

## Maintenance Advice

### Hinges :

Hinges must be fitted accurately to ensure efficient operation and all hinge pins should be in vertical alignment.

Hinges should be inspected periodically for wear that may inhibit the free movement of the door and also that may cause the door to drop. All screws should be checked for tightness.

Loosening of hinges is usually caused by poor alignment or by incorrect choice of screws. Loose screws should be tightened and, if possible, the problem should be eliminated by realigning the hinges or by replacing the screws with a more suitable type.

Hinges should be lubricated periodically with a light machine oil.

Whilst squeaking of hinges is a sign of lack of lubrication, if it occurs frequently then pin misalignment should be investigated.

### Overhead Door Controls :

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 inspected for oil leakage, tightness of fixings and correct operation. Light oil lubrication 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 latching 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 control should be adjusted to take account of the size of door, variable pressures and the ability of the user to operate. It is recommended that door stops are fitted to all non backcheck applications to prevent the door opening beyond the limit of the closer.

### Floor Springs :

Floor springs should be checked quarterly to ensure that the door closes correctly and that all fixing screws are tight.

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

### Ancillary Products :

These should be checked to ensure that they are correctly fixed and not interfere with the correct operation of other ironmongery or the door leaf.

### Electro Magnetic Devices :

Any electrical hold open device and its associated sensor or alarm should be checked weekly.

**Locks and Latches :**

The correct operation of a lock or latch, assuming correct fitting, is often affected by movement of the door or frame caused by climatic conditions or wear on hinges.

The 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 deep enough and 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 latch bolts. Grease should not be applied to the internal lock mechanism as this will attract dust.

**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.

**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. It is vital that any washers supplied with lever handles are fitted.

**Pull Handles :**

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.

**Emergency and Panic Exit Hardware :**

Regular inspection and maintenance is essential in the interests of safety.

Attention must be given to ease of opening and closing with adjustments as necessary to compensate for any door or frame movement. Floor sockets should be cleaned out to prevent foreign matter impeding bolt movement.

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

**Storage :**

Ironmongery is carefully packed before delivery to avoid damage. It is important that all ironmongery received on site is stored in secure, clean and dry conditions prior to fixing. Abrasives, acids and other corrosive materials should be stored well away from ironmongery.

**Fixings :**

When products are supplied with appropriate fixing instructions these should be used. Fixings should not be substituted without reference to Interior Hardware Ltd as this may affect product performance. Fixing instructions should be retained and handed over to Building Maintenance staff for future reference.

**Installation :**

In order to operate correctly, products should be installed in accordance with manufacturers fixing instructions. During the construction programme, ironmongery should be protected carefully after it has been fitted.

Maintenance

**Detailed advice is offered on the following pages.**

Whilst every effort has been made to cover the common concerns you may well require further information on some of our products or on the general area of preventative maintenance. In this instance please contact the Interior Hardware Ltd office, who will be pleased to assist you.

**Care of Finishes :**

More door furniture is damaged by incorrect cleaning than by any other means. It is vitally important to ensure proper care in keeping the finish clean. Dust, which is chemically active, and moisture, which is frequently acid, are the main natural hazards affecting door furniture. Simple, but regular, cleaning is, therefore, more successful than more severe sporadic treatment.

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 hard wearing 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 .

**Electro Plated Finishes :**

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

**Powder coated :**

Epoxy, polyester or polyurethane powder coated finishes should be cleaned with a soft cloth and household furniture polish. Under no circumstances must industrial solvents be used.

**Nickel and Chrome :**

Door furniture with nickel and chrome finishes should be dusted regularly. They should be washed periodically with weak detergent solutions and rubbed occasionally with a cloth dampened in paraffin or light oil.

**Anodised Aluminium :**

Satin and polished finishes should be dusted regularly. They should be washed periodically with weak detergent solutions and occasionally wiped with wax polish.

**Stainless Steel :**

Whether supplied in satin or polished stainless finish, stainless steel should be dusted regularly, occasionally washed with warm soapy water and dried with a soft clean cloth. Avoid acid or chloride based cleaning products and abrasive materials.

**Nylon :**

Nylon is a non porous material and the smooth surfaces of nylon products do not attract dust. Appearance can be maintained by wiping with a damp cloth which will restore the product to a pristine condition.

**Unlacquered Brass :**

Natural unlacquered brass should be polished from time to time with a proprietary brass cleaner, or left to acquire the natural patina of brass over a period of time. Surface grease and dirt can be wiped off using soapy water and a soft cloth and then a light coating of furniture wax applied.

**Lacquered Brass :**

Lacquered finishes should be cleaned by the occasional application of a light coating of wax polish. Eventually it is likely that the lacquer will become damaged and breaks down. When this occurs, all traces of the lacquer should be removed using acetate lacquer remover. The product may then be re-lacquered or cleaned as unlacquered brass on a regular basis.

For products fitted externally we recommend the application of wax polish once a week. Abrasives and metal polishes should not be used.

**Bronze :**

Bronze finishes should be dusted regularly and periodically washed in warm soapy water. They should also be treated occasionally with a sparing rub of wax or furniture polish.

**Stoving Enamelled :**

These finishes should be wiped with a non- abrasive, soft cloth and a gentle cleaner.