

AVON INDUSTRIAL DOORS LTD

**OPERATION  
&  
MAINTENANCE  
MANUAL**

**STEEL HINGED DOORS**



## INDUSTRIAL DOORS LTD

Rolling Shutter Doors, Insulated and Glazed  
Overhead Sectional Doors, Sliding Folding Doors  
Fire Doors and Shutters, PVC Strip and Crash Doors  
High Speed Doors, Security Shutters and Grilles

Armstrong Way  
Great Western Business Park  
Yate  
Bristol BS37 5NG

Tel: Chipping Sodbury (01454) 273110  
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www.avondoors.co.uk

# HINGED DOORS

## SERVICING & MAINTENANCE

Service inspections should be arranged every 3-4 months, (more frequently if door is subject to very heavy usage), to ensure continued satisfactory operation. A full range of service contract packages is available to ensure optimum performance is maintained.

However, should clients wish to carry out their own maintenance, the following basic steps should be observed:-

In case of client-specified hardware, these instructions should be read in conjunction with hardware manufacturers recommendations.

## HINGES

**SCREW-ON.** Lubricate with std. Lightweight oil. Inspect screws, and tighten if required.

**WELD-ON.** These hinges incorporate a std. grease nipple & should be "topped up" with a std. medium – weight grease to ensure optimum performance.

Inspect hinges for signs of wear and tear, usually apparent as excessive movement of hinge leaves, door sag, door leaf vibration during operation, etc.

Replace worn or binding components as soon as possible, to avoid damage to other components.

## LOCKS AND HANDLES

Check all parts move freely and function correctly. Assa lock-cases are grease-packed and "sealed for life" and do not require oiling, however the lock cylinder should be sprayed with lock spray, or similar (WD40) aerosol spray prior to winter, to avoid seizing of pins.

Lubricate other items with std. Lightweight oil. Inspect fixing screws and tighten if required. Inspect lock breaks, latches, etc. for signs of wear or damage caused by tampering etc.

Latches are generally available as:-

Light-sprung, to suit heavily-sprung handles, or heavily-sprung to suit unsprung handles. Wear on internal mechanism is usually apparent when handles drop from true horizontal position. If this occurs, remove handles and check latch beak functions correctly. Once handles are removed. If so, wear may be confined to the springs within the handles. Check & replace handles if necessary. If correct lock/latch operation is not achieved, entire mechanism may require replacement.



HINGED DOORS AUGUST 05

Registration No. 2121712 - A division of All Avon Ltd





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### CLOSERS

Inspect fixing screws and tighten if required.  
Adjust and lubricate in accordance with manufacturers instructions.

### ANCILLIARY IRONMONGERY

For adjustment and maintenance of panic bars, electric strikes, etc. please refer to manufacturers instructions.

### SEALS

Inspect for signs of damage/permanent deformation.  
Replace as required.

### DOOR & FRAME

As final painting may have been carried out by others, the following information is offered for guidance only.

Normal dirt & marks can be removed by wiping down with a soft cloth, using warm water and any proprietary non-abrasive cleaner.

Avoid the use of solvents, thinners, etc.

Inspect all exposed surfaces for signs of damage.  
Minor blemishes and surface indentations which have not gone through to bare metal, can be "touched up" by rubbing down the damaged area, to provide an adequate "key", cleaning off and recoating with the appropriate paint system.

Where damage has exposed the metalwork, the area should again be rubbed down to provide an adequate "key", but after cleaning off and drying, this exposed metalwork must be treated with a suitable corrosion-resistant primer, prior to recoating the affected area with the "touch-up" paint system.

Where damage has actually penetrated the door skin, this can be repaired using a proprietary car-body repair kit **PROVIDING THE DOOR IS NON-FIRE RATED.**

If damage of this nature occurs on a fire-resisting door, it should be repaired using a non-flammable filler system i.e. ceramic filler pastes, etc.

However, if a substantial area is affected, an inspection by trained personnel is advisable.



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## SAFETY INSTRUCTIONS

### A. GENERAL – ALL DOORS

- a) Keep openings clear at all times.
- b) Do not operate an obviously damaged door. If a door is found to be damaged, lock/secure the door and leave a warning note on it. Contact **AVON INDUSTRIAL DOORS LTD** on 01454 273 110 to arrange an inspection by a suitably qualified person before opening.
- c) Do not lean a ladder against the door or its tracks.
- d) Stand clear of openings whilst operating doors.
- e) Open and close doors using only the handles, chains or electrical controls provided.
- f) If springs, cables, tracks or guides are damaged seek immediate advice from **AVON INDUSTRIAL DOORS LTD** on 01454 273 110. Under no circumstances should you attempt to adjust or repair springs, cables or any part of the counter balance assembly. Such action could result in severe human injury.
- g) Pass doors must be kept closed when raising or lowering the door.
- h) If the pass door lock is damaged, it must be replaced immediately or the pass door temporarily secured in the closed position.

### B. ELECTRIC OPERATORS

Any necessary adjustment or fault finding must be carried out by a suitable qualified and experienced electrician contact **AVON INDUSTRIAL DOORS LTD** on 01454 273 110.

#### **CAUTION:**

IT SHOULD BE RECOGNISED THAT AN INDUSTRIAL DOOR IS A MACHINE UNDER CURRENT LEGISLATION AND AS SUCH TAMPERING WITH COULD BE DANGEROUS TO AN INDIVIDUAL. IN PARTICULAR "OVERHEAD DOORS" ARE CONSTANTLY UNDER HIGH SPRING TENSION, ADJUSTMENTS AND REPAIRS TO THE CABLES AND COUNTERBALANCE ASSEMBLY CAN BE HAZARDOUS. REPAIRS SHOULD ONLY BE UNDERTAKEN BY AN AUTHORISED OR APPROVED INDUSTRIAL DOOR ENGINEER, CONTACT AVON INDUSTRIAL DOORS LTD ON 01454 273 110.

## MAINTENANCE & INSPECTION

### GENERAL

It should be recognised that a chain operated or electrically operated door under current legislation is considered to be a "machine" (89/339/EEC). It therefore must be maintained as such.

Under Health and Safety at Work Act 1992.

"Every employer shall ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair".

Furthermore EC directives regarding the safe use of machinery and inspection of work equipment also states "The employer shall ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is subject to:- periodic inspections and where appropriate testing by competent persons". This directive continues, "results of inspections must be recorded and kept at the disposal of the authorities concerned" and concludes that there must be "physical evidence that the last inspection has been carried out.

The purpose of the above is "to ensure that health and safety conditions are maintained and that the deterioration can be detected and remedied in good time.

This part of the manual deals with the inspection and maintenance procedures for your door.

N.B. Failure to maintain an industrial door correctly could:

- a) Invalidate any warranty.
- b) Contravene the Health and Safety regulations rendering you liable to prosecution because of the possible risk of injury.

## INSPECTION DAILY (BY THE OPERATIVE/USER)

### **CHECK THAT .....**

- a) There is no damage to any part of the door.
- b) Excessive force is not required to operate the door.
- c) Any damage or force required to operate the door is reported and action taken i.e. Contact AVON INDUSTRIAL DOORS LTD.
- d) Components of door are clean and free of built up dust and dirt.
- e) Any tracks and side guides are free from debris or obstruction. If not they should be cleared out.
- f) Operatives are conversant with the operating and safety instructions.

It is essential that personnel report any damage or defects noticed in day-to-day usage of the door.

Early remedial action will avoid unnecessary over stressing of damaged components thereby prolonging the useful life of your door and reducing the risk of injury.

### MAINTENANCE (by an Avon Industrial Door approved engineer)

The frequency of maintenance depends on the usage, the following is a guide.

#### Door cycles per day

#### Recommended Maintenance Periods

1-2 (or not used)	Once Every Year
Up to 15	Every Six Months
Up to 30	Every Four Months
Up to 40	Every Three Months
Over 40	Every Two Months

When your door is due for an inspection/maintenance, please contact Avon Industrial Doors Ltd on 01454 273 110 to arrange. On completion a report will be submitted advising you if any work/repairs are necessary. Alternatively we can arrange a service/maintenance contract to the appropriate intervals. Please contact us for details.

### REPAIRS

Regularly serviced industrial doors will ensure years of trouble free operation. However by their very nature industrial doors can be damaged accidentally by vehicles, forklift trucks, or even operator abuse.

All damage however minor should be repaired at once to prevent more serious and expensive damage and to ensure the safe operation of the door. In the event of a repair please contact AVON INDUSTRIAL DOORS LTD on 01454 273 110 quoting the type of door, (I.D.) serial number and details of the damage.