Operating / Maintenance Manual
Daedalus Park
Armasecure Steel Doors

Works Package:	Steel Doorsets
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Project Name:	Daedalus Park
Project Address:	Daedalus Drive Lee on Solent PO13 9FU

Revision:	1	Date:	18/02/19

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SECTION 1 – DESCRIPTION OF THE WORKS

The scope of the package was to supply and install 5no Armasecure Steel Doorsets.

The works were carried out during March 2019.

SECTION 2 – SUMMARY OF PRODUCT INSTALLED

	Details
Product Supplied	5no Armasecure Steel Doorset
Product Supplier	Armashield Ltd 02392 498982
Location	As per site drawings
Unique Serial No.	Unit K-1 34323/A/030 Unit K-2 34323/A/032 Unit K-3 34323/A/034 Unit K-4 34323/A/036 Unit K-5 34323/A/038

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.

Cleaning Instructions

The doors are provided in a powder coated finish 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 sort.
c) Damage to powdercoated surface: Over time the powdercoat 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 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.

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.
32640-4	A	

SECTION 7 – WARRANTY CERTIFICATE

Warranty

Site:	**Daedalus Park**	
Location of Doors:	**Keppell**	
Door Type Supplied:	**5no Armasecure Steel Doorsets**	
Unique Serial No:	**Unit K-1**	**34323/A/030**
	Unit K-2	**34323/A/032**
	Unit K-3	**34323/A/034**
	Unit K-4	**34323/A/036**
	Unit K-5	**34323/A/038**

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:	**March 2019**
Warranty Validity Period:	**1 Year**