

Guidelines for Care and Maintenance of Products

Door Closers

Overhead door closers should be inspected for oil leakage, tightness of fixings and correct operation. Light oil lubricant 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. 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. With adjustable power units the valve should be adjusted to take account of the size of 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 back check applications to prevent the door opening beyond the limit of the closer. Doors operating on back check closers should be hung on grade 13 (BS EN 1935) butt hinges

During maintenance work only safe and suitable cleaning agents should be used which contain no corrosive or damaging constituents. In order to clean external surfaces a soft clean cloth should be used on no account should abrasive, chemical cleaners or metal polishes be used. Should the door closer system show signs of malfunction a competent specialist organisation should be called in to perform the necessary checks and component replacement.

Locks & Latches

These should not need any maintenance if fitted correctly. Dead and latch bolts can sometimes fail to engage in the strike plate, which can be due to movements of the door/frame or wear of the hinges. This can be rectified by adjusting the strike plate. On no account should oil be used as this attracts dirt and dust.

Cylinders

These should only be lubricated by a product approved by the cylinder manufacturer. On no account should oil be used as this attracts dirt and dust. If the operation of the cylinder appears to be jammed or is tight check that the locks deadbolt is engaging correctly within the strike plate.



Grant Haze SUFFOLK

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Hinges

Hinges more than any other product needs a regular maintenance program set depending on usage, building occupancy etc. Lubrication is obviously the most important consideration (although the phosphor bronze washered type is self-lubricating) also fixing screws may need re-tightening periodically. Hinges must be adequate for the purpose, must be fitted accurately and all hinge pins should be in vertical alignment. All screws should be checked for tightness.

Panic Hardware

These important exit devices will need to be inspected on a regular basis. The operation of the device should be tested to ensure the operation is smooth and efficient and that the latches and bolts locate correctly. The floor socket may also need to be cleared out as this can prevent the bottom bolt from fully extending. Lubrication should be limited to occasional application of a light oil to mechanical parts.

Lever Furniture & Pull Handles

These should require no maintenance if fitted correctly though screws or bolts should be tightened if found to be loose. Spindle grub screws should also be checked for tightness.

Floor Springs

Adjustment of the controls should be carried out if the unit is not closing correctly ie. closing speed, latching action, back check action and delayed action if fitted. It is important that the door has not dropped out of alignment. It is recommended that the door stops are fitted to prevent undue strain on the spring mechanism.

Electro-Magnetic Devices

Any electrical hold open device and its associated sensor or alarm should be checked once a week.

Sliding Door Gear

All tracks and channels must be straight and level with fittings adequate for weight and usage of door. Doors should be installed plumb. External door gear may require a protective coating to combat corrosion. All floor channels and bottom tracks should be cleared of debris to allow unimpeded travel of guides or rollers.

Care and Maintenance of Finishes

The build up of dirt and dust on door furniture and fittings can cause a breakdown of the high quality finish. This is more likely to occur in coastal or industrial areas and should be considered when implementing a cleaning program.

It is important that care is taken to maintain door furniture since many finishes especially anodised, electro-plated 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 a 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 of atmospheric conditions, dust, dirt and moisture.

Anodised Aluminium

All anodised aluminium finishes should be cleaned regularly with a dry cloth or duster and washed periodically with a mild detergent and occasionally wiped with a good quality silicone wax furniture cream. Do not use abrasive materials.

Stainless Steel

All finishes of stainless steel should be cleaned regularly with a dry cloth or duster and washed periodically with soapy water and dried with a clean cloth. Do not use abrasive materials or acid based cleaning products.

Un-lacquered Brass

Depending on the desired finish un-lacquered brass should either be cleaned regularly using a proprietary brass cleaner to maintain its shine or cleaned using soapy water and dried with a soft clean cloth to maintain its old look.

Lacquered Brass

Lacquered brass finishes should be cleaned using a dry cloth or duster and occasionally applied with a light coating of wax polish. After a period of time products which are regularly handled can become damaged and the lacquer will break down, if this occurs the lacquer should be removed and either re-lacquered or cleaned as polished brass.

Real Bronze Metal Antique

Offered in two forms, highly polished and antiqued, both types are supplied un-lacquered. The real beauty of bronze is how the surface finish matures and in the highly polished form it will either maintain its brilliance through handling or age gracefully as the bronze oxidises. In its antiqued form the unique iridescent patina, with constant handling, will slowly wear down to reveal the polished bronze beneath. Surfaces that are not handled, or are only handled occasionally, will retain their patina. Only clean with a soft clean cloth; do not use chemicals or abrasive materials.

Nylon

This type of product should be cleaned with a dry cloth or duster and washed periodically with soapy water. Do not use abrasive materials or chemicals.

Colour Coated

Products that are epoxy polyester or nylon powder coated should be cleaned with a dry cloth or duster and washed periodically with soapy water. Do not use abrasive materials.

Simulated Stainless Steel & Brass

These plated finishes should be washed with warm soapy water using a soft cloth. Do not use abrasive materials.

Enameled

This finish should be cleaned with a soft cloth. Do not use abrasive materials

Electro-Plated

Electroplated and plated finishes should be wiped clean with soapy water and a soft cloth, then wiped dry.

Nickel and Chrome

Door furniture with nickel and chrome finishes should be washed periodically with weak detergent solutions and rubbed occasionally with paraffin or light oil on a cloth.

P.V.D

Damp cloth or general furniture polish should be used.