

# ANGLIA DOOR SYSTEMS LTD



## STEEL HINGED DOOR

OPERATING & MAINTENANCE INSTRUCTIONS

## Introduction

A steel 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, could if not operational bring a business to a standstill and compromise building security.

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 Instructions for Steel Hinged Door.

Fire exit Doors:-

#### TO OPEN:-

A fire exit door is fitted with an internal escape locking mechanism, the door is opened by pushing the bar or pad downwards toward the door leaf. The lock will then release and door open in continuous movement.

**It is important that all fire exit doors are kept clear at all times.**

TO CLOSE:-

To close the door just pull the door close until locking mechanism locks into place.

Personnel Doors:-

#### TO OPEN AND CLOSE:-

Majority of the time the door is fitted with mortise lock and handle set.

Ensure the lock is unlocked and using handle set push handle down to open the door.

Extra options:-

Door closer: - A door closer is fitted to ensure the door is closed automatically once opened.

External handle / Knob set: - This is an opening device for fire exit doors, so the door can be opened from externally.

Electromagnetic devices: - Also known as magnetic locks, these are used when access equipment is required. They keep the door in a closed position by means of magnetic force.

### 1.3 Maintenance and cleaning by End user.

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

We would recommend that the doors and their associated hardware are maintained on a 6 monthly basis, and fire exit doors having documented agreement in place.

Doors:-

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

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 on 0800 1444338.

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 and run out of alignment. Check regularly the screws / fixings are tight.

Hinges should be lubricated periodically with light machine oil.

#### 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 and ensure correct operation. All hinges and pivots should be lightly oiled.

Regularly check for smooth operation and the door fully closes under control. To avoid the door slamming it should be setup correctly but can be adjusted using back check or delayed functions.

#### Handles:-

Where handles are fitted they should be checked to ensure correct operation and check that all fixings are tight.

#### Emergency and panic fire exit hardware:-

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

Attention must be given to ease of opening and closing with the adjustments as necessary to compensate for any door or frame movement. Floor sockets should be cleaned out to prevent dirt and debris build up.

All pivots should be lightly oiled on a regular basis.

#### Cleaning:-

The doors can be washed down with an appropriate non adhesive cleaning solution such as washing detergent diluted in hot water. The cloth should be wrung out so not to soak the door or any furniture fitted to it.

### 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.**

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) If a door is damaged then this needs urgent attention by an experienced door engineer.
- c) Operate the door only by means provided.
- d) Do not remove any covers or casings to door closers.
- e) Always ensure fingers or other body parts are clear of door as entrapment can happen and will cause personal damage.

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