Operating / Maintenance Manual
Daedalus Park, Phase 1
Security Shutters

Works Package:	Rollershield Bi-Folding Door
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Project Name:	Daedalus Park, Phase 1
Project Address:	Daedalus Drive Lee on Solent PO13 9FU

Revision:	1	Date:	19/07/16

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SECTION 1 – DESCRIPTION OF THE WORKS

The scope of the package was to supply, install and commission 14no Rollashield Bi-Folding Door.

The works were carried out during July 2016. They did not include providing an electrical supply to any of the doors.

SECTION 2 – SUMMARY OF PRODUCT INSTALLED

	Details
Product Supplied	14no Rollashield Bi-Folding Door
Product Supplier	Armashield Ltd
Location	Ablion, Bulwark and Diligence Buildings
Unique Serial No.	AS10729 – AS10735 Albion Building AS10739 – AS10741 Bulwark Building AS10746 – AS10749 Diligence Building

OPERATING INSTRUCTIONS

1. For manually operated doors (doors without motors fitted)

To Open

1. Ensure that the leaf bunching area is clear of any obstructions.
2. Ensure that any wicket doors (if fitted) are latched shut.
3. Raise all floor bolts.
4. Pull at each pull handle to 'break' the door leaves.
5. Slowly push the door leaves to the desired bunching position.

To Close

1. Ensure the opening is clear of any obstructions.
2. Disengage any door stays or hold back devices (if fitted).
3. Slowly pull the leading edge panel to close the door leaves.
4. Push each pair of leaves into the 'flat' position and engage each floor bolt.

2. For full height access leaf or integral wicket door with lever furniture (if fitted)

1. Ensure the opening is clear of any obstructions.
2. Open the door using the external key/cylinder or internal thumb turn to disengage the dead bolt and lever handles to disengage the latch.
3. Close the door using the lever handles and turn the external key/cylinder or internal thumb turn to re-engage the dead bolt.

3. For integral wicket door with panic escape furniture (if fitted)

1. Ensure the opening is clear of any obstructions.
2. Open the door by pressing firmly on the internal panic bar to disengage the dead bolt and latch.
3. Close the door by pulling firmly on the internal panic bar to re-engage the dead bolt and latch.

MAINTENANCE REQUIREMENTS

Frequency of maintenance visits:

- Heavily use – averaging 15+ operations per day – every 3 months.
- Regular use – averaging 5 to 15 operations per day – every 6 months.
- Low use – averaging less than 5 operations per day – at least every 12 months.

The initial maintenance visit should be carried out within 3 months of handover to the Owner, or within 3 months of being handed over to the Main Contractor if the door is used before handover to the Owner. During that period any bedding in of the door will occur and may need adjustment.

Where doors are under warranty, it is still the Owner's responsibility to ensure that routine preventative maintenance is carried out in accordance with the Warranty Schedule and the Maintenance Checklist.

Maintenance must be carried out by us, or by a Repair & Maintenance Company who is approved as competent by Jewers Doors Ltd to carry out the work.

During each maintenance visit, a copy of the Maintenance Checklist must be completed, and in the event of a warranty claim, copies must be available for inspection by Jewers Doors Ltd.

Failure to carry out such maintenance may invalidate the warranty.

FAULT TRACING

The following checks are intended to assist in finding and rectifying basic faults, which may arise and do not require the service of a skilled engineer.

Initial checks for manually operated doors.

Problem the door is difficult to operate, or doesn't fully open or close.

Check that all floor bolts are fully raised.

that the bunching area / opening is clear of obstruction.

that the leading edge guide pins are not rubbing against the threshold/floor.

that the leading edge guide pins are locating correctly in the floor shoe.

if the door is damaged or has components missing, which would require an engineer.

If having carried out all the above checks, the door still does not operate, do not attempt to interfere with the door. Isolate the door, label it with a prohibition notice, and ***call an engineer***.

SECTION 4 – RESIDUAL RISKS & COSHH DATA

Under normal operation the shutters 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:

- Those which interfere with any of the components that are under tension or which are powered (especially the motor) as they can be extremely dangerous.
- Attention to support brackets and guides.
- 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 3.

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

SECTION 5 – WARRANTY & COMMISSIONING CERTIFICATE

Warranty

Site & Location:	**Daedalus Park, Phase 1**
Location:	**Albion, Bulwark and Diligence Bdgs**
Unique Serial No's:	**AS10729 – AS10735 Albion Building**
	AS10739 – AS10741 Bulwark Building
	AS10746 – AS10749 Diligence Building
Door Type Supplied:	**14no Bi-folding door**

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.

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