# Operating / Maintenance Manual
## Daedalus Park, Phase 1
## Armasecure Steel Doors

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|---|---|
| Works Package: | Steel Doorsets |
| Contractor Name: | Armashield Ltd |
| Contractor Address | 46 Aston Road<br>Waterlooville<br>Hants<br>PO7 7XJ |
| Contractor Telephone No. | 02392 498982 |
| Contractor Fax No. | 02392 476508 |
| Contractor E-mail address: | sales@armashieldsecurity.com |
| Contractor Contact: | Dale Moggach |
| Emergency Contact:<br>(out of hours) | 07848454271 |

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| Project Name: | Tidebank, Daedaus Park, Phase 1 |
| Project Address: | Daedalus Drive<br>Lee on Solent<br>PO13 9FU |

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| Revision: | 1 | Date: | 19/07/16 |

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## SECTION 1 – DESCRIPTION OF THE WORKS

The scope of the package was to supply and install 14no Armasecure Steel Doorset.

The works were carried out during July 2016.

## SECTION 2 – SUMMARY OF PRODUCT INSTALLED

| | Details |
|---|---|
| **Product Supplied** | 14no Armasecure Steel Doorset |
| **Product Supplier** | Armashield Ltd 02392 498982 |
| **Location** | As per site drawings |
| **Unique Serial No.** | AS10722 – AS10728 – Albion Building<br>AS10736 – AS10738 – Bulwark Building<br>AS10742 – AS10749 – Diligence Building |

## SECTION 3 – PRODUCT LITERATURE

The following literature is attached:

| Product Supplier | Product for which literature is attached | Attachment No. |
|---|---|---|
| Armashield Ltd | Armasecure Steel Doorset Literature | 1 |

# SECTION 4 – OPERATION & MAINTENANCE INSTRUCTIONS

## ARMASECURE STEEL SECURITY DOORSETS

**Quarterly Maintenance**:

- HINGES and ALL working parts MUST be lanolined
- Check door leaf and frame for damage.
- Check the door leaf alignment. Ensure door leaf does not scrape the ground and has an optimum clearance of 6mm.
- Check locks, cylinders, latches, handles, panic hardware, closure, friction stays and any other ironmongery for loose fixings, smooth operation and security. Retighten or lubricate if necessary.

**Maintenance of Ironmongery:**

- All ironmongery needs to be checked regularly.

**Hinges**

- Check that there is no visible wear on the hinge.
- Any dark marks or stains around the hinge knuckle could indicate wear and impending failure, meaning that the hinges should be replaced as soon as possible.
- Hinges must be lanolined every three months.

**Door Closure Devices**

- Check that the door-closing device is operating correctly.
- Ensure that the doors are not being wedged open.
- Open the door fully and check it closes without binding on the floor.
- Open the door approximately 5 degrees and again check that it closes fully, overcoming any latch or seal.
- Check door-closing speed to be approximately 10 seconds from 90 degrees and ensure that the door does not slam.
- Adjust speed as necessary.

**Friction Stays**

- Must be checked and tensioned when fitting the doorset.
- Location and climate must be taken into account when adjusting the resistance level of the friction stay.

**Electro-Magnetic Hold Open and Swing Free Devices**

- Make sure that any electro-magnetic hold-open device is operating correctly and releases immediately when power is removed.

**Locks, Lever Handles and Cylinders**

- Check that the levers fully return to the horizontal after use and that the latch bolt is engaging smoothly and completely into the strike.
- Wipe any metal dust deposits off the latch bolt and strike plate. Check cylinder throws the latch/deadbolt smoothly into receiver. Adjust, tighten or lubricate as required.

**All Ironmongery**

- Make sure that all fixings are secure.
- Make sure hinges, closers, friction stays, locks, and any other hardware are lubricated/maintained at the required intervals.
- Seal MUST BE FITTED correctly to door frame. Our tolerances are calibrated for OUR seal only.

**SAFETY INSTRUCTIONS**

- Keep openings clear at all times.
- Do not lean ladders on the door or support frame.
- Do not operate an obviously damaged or unsecured door.
- If the door is found to be damaged, do not use the door and place a warning notice stating `Do Not Use`.
- Ensure a damaged door is checked by a qualified engineer before operating.
- Open and close the door using only the handles fitted.

**SERVICE INSTRUCTIONS**

To ensure safe, reliable operation regular inspection and maintenance is essential. The frequency of maintenance depends on the amount of use.

| Door Cycles/Day (1 cycle = open or close) | Recommended Maintenance Period |
|---|---|
| Up to 15 | 12 Months |
| Up to 30 | 6 months |
| Up to 40 | 4 months |
| Up to 50 | 2 months |
| Over 50 | 5 weeks |

Pre-finished doors can be easily cleaned using mild household detergents or washing up liquid with warm water.

DO NOT use any chemicals solvents, bleach or abrasive type cleaners, which will affect the paint finish.

**FAILURE TO COMPLY WITH THIS MANUAL WILL INVALIDATE THE WARRANTY.**

## SECTION 5 – RESIDUAL RISKS & COSHH DATA

Under normal operation the doors do not cause any significant risk to those operating them, providing they are competent in the usage of them. However the following activities should be carried out by trained personnel only:

- Removing, repairing or replacing moving parts of the doors.

**Any activities by untrained personnel which do interfere with any of these will invalidate the door's warranty and may cause injury or damage for which Armashield will not be liable.**

To see which maintenance activities can safely be carried out by the user, please refer to Section 4.

There are no products installed that are governed by COSHH regulations in the cleaning or maintenance of them

## SECTION 6 – INDEX OF 'AS BUILT' DRAWINGS & SCHEDULES

| Drawing / Schedule Number | Rev. | Attachment No. |
|---|---|---|
| Q10745/16 Phase 1,2 & 3 | 01 | 2 |
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**SECTION 7 – WARRANTY CERTIFICATE**

# Warranty

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|---|---|
| **Site:** | **Daedalus Park Phase 1** |
| **Location of Doors:** | **Albion, Bulwark and Diligence Bdgs** |
| **Door Type Supplied:** | **14no Armasecure Steel Doorset** |
| **Unique Serial No:** | **AS10722 – AS10728 – Albion**<br>**AS10736 – AS10738 – Bulwark**<br>**AS10742 – AS10745 - Diligence** |

**Armashield warrants its products to be free from defects in material and workmanship under normal and proper use for the specified period from date of installation.**

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|---|---|
| **Installation Completed By:** | **Armashield Ltd** |
| **Date Installed:** | **July 2016** |
| **Warranty Validity Period:** | **1 Year** |