

SECTION 10*

PACKAGE CONTRACTOR

OPERATING & MAINTENANCE
MANUAL

Wessex Industrial Doors

OPERATING & MAINTENANCE MANUAL

Wessex Industrial Doors Ltd

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SECTION ONE

INTRODUCTION

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1.1 PURPOSE OF MANUALS

This manual has been compiled to assist the Facilities Management Team in the cleaning and maintenance of the English Institute of Sport at University of Bath and to give them knowledge of the *Package Name*.

The information contained within this manual provides the user with a document, which should be used as:

- A comprehensive source of reference.
- An information base for effective maintenance.
- A guide to safety awareness.
- A basis for staff training.

The contents of this manual and its method of presentation have been specifically structured to allow rapid and easy retrieval of information on any documented aspect of the installed equipment/materials.

The information provided within the manual was produced following completion of the works contract, and issued on the handover date.

Additional works on this installation carried out after the handover date must be incorporated in order to retain the manual's validity and usefulness.

1.2 CONTENTS OF MANUAL

This manual has been divided into eighteen sections, each dealing with a specific aspect of the *Package Name* installation. A brief description of the contents forming the eighteen sections is given as follows: -

SECTION / 1 INTRODUCTION

This section provides an introduction to the manual, with a guide to the contents, structure and layout of the manual.

SECTION / 2 EMERGENCY PROCEDURES

This section contains the names, addresses, telephone and fax numbers of each company and/or sub-contractor involved in the supply of materials, components, assemblies and finishes.

SECTION / 3 DESIGN CRITERIA

This section provides details of the design criteria, together with all associated design calculations. Where the works element has no design component by the sub-contractor, this section is not applicable.

SECTION / 4 SYSTEMS/MATERIALS DESCRIPTION

This section provides a detailed description of the installation/materials provided, including locations within the building, type etc.

SECTION / 5 MATERIAL/EQUIPMENT SCHEDULES

This section contains schedules of the installation/materials provided, together with the names and addresses of their respective manufacturers and suppliers.

SECTION / 6 CLEANING INSTRUCTIONS

This section provides relevant instructions on the safe and efficient cleaning of the installation.

SECTION / 7 INSPECTIONS

This section describes a detailed inspection plan including procedures and recording methods enabling a systematic monitoring of the condition of the works element and to assist in the prediction of the need for preventative maintenance or replacement of component parts.

The inspections should be carried out by suitably experienced persons to the specific procedures detailed in the inspection plan.

SECTION / 8 MAINTENANCE INSTRUCTIONS

This section describes the recommended planned maintenance procedures for the installation and includes a method statement covering the procedures for replacement of damaged or otherwise defective materials or components, and materials and components that have a design life less than the design life of the works element and will therefore require replacement during the life of the works element.

SECTION / 9 RISK ASSESSMENTS

This section contains details of all relevant risk assessments associated with the operation and maintenance of the installation, together with a method statement describing the means of access to all parts of the works element and safe loadings.

SECTION / 10 HEALTH AND SAFETY/COSHH

This section contains all COSHH data sheets for the installation.

SECTION / 11 MANUFACTURERS' WARRANTIES

This section contains a copy of all relevant manufacturers' guarantees and warranties.

SECTION / 12 SPARES LIST

This section comprises of a parts identification list detailing and identifying replaceable items together with the manufacturers' recommendations for spares.

SECTION / 2

EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

Do not remove the casing over the curtain roll and the head gear unless the door is stopped, the chain is secured and locked in position or the power switched off at the isolator on power operated doors.

If in doubt the operation of the door contract Wessex Industrial Doors Ltd, Maintenance Department on 01935 473708.

24 Hour Emergency Repair and Securing Service.

Wessex Industrial Doors Ltd operated a 24 Hour Emergency Repair and Securing Service using their own engineers or approved sub-contractors.

Call on 01935 473708 – 0800 – 1700 Hours Monday to Friday. Outside the hours detailed above call 0777 5932269.

Should a power failure occur and in the unlikely event the battery back up system fails simultaneously operate the pull ring on the motor to lower the door and the haul chain to raise if required.

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DESIGN CRITERIA
CONTENTS

SECTION / 4**SYSTEM & /MATERIALS DESCRIPTION****1. SYSTEM DESCRIPTION AND SPECIFICATION.**

Supply, deliver and install 7 No. 1 Hour Fire Shutters BS476 part 22TE81537. Activated via PP200 solenoid release. Solenoid release activated by fire alarm system (signal and connection by specialist). Complete with Audio Visual, Battery Back-up to close in the event of power failure. Manual test and override chain facility to raise door.

2. OPERATING PROCEDURES

Ensure that opening and runners are clear of all obstructions and debris as damage may be incurred.

Whilst operating, monitor door travel continuously. If door travel is impeded, cease operation immediately and seek manufacturer's advice.

TO USE AS SECURITY SHUTTER

TO OPEN – Select up button on operating station and hold, shutter will stop automatically when pre-set top limit is reached.

TO CLOSE – Select stop button on operating station.

In the case of accidental activation the fire shutter can be reset by either pushing the up/reset button or by pulling the reset cable.

TO USE AS FIRE SHUTTER

Shutters fitted with fusible link will close automatically when fusible link melts allowing shutter to close under controlled descent through motor unit.

Shutters fitted with solenoid release mechanism will close automatically on receipt of signal from fire alarm.

NOTE

The current loss prevention certification board handbook states that no flammable products should be stored within two metres of a fire shutter.

(Maintenance) regulations require that doors only be maintained and tested by approved companies and trained engineers. Please call 01935 473708.

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MATERIAL / EQUIPMENT SCHEDULES

CONTENTS

1. WESTROW FIRE DOOR SOLENOID RELEASE INTERFACE PANEL (WIRING DETAILS)
2. LINK CONTROLS ADDITIONAL REMOTE KEY SWITCH.
3. CONTROLLED DESCENT WITH SINGLE PHASE PRE-WIRED OPERATOR (ELLARD)
4. SOLENOID RELEASE STYLE PP200 (ELLARD)

SECTION /6

CLEANING METHODS

General

Galvanised and Polyester Powder Coated Laths.

Laths manufactured from galvanised steel sections are designed for external applications and require little or no maintenance under normal operating conditions. Any general build up of dust or grime should be removed with a damp cloth using a proprietary soap and water mixture.

Bottom Guide channels

Bottom guide channels should be kept clear of debris build up on a daily basis. Build up may cause door to jam or not close properly. Simple brushing will suffice.

Winding Gear, Motor Unit, Barrel Assemblies

Winding gear, motor units (electric doors) and barrel assemblies are generally under cover at high level and do not require cleaning between planned maintenance periods.

Cleaning Materials, Solvents etc.

Heavy industrial cleaners such as trichloroethylene, paint thinners, formaldehyde, petrol, diesel, sodium bicarbonate or "Gunk" should not be used. Nor should sand or shot blasting techniques, nor oxidising agents. White spirit may be used to remove graffiti but the shutter door etc., should be thoroughly washed and rinsed using a proprietary soap and water mixture afterwards.

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SERVICE AND SAFETY

1. Service

It is essential that the door operation remains functioning in accordance with the operating instructions. To ensure this happens, a documented maintenance regime shall be established and maintained by the employer in accordance with regulation 5 of Workplace (Health, Safety and Welfare) Regulations 1992.

FAILURE TO DO SO MAY RESULT IN PROSECUTION IN THE EVENT OF AN ACCIDENT.

Wessex Industrial Doors Ltd operates a Service Contract scheme. If you require information on service contracts please contact the Service Department on 01935 473708.

2. Service Frequency

Note – Failure to keep the door regularly maintained could invalidate the warranty.

The following recommendations are for maintenance and repairs to ensure that the door remains in full working order throughout its service life. To ensure safe and reliable operation, regular inspection and maintenance is essential. The frequency is dependent on the use.

Door Cycles per Day	Recommended Maintenance Period
Up to 15	6 Months
Up to 30	4 Months
Up to 45	3 Months
Over 45	2 Months

Prompt service and repairs will avoid unnecessary stress on components which could lead to premature wear or failure.

WARNING – Activities which interfere with any part of the door which is under tension must not be undertaken by untrained personnel. Interference with these components can be dangerous and should only be undertaken by trained personnel as part of regular maintenance.

SERVICE AGREEMENT

CUSTOMER DETAILS;

SITE DETAILS:

Door Model & Quantity:

SO/No:

WD/No (if applicable):

Service Frequency: 6 Monthly /

Commencement Date:

Cost per service:

Exc VAT & consumables

Additional work carried out at a cost of £23.00 per man hour plus parts.

No call out or mileage charge for service visits.

Contract subject to the following:

1. This agreement is ongoing but can be cancelled by either party by giving three months written notice. The cancellation letter **must** be addressed to either the operations/managing director.
2. Charges are fixed for a period of one year and reviewed annually in line with the R.P.I. (Retail Price Index).
3. Inspection/service reports to be signed and left on completion of each service.

Signed on behalf of

Signature Date

Name Position

Signed on behalf of **WESSEX INDUSTRIAL DOORS (YEOVIL) LTD**

Signature Date

SECTION / 8

MAINTENANCE INSTRUCTIONS

1. Maintenance by the User

On a daily basis the user should ensure that:

- There is no damage to any parts of the door.
- Excessive force is not required to operate the door.
- Any damage to the door or excessive force needed to operate the door is reported and action taken as necessary to put the door in good working order.
- Components of the door and the guides are free from dirt and dust build up likely to affect the operation
- The door operation continues to comply with the Safety requirements.

2. Maintenance – by Specialist Engineer

The service and maintenance in accordance with the recommended Service Frequency (as before), should be carried out by Specialist Service engineer in accordance with the Service Work Instructions and Task Sheets.

3. Safety

The following safety instructions should be adhered to at all times, failure to do so could lead to an accident or injury.

- Keep openings clear at all times.
- Do not operate a damaged door, or one which is difficult to operate. In the event that the door found to be damaged or difficult to operate, lock the door, remove the key, leave a warning notice on the door and ensure that the door is inspected by a qualified person. If in doubt, contact Wessex Industrial Doors Ltd on 01935 473708.
- Do not lean ladders against the door, the guides or the casing.
- Stand well clear of the opening whilst the door is being operated.
- Operate the door only by the means provided.
- Do not remove the casing over the curtain roll and the head gear unless the door is stopped, the chain is secured and locked in position or the power switched off at the isolator on power operated doors.
- If in doubt about the operation of the door contact Wessex Industrial Doors Ltd Maintenance Department on 01935 473708.

4. 24 Hour Emergency Repair and Securing Service

Wessex Industrial Doors Ltd operates a 24 Hour Emergency Repair and Securing Service using their own engineers or approved sub-contractors. **Call on 01935 473708 0800 -1700 Hours Monday to Friday. Outside these hours call 0777 5932269.**

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INSTALLATION DETAILS

OUR REF:-

CUSTOMER:-

SITE ADDRESS:-

SIZE & TYPE OF DOOR:-

INSTALLATION DATE:-

FITTERS:-

INSTALLATION APPROVAL:-

SIGNATURE:-

POSITION:-

REMARKS ON SAFETY:-

REMARKS ON QUALITY:-

RESPONSE TO THE ABOVE COMMENTS:-

ACTION TO SAFETY COMMITTEE YES/NO

ACTION TO QUALITY CONTROL YES/NO

RISK ASSESSMENT PART A

1. Attend site and note any obvious hazards local to the site of the opening, special attention towards steps, slippery or uneven floors.
2. Refer to Control sheet attached Part B & appraise specific hazards to ensure that the risk falls within the accepted perimeters for the specific operation. Should it be felt the risk is to an unacceptable level, contact Site Agents\Safety Officer for consultation & means of reducing the said risks.
3. Erect "No Go Bollards" either side of the opening.
4. Check opening width & height coincides to manufacturing sheet. Check drill positions do not interfere with any service.
5. Check structure is sound & lintels are securely fixed.
6. Using transformers to reduce 240 volt to 110 volt, ensure transformer is plugged into nearest socket to the work area to avoid excessive extension lead use.
7. Check positions for lifting equipment are adequate to support the weight of the door & using approved & tested lifting equipment raise door into position
8. Complete installation of door and leave in good working order.
9. Clear all tools and packing material & any drilling debris.
10. Offer Installation sheet to site supervisor for acceptance & any additional comments
11. Sign off site

SAFETY ON SITE

LABOUR: On no account shall any site work which involves lifting equipment be carried out except by trained \ approved fitters. Full training to be given by Wessex Industrial Doors, and only after and approval of instruction will operatives be cleared for site installation.

LIFTING EQUIPMENT: All lifting equipment such as blocks, tackles and slings must have current safety certificates. Also site operatives are responsible for visual checks on same. The following checks must be made prior to any installation.

BLOCKS & TACKLES: Check both hooks, main body and load chain for safety clasps. Particular attention should be paid to clasp springs. Should any prove defective the equipment must be taken out of service until repaired & cleared for use.

SLINGS: Check all slings for safe working load before employing same. All Slings must be checked for signs of chaffing or fraying. At any sign the Slings must be returned to Wessex Industrial Doors for clearance or destruction. Any Slings not clearly displaying their safe working load must be taken out of service.

ELECTRICAL EQUIPMENT: On no account shall any electrical tools other than 110 volt be employed on site. The site operatives are responsible for the condition of their tools. Daily inspections must be made of all connections & plugs. All plugs must be correctly colour coded. Should standard 240 volt be the only available power on site voltage dropping transformers must be used. On no account should any lead other than 110 volt be run. Any transformer must be sited at source to ensure this is the case.

TOWER SCAFFOLDING & LADDERS; Any scaffolding must be erected to a safe standard, outriggers must be used. No scaffolding shall be employed without safety rails fitted at the correct height. Particular care must be employed when using ladders. No ladders are to be used unless they are securely lashed and only in exceptional circumstances will unlashd ladders be permitted. When using ladders unlashd the bottom of the ladder must be policed at all times.

CLOTHING/HELMETS: Hard hats must always be worn when on site. Suitable overalls should be worn, likewise protective footwear. Should any friction saws be used goggles & ear protection must be worn.

SMOKING: Smoking on site is prohibited.

SITE CONDUCT: It is Wessex Industrial Doors' intention that all site operatives should behave in a matter conductive to their position as representatives of the Company & as such exercise vigilance on every installation.

WESSEX INDUSTRIAL DOORS (YEOVIL) LIMITED

ARTILLERY ROAD ♦ LUFTON TRADING ESTATE ♦ YEOVIL ♦ SOMERSET BA22 8RP

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CONTROLLED DESCENT FIRE SHUTTER METHOD STATEMENT

TO BE READ IN CONJUNCTION WITH RISK ASSESSMENT SHEET ATTACHED

CHECKING THE STRUCTURAL OPENING

1. It is important that the jambs of the opening are vertical and plumb. The header beam should be parallel to the floor.
2. Check the opening width and height coincides with Manufacturing Sheet details.
3. Check the structure is secure and adequate to accept the shutter. Do not attempt to fix to light-weight insulation work.
4. Check the correct reference number is on the door package before removing packing.

INSTALLATION & FITTING OF THE DOOR

Set up platform scaffold or, in the case of openings which are too low for this, use steps or ladder arrangement.

1. Assemble drum to End Plate bearing 4 No M10 Nuts and opposite Motor Mounting End Plate 3 No M10 x 50 Set Bolts
2. With the Drum Assembly placed level on the floor, measure from End Plate to End Plate and ensure that the dimensions from top of End Plate to the top of the opposite Plate are the same. Repeat this from the bottom of each End Plate. If the dimensions are the same the End Plates are parallel. If not, twist each until equal dimensions are achieved. Now measure between each of the centres of the fixing holes in each of the fixing flanges of the End Plates. These are the drilling centres for the End Plates. Slide 6 No laths on to the drum and rivet End Lock. Revolve laths around drum and tape together to ensure they are not scratched or marked during the lifting operation.
3. Mark out drilling positions on the jambs of each opening. **Note:** it is an advantage to drill them + rather than - the dimensions taken for the width as Item 1.

Using 2 No Certified Lifting Blocks & Slings which should be attached to the structure above the opening at 1/6 from each end of the Drum Assembly for balance. Ensure Slings are in position and Safety Clips on Lifting Blocks are in position and Slings cannot ride off the Lifting Block Hooks. Alternative lifting methods are Site Fork Lifts or Genie Booms should there be insufficient head room for Lifting Blocks.

1. Carefully raise the Drum Assembly evenly ensuring Drum remains level throughout the lifting operation. When bolt fixing holes line up, bolt to structure. Ensure all fixings are secured. Release lifting equipment and remove from the work area.
2. Bolt the Motor to the End Plate 3 No M10 Set Bolts. Fit Drive Chain to Plate Wheel and Sprocket. Adjust tension of chain by pulling motor on adjusting shots. Tighten bolts.
3. Lower door via facility.
4. Cut the 2 No tapes which hold the laths tight to the drum. This will allow one end of the curtain to hang down just below the End Plate. In some cases it may be an advantage to add a bundle of 6 additional laths prior to lifting the drum to gain some additional clearance. Slide on remainder of laths and weight. Secure and rivet End Locks (2). Add laths.
5. Offer track angles up to edge of curtain, them plumb true and secure to structure with fixings supplied.

1. Lower door curtain into tracks using test facility and haul chain to raise. Check to ensure curtain is not binding in the tracks.
2. Fit Smoke Canopy to building structure. With fixings supplied resting on each End Plate to achieve support, secure central sections with rivets.
3. Fit motor cover to enclose operator.
4. Test Fire Shutter, drop testing with the test facility using the manual override to raise the door, making any adjustments as required.

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HEALTH & SAFETY/COSHH

1. COSHH ASSESSMENT SHEETS APPLICABLE TO OUR SITE WORKS AND MATERIALS SUPPLIED.

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WARRANTY

All equipment is guaranteed against faulty materials and workmanship for a period of 12 months from date of installation or delivery in the case of supply only, subject to fair wear and tear and having been maintained to manufacturer's recommendations.

NB: Where supply only, Wessex Industrial Doors Ltd accepts no responsibility for any damage resulting from poor installation by others.

Service and Maintenance

It is the responsibility of the client to maintain a fully detailed service and maintenance record and ensure they are serviced in accordance with the manufacturer's recommended frequencies.

Contact Wessex Industrial Doors Ltd on 01935 473708 for details of our Service and Maintenance Contract.

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DECOMMISSIONING/DISPOSAL

DECOMMISSIONING/DISPOSAL

1. Removal of installed door please see Method Statement (Reversal of installation).
2. Disposal, return to Wessex Industrial Doors Ltd for dismantling and recycling via our approved agent (Hallet Metal Recycling).