

# Maintenance / Cleaning Instructions

ASSA ABLOY Security Doors recommend that a maintenance contract is entered into to ensure that the maintenance requirements of the Warranty are met.

## HINGES

102x76 template drilled stainless steel. Fixed with 8 no stainless steel 5x10mm c/s screws. These hinges are self lubricating.

Check screws are tightened every 3 months. Clean off any excess oil with white spirits. On the occasion of grease seeping from the knuckle, wipe with white spirit. This will have no detrimental effect to the working of the hinge.

## SMOKESEAL

The seal does not require any maintenance. If it comes away from the door, contact ASSA ABLOY Security Doors for replacement immediately.

## FLUSHBOLTS

Lightly oil and check all screws every 3 months.

If not functioning, check with ASSA ABLOY Security Doors for further instructions.

## PULL HANDLE

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 and become unstable.

## CYLINDERS

Cylinders should not be lubricated with oil as this will attract dust which can affect their smooth operation. They should be maintained with a periodic application of powdered graphite into the keyway.

## CLOSER MAINTENANCE

Check screws are tightened every 3 months.

Since all internal parts are completely immersed in oil, there is little routine maintenance to be carried out. However, each overhead door closer should be applied to exposed pivot points. Ensure the door closes smoothly and firmly into the frame overcoming the latch and / or seals if fitted. If it does not, make sure the lock and hinges are correctly fitted and operating correctly before adjusting the closer.

To avoid slamming, the latch action should be adjusted.

Where backcheck or delayed action functions are incorporated these should also be checked and adjusted. Similarly with adjustable power units the valve should be adjusted to take account of the size of the door, variable air pressures and the ability of the user to operate the door. It is recommended that door stops are fitted to all non-backcheck applications to prevent the door opening beyond the limit of the closer.

## LOCKS

The correct operation of a lock or latch 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 deadbolts to easily engage the striking plate or keep, requiring an adjustment to their position on the frame. The mortice should also be checked to ensure that no debris has entered the lockcase. It is also important that the holes in the frame behind striking plates are free from foreign matter, to ensure unrestricted movement of the bolt or bolts. Lubricant should occasionally be applied to the side and striking face of latchbolts.

## GLAZING MAINTENANCE

Clean with a soft cloth and suitable window cleaning agent. If glass is broken or cracked, fit steel plate until new pane can be ordered and refitted.

## LEVER HANDLES

Backplate and rose 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 screw fixings should also be checked and tightened.

## PANIC HARDWARE

It is important that all panic and emergency exit devices are inspected and maintained properly to ensure safety is maintained when exiting a building in any situation.

To ensure the panic and emergency exit hardware is functioning correctly, it is recommended that a weekly inspection is made to check for damage, operation and that the keeps are kept free of any obstruction. Attention must be given to the ease of opening and closing with adjustments as necessary to compensate for any door or frame movement. Then every 3 months a check should be made to ensure all the fixings are secure and that the units are lubricated where necessary.

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

## WINDSTAY

Check all screws are tight, check restrictor is functioning

## **LOW PROFILE ALUMINIUM THRESHOLD**

Check that threshold is screwed to floor properly and that fixings are secured properly. Replace rubber seal if required. Wipe with damp cloth to ensure threshold is free of restrictions.

## **FIRE DOOR INSPECTIONS**

ASSA ABLOY strongly recommend all fire doors are inspected at minimum intervals of 6 months to ensure continued compliance with certified fire performance.

Should you wish to discuss fire inspections further please contact:

Mr Fred Williams

Tel : 0161-487-3286

Mobile : 07801 599917

Email: [fred.williams@assaabloy.com](mailto:fred.williams@assaabloy.com)

## **SERVICE AND MAINTENANCE AGREEMENT**

A planned maintenance programme should be considered with Assa Abloy Security Doors group

Should you wish to discuss service and maintenance agreements further please contact:

Mr Fred Williams

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