

PRE-FITTING CHECKS

All door-sets are individually made, so check that the ID numbers on the frame and the door-leaf match. Identification numbers are etched at the top hinge of each leaf and in the same top hinge on the frame.

Before removing the existing door set please make sure that the new door will fit the opening by checking the sizes ordered against the new door. You should also check that the new door set matches what you have ordered.

Tools required for installation:

- Spirit Level
- Shims/Packers
- 17mm Socket & Ratchet
- Drill and 6 & 10mm masonry drill bits
- Screw driver
- Mastic

GENERAL CARE

Door sets are usually delivered on a curtain-sided lorry and can be unloaded using forklift trucks. Care must be taken when unloading especially with a forklift that the forks are positioned correct, and where possible extends past the pallet.

Lift the pallet a few inches to ensure the balance is correct, tilt slightly towards the driver and reverse clear of the lorry, slowly lower the pallet to the floor, lay the pallet on even ground making sure there are no objects on the floor that will damage the door.

Nothing should be placed on top of the door, even though the door is made of steel it can still be damaged if care is not taken.

There are a few simple points to remember:-

- Please be aware that these doors are heavy, we recommend two men.
- The doors must not be used as a table or seated bench whilst stored on a pallet.
- Take care not to damage the handles or anything that protrudes on the surface.
- Do not store in exposed places for long periods and protect from weather.
- The protective covering on the doors are for protection against dust and finger marks.

INSTALLATION AND FITTING, INSTRUCTIONS FOR STEEL DOORS+

STORAGE

Door sets on pallets which are being stored for long periods should be checked regularly that the polystyrene has not been crushed and no damage to the doors has occurred

Do not store un-protected doors on top of each other. If storing upright, make sure the door sets are secure and there is no danger of the falling over. Ensure they are stored well away from moving vehicles e.g. forklift trucks, cranes or where they are likely to be hit by foreign objects.

Take care not to damage the door hardware.

ATTENTION

- Standard Sash lock (including escape, latch, night latch receivers) come as standard with half moon on the latch section, this has been designed for filing down on site to ensure that the door shuts snug when closed.
- All doors closers and stays are supplied to the manufacturer's settings; you may need to adjust the door closer or stay after fitting the door.
- Standard panic latch receivers have an adjustable tongue, this may need to be adjusted if there is rattling in the door. This is easily done by removing the strike plate and using a flat edge screwdriver and gentle prise to open to minimise or even stop the rattle in the door.

USE OF SEALANTS

Care must be taken when applying any sealant; you must always follow the manufacturer's instructions and the safety information on the tube.

INSTALLATION

Preparation and fitting to the structural opening. Measure the structural opening at several points to check that it is square and level, and is to the correct dimensions as ordered.

The fixings must be able to support the weight of the door, the wrong type of fixing can cause the frame to not sit securely and bring about future problems.

1. Remove the door from pallet and remove all packaging.
2. Remove the keys from the frame.
3. Offer the frame up to the opening, assuming it fits. You must then position the hinge side jamb to the wall, level the jamb from front to back until square. Firstly fix the top hole and then the bottom.
4. Then position the strike side jamb and fix the top hole only.
5. Door must now be hung on the hinges. Close the door and adjust the bottom leg to suit the door.
6. Make sure the door leaf is free to swing with no obstructions on the floor, if necessary remove the obstruction from the floor or jack up the leg of the jamb with shims until the door passes the obstacle.
7. When you're happy that the door hangs correctly, fix the bottom hole then continue with the rest of the fixings. All fixings must be used.
8. Check all gaps around the door are, 3mm to the top of the leaf, 3mm to the hinges and 5mm to the strike-side. If the centre gap seems to be in excess use the hinge packers provided to close the gap.
9. Fit the door seal (if needed).
10. Plug the large holes with grommets supplied.
11. Finely tune if required by adjusting the hinges with hinge packers.
12. When totally satisfied that the door is fitted correctly, apply the mastic internally and externally to create a good seal.
13. For fire rated doors please follow as above, please use fire sealant to bs476 part 22 standards, failure to do so may invalidate the certification
14. For acoustic doors please follow the above instructions but please use Acoustic Sealant, failure to do so may invalidate the certification.



Please observe the correct fixings for the correct structures (as below).

STRUCTURE	FIXING
Timber	10 x 50 Coach Screw 7.5 x 82 Self rolling fixings
Steel	7.5 x 82 Self Rolling fixings M10 x 60 Hex Bolt & Nut
Brick	12 x 75 Monti Bolt 8 x 1000 Self Monti Screw

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TROUBLESHOOTING

PROBLEM	POSSIBLE CAUSE	CORRECTIVE ACTION
Doors do not fit in the frame.	Wrong door being offered.	Check the identification number on the top of each leaf and in the top hinge of the frame. They should be identical.
Doors will not close	Motar fouling closing surface or foreign object between leaf and hinge jamb.	Clean and re-try.
Door will not shut on the latch.	Half moon on the receiver has not been filed down enough.	File down receiver.
Door closer doesn't shut the door correctly.	Frame out of square or door is bent.	Correct by shimming as necessary or Straighten it; place the door on two blocks, one at the top and one at the bottom, so the bow is facing up. Place pressure on the bow until the bend is out and check with a straight edge, then re-fit.
Door bolts will not engage in the frame.	Debris fouling receiving hole or frame not level or square.	Clean out and re-try or re-align by shimming if necessary.
Door leaves not level at centre	Frame not level and/or square	Re-align by shimming as necessary
Panic furniture not operating correctly.	Frame, mullion, transom mis-aligned causing stress on panic furniture or panic furniture not on correct doors or panic latch tongue as excessive play	Remove frame section and re-fit square and level, re-fit panic furniture or swap panic furniture with other door (see labelling on boxes) or Adjust tongue on receiver.
Nemef Triple Locks Top and/or bottom bolt doesn't line up or unable to lock the door	Frame not level and/or square or centre strike plate not filed enough.	Realign by shimming as necessary or File and retry.
Maglocks do not work (SL 500)	No power	Check power supply to Maglock is sufficient. Incorrect power supply used (24 Volt ~ 2amp required)

For all other queries refer to the manufacturers troubleshooting guide. If the troubleshooting table does not solve the problem please contact us directly and we will attempt to solve your installation problems on the telephone. If we are unable to correct your

problem, we will send an engineer to the site to inspect and if possible rectify the problem within two working days. However, if we find the problem is down to the door sets being incorrectly fitted, you will be charged accordingly.

FAILURE TO COMPLY WITH THIS MANUAL WILL INVALIDATE THE MANUFACTURERS WARRANTY

QUARTERLY MAINTENANCE

- Hinges and ALL working parts **MUST** be lubricated with lanolin solution.
- Check the 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, frictionstays and other ironmongery, frame/threshold or substrate for loose fixings, smooth operation and security. Retighten or lubricate if necessary.
- Cylinder should only be lubricated with either Teflon or Graphite based oil.

WD40 or similar penetrative oil must not be used.

ALL IRONMONGERY NEEDS TO BE REGULARLY CHECKED - FAILURE TO DO SO MAY INVALIDATE THE MANUFACTURERS WARRANTY.

SAFETY INSTRUCTIONS

- Keep opening clear at all times.
 - Do not lean ladders on the door or support frame.
 - Do not operate an obviously damaged or unsecure door. If the door is found to be damaged, do not use the door and place a warning notice saying "Do Not Use".
 - Open and close the door using the handles fitted.
- Ensure a damaged door is checked by qualified engineer before operating.
- FAILURE TO DO SO WILL INVALIDATE THE MANUFACTURERS WARRANTY.**

MAINTENANCE OF IRONMONGERY

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 lanolin as below in the maintenance periods.

FAILURE TO DO SO WILL INVALIDATE THE MANUFACTURERS WARRANTY.

Door closure devices / friction stays

Check that the door-closing device is operating correctly. Ensure that the doors are not 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.

FAILURE TO CORRECTLY TENSION THE STAY WILL RESULT IN THE MANUFACTURERS WARRANTY BEING INVALID.

Electro-Magnetic hold open and swing free devices

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

FAILURE TO DO SO WILL INVALIDATE THE MANUFACTURERS WARRANTY.

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.

FAILURE TO DO SO WILL INVALIDATE THE MANUFACTURERS WARRANTY.

GENERAL MAINTENANCE

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

Door cycles per day	Recommended Inspection and Maintenance periods
Up to 15	Every six months
Up to 30	Every four months
Up to 40	Every two months
Up to 50	Every five weeks
Over 50	Every two 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, hardware and seals.

FAILURE TO COMPLY WITH THIS MANUAL WILL INVALIDATE THE WARRANTY.

MANUFACTURERS WARRANTY OF ONE YEAR IS ONLY VALID IF THE ABOVE MAINTENANCE AND PROFESSIONAL INSTALLATION AS BEEN CARRIED OUT.