



bradbury[®]
group

OPERATION & MAINTENANCE MANUAL

METAL HINGED DOORSETS

Personnel

Fire Exit

Substation

Security Rated

Fire Rated

Communal

DOOR OWNER'S LOGBOOK

Operation & Maintenance
Instructions

Service Instructions

Maintenance Records

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1.1 INTRODUCTION

A Bradbury hinged steel door is a vital piece of equipment in the operation of your facility. If it is not maintained properly it can become dangerous and, if un-useable, can even stop your business operations. To comply with Health & Safety regulations and to keep within our warranty, it is imperative that the door is operated and maintained in accordance with these instructions.

These operating and maintenance instructions must be passed to the owner of the door and be read and understood by all personnel who will have cause to operate the door.

Should you require any further information or require assistance with this log book, please do not hesitate to contact us.

1.2 DESIGN LIFE REPORTS

Life expectancy of steel doors and their furniture is generally in the range of 10-20 years but is heavily dependent on the frequency of operation, the care taken when operating the equipment and that the doors are correctly maintained.

The doors are guaranteed for a 12 month period from dispatch. All hardware will come with manufacturer's standard warranty. Please note: Any free issue hardware is excluded from the Bradbury warranty.

1.3 LIMITATIONS OF USE

Personnel Doors

These are fitted generally fitted with sash or dead locks or a combination of both with a cylinder, and can be situated internally or on the external face of a building. The doors are designed for general entry/exit and may be fitted with a door closer or friction stay.

Fire Exit Doors

These are fitted with panic hardware and a door closer and may be situated on internal corridors or on the external face of a building. The doors are designed to be kept closed and used in the event of an emergency. Under these circumstances they should be used infrequently. The doors and hardware would be designated as medium use.

Please note: Whilst some of these doors may be fitted with an external access device, they are designed to allow limited access; they are not designed as main access doors and should not be used as such.

Substation Doors

These doors are designed to be kept locked for most of the time, only being opened on occasion for access to the equipment. They are often fitted with sashlocks or deadlocks and a cylinder, together with door stays or closers. They would be designated as low use doors being used relatively infrequently.

Fire Rated Doors (M2M^{FD})

These doors can be fitted with a variety of certified hardware, some with panic and some with latches only. All fire doors must be fitted with door closers to comply with fire safety regulations. Double doors will be fitted with selectors to ensure that they close in the correct sequence. As they are fire resisting doors it is important that they are kept closed. These doors would be classed as medium use doors.

NB. Certified fire doors are fitted with a CERTIFIRE registration label showing the classification of the door and containing the registration number. This label must be present on the door at all times; removal of the label negates the certification.

Security Rated Doors (M2M¹, M2M², M2M³ & M2M⁴)

Our security doors are LPCB accredited, offering an enhanced certified level of security. These doors can be fitted with a variety of hardware options, giving pure locking or means of escape with door closers or friction stays.

Communal Doors (Classic^{AL}, Classic2, Classic2^S)

These doors are usually fitted with access control to regulate access to the building. They can be fitted with a variety of locks and door closers, surface or hidden closers. These doors would be classed as high use doors.

1.4 MAINTENANCE INFORMATION

There are a number of components on the door assembly which should be maintained on a regular basis. We would recommend that the doors and their associated hardware are maintained on a six monthly basis, which can be reviewed after the initial visit when usage frequency can be more accurately assessed.

Listed below are the guidelines for the care of our doors identified by component. It is important to remember that the door will not last as long or continue to function correctly if all of its' components are not maintained correctly.

FAILURE TO MAINTAIN THE DOOR CORRECTLY WILL INVALIDATE THE MANUFACTURERS WARRANTY.

Door Leaf

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 should open freely.

Please note: If your door has been painted with the 'extra life' finish it is important that any damage is repaired, restoring the door back to the original level of finish. This should be carried out at the time of damage and not left to the 6 month check.

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. If the hardware is inoperable for any reason please contact us.

Hinges

Hinges can be either of a continuous, lift off or Grade 13 butt type but must be fitted accurately to ensure efficient operation with hinge pins in vertical alignment.

The hinges should be inspected periodically for wear that may inhibit the free movement of the door and cause the door to drop. Loosening of the hinges is usually caused by misalignment or by attachment screws coming loose. Loose screws should be tightened and if possible the problem eliminated by realigning the hinges or replacing the screws.

Hinges are supplied already lubricated by the manufacturer but should be lubricated periodically with light machine oil. Whilst squeaking of the hinges could be a sign of lack of lubrication if it occurs frequently then pin misalignment should be investigated.

Door Closers & Limit Stays

Overhead door closer internal parts are immersed in oil and require little maintenance to be carried out. However, each closer should be inspected for oil leakage, tightness of fixings and correct operation. Light lubrication should be applied to any exposed pivot points.

Ensure that the door closes smoothly and firmly against the frame overcoming any latch or door seals fitted. If it does not, make sure that the lock and hinges are fitted correctly before adjusting the closer. To avoid slamming, the latch action should be adjusted. Where back-check or delayed action functions are incorporated, these should also be checked and adjusted.

Adjustable closers should have their valve adjusted to take account of 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-back-check applications to prevent the door opening beyond the limit of the closer.

Limit stays should be examined for tightness of fixings and wear at the pivot point bearing. Lack of friction will require the pivot retaining nut to be adjusted to give the required friction.

Door stays equipped with a cushioning spring should have their fixings checked for tightness and the open position catch/operation of the buffer spring checked.

Limit stays - this type of stay is designed purely to prevent the door from being opened past 90 degrees, it has no cushioning ability and need to have the friction pivot adjusting.

Electro Magnetic Devices

Any electrical locking or hold open devices and their associated alarms should be checked for once a week.

Locks and Latches

Bradbury fit a large variety of locks including 14 point multi lock, sash locks, deadlocks and high security locks for different applications. 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 any deadbolts to easily engage their respective striking plates or keep, requiring an adjustment to their position on the frame. The mortise should also be checked to ensure that no debris has entered the lock case.

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 bolts.

Lubricant should occasionally be applied to the sides 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 as this attracts dust and can affect their smooth operation. These doors are all fitted with a double Euro profile cylinder with thumb turns.

Lever Handles

Back plate, rose and escutcheon 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 screws 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 or lead to access through a door.

Emergency and Panic Escape Hardware

In the interests of safety this hardware should be regularly inspected and maintained.

Attention must be given to ease of opening and closing with adjustments as necessary to compensate for any door or frame movement. Floor sockets/locations should be cleaned out to prevent foreign matter impeding the action of the bolt movement.

Lubrication will be limited to the application of a little light machine oil to the pivots of the top latch mechanism and to the saddles of panic bolts and the bolt head of panic latches.

Spring Loaded Bolts and Flush Bolts

Double door passive leaves are secured in place with either spring loaded bolts or flush bolts mounted flush in to the passive leaf. All double doors have flush bolts mounted at both the top and the bottom of the passive leaf. Maintenance of these items involves a light application of lubricant and a check that all fixings are secure.

Threshold and Door Seals

Door seals should be inspected for signs of damage and to ensure that they are still securely in place. Our tolerances are calculated for our seal only.

1.5 CLEANING INFORMATION

Care of Finishes

Surface deposits such as dirt and dust are the main causes of corrosion in metal door furniture, particularly when combined with moisture in a damp atmosphere. In hardwearing environmental conditions near the coast, industrial areas, or on some construction sites, acidic or alkaline deposits may build up and attack the surface finish.

Before carrying out any cleaning or maintenance work, any electrical supply must be switched off or isolated.

Powder Coated

Epoxy, Polyester or Polyurethane powder coated finishes should be cleaned using warm water with a mild household cleaning detergent. Clean soft cloths should always be used to avoid scratching and damage to the powder coat finish. Under no circumstances must industrial solvents be used.

DO NOT use any chemical solvents, bleach or abrasive cleaners, as this will affect the paint finish.

Please note: if your door has been painted with the Extra Life finish, it is important that any damage is repaired, restoring the door back to the original level of finish. This should be carried out at the time of damage, and not left until the six month check.

FAILURE TO COMPLY WITH THIS WILL INVALIDATE YOUR WARRANTY.

Nickel and Chrome

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.

Stainless Steel

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.

1.6 MAINTENANCE BY THE USER

On a daily basis the user should ensure that there is no damage to any part of the door.

Excessive force is not required to operate the door.

Any damage to the door or excessive force required to operate the door is reported and action taken to put the door back in to good working order.

Components of the door are free from dirt and dust build up likely to affect the operation. The door operation continues to comply with the safety requirements.

1.7 MAINTENANCE BY A SPECIALIST ENGINEER

A qualified service engineer should carry out the service and maintenance in accordance with the recommended service frequencies.

6 Monthly Checks

Check door alignment to ensure that door and frame are correct, with no signs of movement in fixings.

Check door closers for correct operation, and no signs of oil leaks.

Check lock and access control for correct operation.

Check security of flush bolt mountings.

Check security of hinge fixings.

Check door seals are present and in good condition.

Lubricate hardware.

12 Monthly Checks

All of the 6 monthly checks, plus:

Service any MICO Abryll locks (either every year, or every 50,000 cycles, whichever comes first).

1.7 MAINTENANCE/REPAIRS LOG

Date:	Work Carried Out:
Engineer's Name:	
Date:	Work Carried Out:
Engineer's Name:	
Date:	Work Carried Out:
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Date:	Work Carried Out:
Engineer's Name:	
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Engineer's Name:	
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