



# LOOK UP THE NEW

Operation &  
Maintenance  
manual

Steel hinged doors



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## Section 1

### Maintenance of Door & Hardware

To ensure reliable and safe operation, regular inspection and maintenance of the Door and Hardware are essential.

The manufacturer's warranty is valid for 1 year if the following maintenance regime is followed and accurately recorded, and the correct installation has been carried out.

Identified below are the guidelines for the care and maintenance of each of the door components which must all be checked to ensure the correct maintenance of the door assembly as a whole.

### Doors

The door alignment should be checked to ensure that the door and frame remain true and have not settled or moved.

Door Openings should be free from obstructions to ensure that the operation of the door is not compromised.

Doors should be free from scratches or dents and should open freely.

## Personnel Access Doors

These are generally fitted with a selection of locks along with either pull handles or lever handles and are generally used as the principle entrance doors to the building. Usage can vary depending on the number of people accessing the building.

## Plant Room / Store Doors

These are generally fitted with deadlocks and cylinders with either pull handles or a cylinder pull and are usually kept locked. These doors are generally designated as having low usage.

## Fire Escape Doors

These are fitted with panic escape hardware and closers or a stay and can be located on the outside of the building as the last point of escape, or on the inside of the building on corridors / stairwells etc. These doors are generally designed to be closed and are used infrequently.

**Note:** Some external fire escape doors are fitted with outside access devices providing keyed access. These are designed to allow limited infrequent access and any hardware should be used as such.

The frequency of maintenance is related to the amount of use:

### Door Usage per Day      Inspection / Maintenance Period

Up to 15 cycles	Every 6 months – Low use
15-30 cycles	Every 4 months – Medium use
30-40 cycles	Every 2 months – High Use
40-50 cycles	Every 4 weeks – High Use
Over 50 cycles	Every 2 weeks – Very High use

## Hinges

Lubrication is required as required by the usage guidelines stated previously. Hinges should get a few drops of penetrating oil at the top so it runs down into the wearing surface between the pin and the housing.

The application of lubricant prevents freezing in cold weather. A good time to schedule additional lubrication is just before cold weather starts.

During lubrication all hinge screws should be checked for tightness and that they are holding. If the door appears to have dropped this may be due to the hinge screws not being tight.

If the squeaking of hinges occurs frequently then pin misalignment should be investigated.

Any dark marks or stains around the hinge knuckle could indicate wear and potential impending failure.

## Overhead Closers

This information must be carefully observed and adhered to. Non-compliance will declare the Manufacturer free from any liability. The door closer must only be used in accordance with the instructions provided and its intended use of closing side hung doors.

## Testing the closers

Open the door fully and release. The door should close fully into the frame and overcome the latch.

Open the door and rest the latch bolt against the strike plate. On release the door closer should have enough power to latch the door closed.

Any failure of the door closer to meet the above should be investigated. Possible causes are that the spring power needs to be increased or that there is some misalignment between the door and the frame.

## Installation and adjustment

This must be done by specialists only. Where necessary a door stop or buffer must be fitted to limit the maximum opening angle of the door especially with the use of a slide arm closer. If necessary check details with the manufacturer Rutland UK and ask for advice.

## Incorrect use may cause injury

Obstruction of moving door leaf (dragging on the carpet)

Weather strips or rubber seals or badly fitted ironmongery

Incorrectly fitted or adjusted (doors slamming)

Danger of finger traps between frame and door

Incorrectly sized door closer

Closer is for alternative use and not side hung doors

## Maintenance by Specialist

Check that the door closer closes the door properly and that all fixing screws are tight

Periodically apply light oil to the arm knuckle joints and door hinges

Check adjustments of valves and they are correctly set

Entrance door closers should be checked more frequently.

## Electro Magnetic Devices

Any electric hold open device or electric lock should be checked for operation weekly along with any associated alarms.

## Locks and Latches

Factors affecting the operation of a lock / latch (assuming correct fitting) is often due to movement of the door / frame caused by weather conditions. Wear on hinges can also be a factor.

The result is most commonly discovered by the inability of the latch / deadbolts to locate into the keep located in the frame. All holes inside the keeps should be checked and kept free from dirt or debris. Also they should be deep enough to suit the latch / deadbolt.

Lubricant can be applied occasionally to the face and side of the latch bolts but should not be applied to the locking mechanism as this will attract dirt; screws and all fixings should be tested to ensure they are secure.

## Cylinders

Powdered graphite is the traditional material for lubricating pin tumbler locks. You can even use powdered graphite that comes in a little tube with a thin nozzle specially designed for squirting the graphite powder into the keyway. Also you can use powdered graphite in an aerosol spray, again a product intended specifically for lubricating locks.

## Handles

Lever handles - back plates and rose fixings should be checked for tightness and re adjusted if loose. Spindle and handle grub screw fixings should also be checked. Incorrect handle operation can lead to problems with the operation of the lock / latch.

Pull handles – Ensure that bolt through / face fixings are tight and adjust if loose. Loose pull handles can eventually lead to damage to the face of the door.

## Emergency and Panic Escape Hardware

Moving parts should be inspected for signs of wear and replaced as required. Lubrication should be used where indicated; screws and all fixings should be tested to ensure they are secure.

Security devices should be tested for correct function, particularly that they do not impede the correct operation of the door. Floor sockets, whether easy clean or dust-excluding, should be checked and cleaned out.

Bolts, rods and other protrusions should be checked to ensure they are straight and undamaged. Bolts for locks and latches should be checked to ensure they are fitting centrally into their respective keeps.

Parts liable to corrosive influence should be washed, lubricated and protected. Moving parts that pass through braces or brackets should be examined for wear that might cause intermittent jamming or rusting.

## Door Seals

Smoke, fire seals and weatherseals should be examined to ensure they are unbroken and secure in the door and that the gap in the door has not moved out of tolerance or the door moved out of square so as to prevent an effective seal.

Worn or damaged seals must be replaced with the appropriate product.

## Cleaning of Hardware

**Electro Plated** surfaces should be wiped clean with soapy water and a soft cloth and wiped dry. Nickel & Chrome surfaces should be dusted regularly and washed periodically with weak detergent solution.

**Stainless Steel** surfaces 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 abrasives.

**Nylon** surfaces do not attract dust as Nylon is a non-porous material. Appearance can be maintained by wiping with a damp cloth which will restore its appearance.

## Section 2

### Maintenance of Paint Finishes

#### Polyester Powder Coating Guarantees

Standard PPC finish is guaranteed for a period of 1 year subject to the cleaning and maintenance regime described below.

Marine Grade PPC finish is guaranteed for a period of 10 years subject to the cleaning and maintenance regime described below.

The guarantees only relate to the colourfastness and condition of the coating itself.

All steel used in the manufacture of the Defender Doorsets is fully galvanised which in itself offers very good protection against the weather.

All Polyester Powder coating paints used are applied to provide a microscopically smooth finish, made up of different resins which do different jobs for different environments and are applied with a suitable thickness to act as a barrier to protect the substrate.

For Marine environments prior to application of the paint finish any galvanised steel is coated using a Zero Zinc Antigassing primer which is based on a very high performance epoxy resin and has excellent resistance to chemicals and humidity. In connection with the galvanised steel this offers a high level of protection before the Powder coating is applied.

Following application of the high performance primer a standard powder coat paint finish is applied.

#### Maintenance of Paint finish

Powder coatings can be treated like most other paints and will benefit from regular washing. The aesthetic life will be prolonged by being polished and waxed with good quality car shampoos and waxes.

## Washing:

The frequency of washing depends on the environment in which the doors are situated.

For coatings in low risk exposure areas all paintwork should be washed down every 3 months.

In areas of high risk / marine environments all paintwork should be cleaned every month.

A mild detergent, or ideally car shampoo, applied by a cloth, sponge or bristle brush should be used (not an abrasive). The paint film should be cleaned from settled contaminants adhering to it. If the contaminant cannot be removed the following products have been tested for use:

- ✓ Ajax Cream
- ✓ Flash (in water)
- ✓ Ajax Liquid (in water)
- ✓ Cutting compound ('T Cut')

Prolonged contact with chemically active sediment (bird droppings) can drastically reduce the life of the paint.

If solvents are needed to remove marks a soft cloth dampened with white spirit may be used.

Solvents containing esters, ketones or chlorinated solvents must not be used without consultation as these can be too aggressive and can melt the coated surface.

## Scratches

Light scratches can be removed with the use of a cutting compound i.e. 'T Cut'.

Scratches that expose the galvanised metal underneath will need to be touched up with paint immediately to prevent oxidation from occurring behind the paint leading to further breakdown of any adjoining areas.

## Paint Protection

The paint will benefit from the application of wax. This will help maintain its shine, and for outside, the wax will seal any porosity in the paint and prevent any oxidation.

This can be applied during washing as most car shampoos have wax included. However, a dedicated application of wax will be much longer lasting.

**Note: For any guarantees or warranties to be valid, the cleaning / maintenance regime must be documented and recorded, confirming the frequency of maintenance along with all methods and products used. This must be submitted for any claim to be considered.**

## Section 3

### Disposal

95% of your steel door is manufactured from steel which is easily recyclable.

Mineral wool insulation within the doors can either, be bagged and sent to a mineral wool manufacturer, or can be sent to landfill.

Door hardware can be re-used where possible depending on the previous usage and condition. Again most hardware is made from metals that can be recycled.

Weather / fire seals cannot be recycled and should be sent to landfill.

Designed  
to Protect

[sales@metador.com](mailto:sales@metador.com)

[metador.com](https://www.metador.com)

01642 337119



**NBS Source**  
PARTNER

Britannia House, John Boyle Road, Middlesbrough TS6 6TY

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