

We recommend that doors and their associated hardware are maintained at least on a six monthly basis, however doors expected to receive heavy use or that are located in exposed locations should be maintained more frequently.

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 nor function correctly if **all** of the components are not maintained correctly.

For example, checking that a door blade is free of dents and opens, but then failing 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 your supplier 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/or 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 backcheck 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-backcheck 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 lockcase.

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.

## STEEL DOORS

The doors are provided in a powder coated finish as standard.

This can be cleaned as follows:

- a) **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.
- b) **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 sought.
- c) **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 (eg 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.

<b>Electro Plated Finishes</b>	Electrophoretic and plated finishes should be wiped clean with soapy water and a soft cloth and wiped dry.
<b>Powder Coated</b>	Epoxy, polyester or polyurethane powder coated finishes should be cleaned with a soft cloth and household furniture polish. <b>Under no circumstances must industrial solvents be used.</b>
<b>Nickel and Chrome</b>	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.
<b>Stainless Steel</b>	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.
<b>Nylon</b>	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.
<b>Stove Enamelled</b>	These finishes should be wiped with a non-abrasive, soft cloth and a non-abrasive cleaner.