Safety, Maintenance, Service and Repair.

Please read the following instructions prior to operating the door. Should you experience any difficulty, please contact our Service Department.

Roller Shutter Doors

A. Self–Coiling (Push Up)

1. To Open – release all locking mechanisms on the bottom rail and / or side guides etc. Lift the door upwards in a controlled manner to its full height. If you initially push inwards and upwards, centrally against the lath/door with your hands just below shoulder height and continue this action, this will raise the shutter off the floor and reduce the need to bend. Please also use the hook and pole (where provided) to enable extended reach as required to open the shutter fully.

2. To Close – pull on the bottom rail using a pole (where provided) and move the door down to the fully closed position in a controlled manner manually, inserting lock mechanisms**. N.B.** when closing; ensure that there are no obstructions in the running area of the door as this can cause damage/faulty operation due to misalignment. **DO NOT** allow shutter to freefall in an uncontrolled manner.

Fire Shutters

D. Self- Coiling (Push Up) Fire Shutter.

1. Designed to close in the event of a fire. Not designed to be used on a regular basis. If however the door is lowered for inspection or other purposes, the door may be difficult to lift up - refer to section **A** above.

2. If the door is activated on fire mode, the door must then be reset by trained personnel.

Safety Instructions

WARNING – most types of Roller shutter Doors have counterbalanced spring mechanisms under tension. Adjustment or repair must only be carried out by Anglia Door Systems Ltd trained Engineers.

General

- Only use opening and closing equipment supplied with the door.
- Keep the opening clear of any obstacles when operating

- Do not try to operate a damaged door. We recommend you call Anglia Door Systems Ltd Service Department who will advise on the best course of action
- Do not lean obstacles against the door

Maintenance

The workplace (health, Safety and Welfare) Regulations 1992 as amended applies to all workplace and industrial doors have to comply with these regulations.

Operating Instructions
Hand Chain Operated Doors

Operation, safety, Maintenance, Service and Repair.

Please read the following instructions prior to operating the door. Should you experience any difficulty, please contact our Service Department.

Roller Shutter Doors

B. Hand Chain Operated

1. To Open – release the hand chain from the holder and release any additional mechanisms. Pull downwards on the hand chain in a controlled manner until the door is fully open. Do not let go of the hand chain at any point. Replace the hand chain into the holder.

2. To Close – release the hand chain from the holder and pull downward on the hand chain in controlled manner until the door is fully closed. Do not let go of the hand chain at any point. Replace the hand chain into the holder.

3. Wicket Gate – the installation must be hinged completely out of the curtain prior to operation using lever handles.

Fire Shutters

E. Hand Chain Operated Fire Shutters.

1. Designed to close in the event of a fire. Not designed to be used on a regular basis. If however the door is lowered for inspection or other purposes the door may be difficult to lift up – refer to section **B**. Above.

2. If the door is activated on fire mode, the door must then be reset by trained personnel.

Safety Instructions

WARNING – most types of Roller Shutter Doors have counterbalanced spring mechanisms under tension. Adjustment or repair must only be carried out by Anglia Door Systems Ltd trained engineers.

General

- Only use the opening and closing equipment supplied with the door.
- Keep the opening clear of any obstacles when operating.
- If the door **pulls up** or **runs down** when operating, call a **service engineer.**
- Do not try to operate a damaged door. We recommend you call Anglia Door Systems Ltd Service Department who will advise on the best course of action.
- Do not lean obstacles against the door.

Maintenance

The workplace (Health, safety and Welfare) Regulations 1992 as amended applies to all workplace and industrial doors have to comply with these regulations.

Operating Instructions
Electrically Operated Doors

Operation, Safety, Maintenance, Service and Repair.

Please read the following instructions prior to operating the door. Should you experience any difficulty, please contact our Service Department.

Standard ~Doors (i.e. NOT Fire Shutters)

C. Electrically Operated

1. To Open – press the 'UP' or 'Open' button on the 3 push button control station. The door will continue to open until it reaches its pre-set opening height.

2. To Close – press the 'Down; or 'Close' button on the 3 push button control station, the curtain will automatically stop at the pre-set closed position.

3. To Emergency Stop – press the red 'Stop' button (some units are fitted with latching stop button that will need to be twisted to reset.

4. Power Failure – the motor is **either:**

i) Fitted with an emergency hand chain or crank mechanism. Access to the motor will be required. Make sure the electrical supply to the motor is isolated and proceed to lift the hand chain or crank onto the chain wheel and operated down as section **B.** The door operation will be very slow. When power has been re-instated

the door will not operate until the emergency hand chain is located back into its original position or:

ii) Fitted with a motor override lever. The lever is operated to disengage the motor and allow the door to be **manually** lifted or lowered.

Please note: - if any mechanical locking devices are fitted they should be electrically interlocked with the door control systems.

Fire Shutters

F. Electrically Operated Fire Shutters.

1. Designed to close in the event of fire.
2. If the door is activated on fire mode then the door must then be reset by trained personnel.

Safety Instructions

WARNING – most types of Roller Shutters and Sectional Overhead Doors have counterbalance spring mechanisms under tension. Adjustment or repair must only be carried out by Anglia Door Systems Ltd trained engineers.

General

- Only use the opening and closing equipment supplied with the door.
- Keep the opening clear of any obstacles when operating.
- If the door **pulls up** or **runs down** when operating, call a **service engineer**.
- Do not try op operate a damaged door, we recommend you call alliance door Engineering Ltd Service Department who will advise on the best course of action
- Do not lean obstacles against the door.
- **If you are unsure on any issue, call a Service Engineer.**

Maintenance

The Workplace (Health, Safety and Welfare) Regulations 1992 as amended applies to all workplace and Industrial Doors have to comply with these regulations.

HEALTH AND SAFETY
COSHH STATEMENT

INDUSTRIAL DOORS & SHUTTERS. MANUFACTURE & INSTALLATION

To our knowledge there are no materials used within the manufacture of installation of any of our products that could be construed as being substances that are hazardous within the context of the respective regulation.

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Safety Instructions

WARNING – most types of Roller Shutters and Sectional Overhead Doors have counterbalance spring mechanisms under tension, adjustment or repair must only be carried out by Anglia Door Systems Ltd trained engineers.

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In respect of the **Construction (Design and Management) Regulations 1994** as a Sub-contractor without design responsibility, we are in a position to assist the Principle Contractor to achieve Safe & Healthy site conditions in relation to any work we undertake and have the staff, equipment and technical facilities required to do so.

GUARANTEE
For Materials and Workmanship

(The following is taken from our Conditions of Sale)

We guarantee the whole of our material and Workmanship for a period of twelve months from the date of installation on the terms and subject to the conditions in the clauses mentioned below.

(1) Should any defect in the workmanship or material become evident within such period in any part delivered under this contract, we undertake to repair or replace the defective part.

(2) This guarantee shall not be deemed to cover repairs, replacement or adjustments which may be required as the result of ordinary wear and tear, wilful or accidental damage, misuse, improper lubrication or any other cause beyond or control.

(3) Our liability shall be limited to making good any defects whether in original or substituted work, or any material supplied under this contract and we cannot accept responsibility of any kind beyond such replacement.

(4) In no case will be pay or allow to be deducted from our account, charges for any repairs made without our knowledge or sanction, nor will we bear the cost of sending fitters for any cause after the equipment has once been satisfactorily handed over.

(5) All materials not erected by ourselves shall have been properly erected and it is not necessary for us to examine this before the erection of our own materials as it shall be deemed by us to have been properly erected.

(6) At the end of such period of twelve months all further liability on our part ceases.

(7) Please note that during the period of the guarantee those doors covered must be services by a qualified service engineer at a specified intervals whether the premises are occupied or vacant. The specified interval will depend on the degree of usage and/or the exposure/environmental conditions. A service agreement is not provided as part of this Guarantee but is available at additional cost.

APPROVED CODE OF PRACTICE

Workplace (Health, Safety and Welfare) Regulations 1992

Regulation 5 – as amended by The Health & Safety (Miscellaneous Amendments) Regulation 2002.

Maintenance of workplace and of equipment, devices and systems.

1. The workplace and the equipment, devices and systems to which this regulation applies shall be maintained (including cleaned as appropriate) in an efficient state, in efficient working order and n good repair.

2. Where appropriate, the equipment, devices and systems to which this regulation applies shall be subject to suitable system of maintenance.

3. The equipment, devices and systems to which this regulation applies are:

   (a) Equipment and devices a fault in which is liable to result in a failure to comply with any of these Regulations.

(b) Mechanical ventilation systems provided pursuant to Regulation 6 (whether or not they include equipment of devices within sub-paragraph (a) of this paragraph, and :

(c) Equipment and devices intended to prevent or reduce hazards.

20. The workplace, equipment and devices mentioned in these regulations should be maintained in efficient states, in efficient working order and good repair. Efficient in this context means efficient from the view of health safety and welfare (not productivity or economy).

If a potentially dangerous defect is discovered the defect should be rectified immediately or steps should be taken to protect anyone who might be put at risk, for example by preventing access until the work can be carried out or the equipment replaced.

Where the defect does not pose a danger but makes the equipment unsuitable for use, for example a sanitary convenience with a defective flushing mechanism, it may be taken out of service until it is repaired or replaced, but if this should result in the number of facilities being less than that required by the Regulations, the defect should be rectified without delay.

21. Steps should be taken to ensure that repair and maintenance work is carried out properly.

22. Regulation 5(2) requires a system of maintenance where appropriate, for certain equipment and devices and for ventilation systems. A suitable system of maintenance involves ensuring that:

(a) Regular maintenance (including, as necessary, inspection, testing, adjustment, lubrication and cleaning) is carried out at suitable intervals.

(b) Any potentially dangerous defects are remedied and that access to defective equipment is prevented in the meantime.

(c) Regular maintenance and remedial work is carried out properly.

(d) A suitable record is kept to ensure that the system is properly implemented and to assist in validating maintenance programmes.

23. Examples of equipment and devices which require a system of maintenance include emergency lighting, fencing fixed equipment used for window cleaning, anchorage points for safety harnesses, devices to limit the opening of windows, powered doors, escalators and moving walkways.

24. The frequency of regular maintenance and precisely what it involves will depend on the equipment or device concerned. The likelihood of defects developing and the

foreseeable consequences, are highly relevant. The age and condition of equipment, how it is used and how often it is used should also be taken into account. Sources of advice include published HSE guidance, British and EC standards and other authoritative guidance, manufacturers' information and instruction and trade literature.

25. The management of health and Safety at Work Regulations 1992 include requirements on the competence of people whom employers appoint to assist them in matters affecting health and safety and on employees' duties to report serious dangers and shortcoming in health and safety precautions 2-3.

26. There are separate HSE publications covering maintenance of escalators and window access equipment 4-7.

27. Advice on systems of maintenance for buildings can be found in a British Standard 8 and in publications by the Chartered institution of Building Services Engineers (CIBSE) 9-10. The maintenance of work equipment; personal protective equipment; and electrical systems, equipment and conductors is addressed in other Regulations 11-14.

References

2. Management of health and safety at Work Regulations 1992 SI 1992 No. 2051 HMSO ISBN 0 11 025051 6
3. HSE management of health and safety at work: Approved code of practice L21 HSE Books 1992 ISBN 0 11 86330 4
4 . HSE Safety in the use of escalators PM 34 HSE Books 1983 ISBN 011 883572 6
5 . HSE Escalators: periodic through examination PM 45 HSE Books 1992 ISBN 0 11 885682 0
6. HSE Prevention of falls to window cleaners GS 25 HSE Books 1992 ISBN 0 11 885682 0
7. HSE Suspended access equipment PM 30 HSE Books ISBN 0 11 883577 7
8. BS 8210:1986 Guide to building maintenance management
9 . Chartered Institute of Building Services Engineers Maintenance management for building services TM17 1994 SIBN 0 90 095368 3
10. Building Services Research and Information Association Operating and maintenance manuals for building services installations AG1 1/87.1 ISBN 0 86 022255 1
11. Provision and use of Work Equipment Regulations 1992 No 2932 ISBN 0 11 025849 5
12. HSE Work Equipment. Guidance on the Provision and Use of Work Equipment Regulations 1992 L22 HSE Books 1992 ISBN 0 11 886332 0
13. Personal Protective Equipment at Work Regulations 1662 SI 1992 No 2966 ~ISBN 0 11 025832 0
14. HSE personal protective equipment at work. Guidance on the Personal protective Equipment at Work Regulations 1992 L25 HSE Books 1992 ISBN 0 11 886334 7

(Extract from the HS C booklet entitles: 'Workplace health, safety and welfare'.) Eleventh impression 1997 – as amended by The Health & Safety (miscellaneous Amendments) Regulation 2002

APPROVED CODE OF PRACTICE

Workplace (Health, Safety and Welfare) Regulations 1992

Regulation 18

Doors and Gates

1. Doors and gates shall be suitably constructed (including being fitted with any necessary safety devices)

2. Without prejudice to the generality of paragraph (1), doors and gates shall not comply with that paragraph unless:

(a) Any sliding door or gate has a device to prevent it coming off it s track during use.

(b) Any upward opening door or gate has a device to prevent it falling back.

(c) Any powered door or gate has suitable and effective features to prevent it causing injury by trapping any person.

(d) Where necessary for reasons for health or safety, any powered door or gate can be operated manually unless it opens automatically if the power fails and:

(e) Any door or gate which is capable of opening by being pushed from either side is of such a construction as to provide, when closed, a clear view of the space close to both sides.

183 Doors and gates which swing in both directions should have a transparent panel except if they are low enough to see over. Conventionally hinged doors on main traffic routes should also be fitted with such panels. Panels should be positioned to enable a person in a wheelchair to be seen from the other side.

184 Sliding doors should have a stop or other effective means to prevent the door coming off the end of the track. They should also have a retaining rail to prevent falling should the suspension system fail or the rollers leave the track.

185 Upward opening doors should be fitted with an effective device such as a counter balance or ratchet mechanism to prevent them falling back in a manner likely to cause injury. (See Paragraph 190).

186 Power operated doors and gates should have safety features to prevent people being injured as a result of being struck or trapped. Safety features include:

(a) A Sensitive edge, or other suitable detector and associated trip device to stop, or reverse the motion of the door or gate when obstructed.

(b) A device to limit the closing force so that it is insufficient to cause injury.

(c) An operating control which must hold in position during the whole of the closing motion. This will only be suitable where the risk of injury is low and the speed of closure is slow. Such a control, when released, should cause the door to stop or re-open immediately and should be positioned so that the operator has a clear view of the door throughout its movement.

187 Where necessary power operated doors and gates should have a readily identifiable and accessible control switch or device so that they can be stopped quickly in and emergency. Normal on/off controls may be sufficient.

188 It should be possible to open a power operated door or gate if the power supply fails, unless it opens automatically in such circumstances, or there is an alternative way through. This does not apply to lift doors and other doors and gates which are there to prevent falls or access to areas of potential danger.

189 Where tools are necessary for manual opening they should be readily available at all times. If the power supply is restored while the door is being opened manually, the person opening it should not be put at risk.

190 Where the device referred to in paragraph **185** already forms part of the door mechanism, additional devices are not required. The fire resistance of doors is dealt with in Building Regulations and in fire precautions legislation.

Advice can be obtained from local authorities and fire authorities.

(Extract from the H S C booklet entitled: 'Workplace health, safety and welfare')
Eleventh impression 1997 – as at April 2001

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.