

Doordec OÜ	Compiled: Marianne Purge	Mark: P07J11v1
Usage and maintenance manual	Confirmed: Kaider Puniste	Page: 1
	Valid from: 22.08.2011	Pages: 4

## **USAGE AND MAINTENANCE MANUAL**

### Steel door usage and maintenance manual

#### **PURPOSE**

To give directions in correct using and maintaining steel profile doors, flush steel doors (including fireproof and safety doors), glass partitions/facades and other full glass solutions, in order to guarantee client's satisfaction and product's correspondence on requirements.

#### **DESCRIPTION OF USE**

1. As a rule, doors are opened by using a door handle to release the lock bolt. In case the door lock has been previously closed using a key, then it must be opened using one as well.
2. Use only the original keys, the manufacturer is not responsible for damages caused by the use of self made extra keys. Order your additional keys from the door manufacturer or from a lock company, approved by the manufacturer.
3. Do not use mechanical objects that may damage the door leaf and the frame while opening the door. Damaging the surface causes corrosion. Harm caused by mechanical damages isn't covered under warranty.
4. In order to keep the door opened one must use a prescribed door stop. It is forbidden to place objects, that hinder closing the door, between the door blade and the frame and therefore may damage the hinges, the door closer and the surface of the door. Avoid accumulation of snow and garbage under the door leaf and the door frame.
5. Fireproof doors must be in a closed position. When held open, fireproofed doors must be equipped with an automatic door closer.
6. Closure of fireproof doors and its automatics must be regularly checked by an expert.
7. During the fire, steel doors may become deformed and crush light construction wall (e.g. gypsum board on metal carcass), therefore using a fire door in the wall of the like is questionable.
8. It is required to keep doors in a closed position!
9. The completeness of set of fire doors must not be changed.
10. Avoid sudden closure or opening of doors caused by wind (especially doors with glass apertures). If necessary, adjust the windbreak of the door closer.
11. Check the condition of the lock, hinges, seals, closers and handles periodically, depending on the door usage frequency. If necessary, tighten screws, clean up refuse, oil. For further instructions, see following points.
12. The customer is required to fill a free-form maintenance diary at least during the agreed warranty period.
13. Without the manufacturer's written permission, it is forbidden to install additional equipment, drill holes or carry out any other operation on constructions of doors and glasses of doors, that impair the quality of the product.

Doordec OÜ	Compiled: Marianne Purge	Mark: P07J11v1
Usage and maintenance manual	Confirmed: Kaider Puniste	Page: 2
	Valid from: 22.08.2011	Pages: 4

14. Point loads on the door's threshold may cause deformation. When crossing the threshold with loads, steel bridge or a wooden balk on the same level as the threshold must be used.
15. Do not let snow or other refuse to accumulate between the frame and the door leaf.
16. It is forbidden to use wooden balk, metal spar, brick etc. between the door leaf and the frame in order to keep the door in an open position. Ignoring previous requirement may result in deforming the door hinges and the threshold and damaging the surface of the door leaf and frame etc. As a result, the door stops working properly and the manufacturer's warranty is no longer valid.

### **SAFETY REQUIREMENTS**

17. In order to use and install the door safely (if the manufacturer's installation is not ordered), read the present manual carefully.
18. When dismantling the product, generally accepted safety requirements must be followed. Use gloves, as the edges of an uninstalled frame may be sharp.
19. Avoid getting your fingers between the door leaf and the frame, especially the side with hinges. Also instruct children on this matter.

### **MAINTENANCE OF DOORS**

20. The hinges of a door must be oiled once a year, exterior door hinges twice a year. In order to oil the hinges, lift the door sheet off the hinges and then lubricate the bearings. Use a thicker lubricant for that.
21. The door is powder coated. If the coating is damaged, then after the warranty expiry date, the door may be repainted or corrected with liquid paint. In order to do that, the substratum must be cleaned from dirt, rust and oils. The substratum must be tempered as well. Only use paints that are meant for metal surfaces. Precise coating technology is regulated by the coating's manufacturer.
22. Clean the surface with a soft cloth, using a cleaning agent with set proportion of water if necessary. Do not use solvents, gasoline, acidic cleaners etc.
23. Surfaces of stainless steel products must be cleaned with a soft cloth using a special cleanser. It is forbidden to use acidic and abrasive cleaners.
24. Glass surfaces must be cleaned with cleaning agents that are meant for glasses using a soft cloth.
25. Check the condition of the door hinges and lubricate the axes and bearings of a hinge at least twice a year.
26. Clean and lubricate all rubber seals with silicone oil at least twice a year. Ensure that the seals are correctly kept in seal rabbets. Damaged and broken seals can not be changed under warranty.

### **MAINTENANCE OF GLASS**

27. Glass surface must be regularly cleaned with water or a cleaning product designed for glass, depending on how dirty the glass is. For cleaning, use a soft cloth or sponge which doesn't contain sand particles etc.

Doordec OÜ	Compiled: Marianne Purge	Mark: P07J11v1
Usage and maintenance manual	Confirmed: Kaider Puniste	Page: 3
	Valid from: 22.08.2011	Pages: 4

28. Paint, cement, concrete and other remains must be removed from the surface of a glass before they dry. The surface of a glass must be covered during external or internal finishing proceedings.
29. Informative stickers on the glass should be removed immediately after assembly.
30. Glass which is scratched or which has irremovable particles on its surface (welding and cutting sparks etc.), is permanently damaged and the warranty does not cover the exchange.
31. Mechanically broken glasses are not covered under warranty.
32. In case of a breakage of a glass turn to Doordec OÜ or directly to the manufacturer of the glass. During the warranty period, it isn't allowed to change glasses without manufacturer's consent. Manufacturer must be informed in writing about replacing glasses.

### **MAINTENANCE OF THE LOCKING SYSTEM**

33. The bolt of the lock and the handle must be cleaned and greased with lock tallow from the sides at least twice a year and more often in case of intensive use and more aggressive environment (preferably monthly). Use special lock oil for lubrication, other lubricants may damage the core and the warranty expires. You may order lubrication from a specialized lock company.
34. Handle's and knob's moving parts must be greased with lock oil or lubricated with lock tallow (a few drops of oil on the junction of the door handle and its attachment plate). For greasing use lock oil, other lubricants may damage the core and the warranty expires.
35. Purposeful use of a lock presumes that excessive force is not used towards lock and its individual components. Make sure that no litter or swarf comes upon the moving parts of the lock frame. Also no water should get into the frame.
36. Independently dismantling or reassembling lock frame or cores makes the warranty void.
37. Additional keys must always be made from original ones.
38. If necessary adjust the door closer. Most of the door closers need seasonal regulating. Abloy door closer has a regulation instruction on the inside of the closer's cover (remove the cover by pulling it away from the frame), you also find an internal hex key number 4 for adjusting, internal hex key number 5 for adjusting the closers springs. In other cases, you will find the closers regulating manual from the manufacturer's homepage.
39. Fireproof door closers are provided with stems that can not be unlinked – in order to prevent the door from remaining in an open position. Disconnecting the stem is forbidden.
40. Door closers are at room temperature and regulated on both sides of the door under same air pressure conditions during the factory pre-issue check. Readjustment is not covered under warranty.
41. Never paint over a lock frame or other lock parts.
42. Do not use chemically active substances, also scratching or other abrasive instruments for door handles or core caps.

Doordec OÜ	Compiled: Marianne Purge	Mark: P07J11v1
Usage and maintenance manual	Confirmed: Kaider Puniste	Page: 4
	Valid from: 22.08.2011	Pages: 4

43. For maintaining ASSA locks, use only ASSA lock tallow and ASSA lock oil, in accordance with the ASSA terms of warranty. Additional ASSA locks warranty terms can be found in: [www.assa.ee](http://www.assa.ee) .

#### **KEY ISSUES THAT MAY APPEAR**

44. The door does not open and/or close. Check if the door sheet does not go against the floor or if there are not any objects between the door sheet and the frame that would stop closing the door. Then check, if the lock's bolt is lubricated as set in the maintenance procedure and if the closer is properly adjusted. If the door still does not close freely then the problem may be that the door sheet goes against the frame. Find out the place where the door goes against the frame and then check whether the frame is properly secured or the building wall constructions have not perched (e.g. cracks in walls near the door). If it is obvious that the problem stems from the subsidence of the building then turn to the company that built the building. If it is obvious that the problems are caused by the installation of the door, then turn to the company that installed the door.
45. If the door has visible mechanical damages, turn to Doordec OÜ for subscribing a repair. If there are obvious door or lock warranty issues, turn to Doordec OÜ as well.
46. There are patches on the paint. Find out whether the door has been in contact with color damaging substances.
47. The exterior door frosts from the inside. The reason for that may be the very high level of humidity in the room, this occurs frequently in constructions. Also the disorder of ventilation systems may cause this problem.

Additional information about steel and steel profile doors can be found from: [www.doordec.ee](http://www.doordec.ee) . If you have problems associated with a door, mail [doordec@doordec.ee](mailto:doordec@doordec.ee) or phone +372 7 385 055

Doordec OÜ recommends to order a maintenance from the factory at least once a year. Administration fee forms according to price list.

Wishing for good usage!  
Doordec OÜ