



OPERATION & MAINTENANCE INFORMATION

GLAZED DOORS / SCREENS & FIRE RESISTANT PRODUCTS.

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PROJECT DETAILS

JOB TITLE:

DESCRIPTION & SCOPE OF WORKS:

Safety First!

Be aware of the dangers below when working with AEL glazed products.

- ♦ Pay attention to your own safety and the safety of others when working on or maintaining glazed products.
- ♦ Be careful not to trap fingers between the opening leaf and the frame.
- ♦ Don't leave open windows unattended to avoid a risk of falling.
- ♦ Take care with large or heavy opening units if it is windy.
- ♦ If in doubt with any maintenance procedure ask or seek specialist advice.



General Operation & Maintenance

1. Polyester Powder Coated Surfaces.

A simple regular cleaning regime will help to minimise any deterioration in the coated surface that will occur over time and regular inspection of the products will help identify when cleaning is required or if more serious damage has occurred.

Once the product has been installed ensure any construction 'debris' is removed—this includes plaster/concrete or splashes from adjacent paint works before they have a chance to dry.

Regular washing of the coated surface can be undertaken using a solution of warm water and non-abrasive pH neutral cleaning solution (e.g. a pH neutral mild hand washing detergent) applied with a soft cloth or soft natural bristle brush. Once the surface is cleaned thoroughly rinse the surface to remove all residues and dry off with a soft cloth.

WARNING!

DO NOT use abrasive cleaners or pads or cleaning products containing bleach/acids/alkalines. These products will damage the powder coated surface.

If in doubt of the suitability of cleaning materials test them on a small unobtrusive area before proceeding - if still in doubt seek specialist advice.

General cleaning of the powder coated surface can be undertaken at the same time as the cleaning of the glass, this should ensure your product continues to be visually acceptable for a long time.

2. Glass.

A regular cleaning of glass products will not only help retain their original condition it will help ensure the performance is maintained throughout their lifetime.

Clean the glass frequently to avoid dirt and debris building up to unacceptable levels. For cleaning use clean, warm soapy water applied with a soft cloth and rinse thoroughly when cleaning is complete.

For stubborn residue or dirt a proprietary commercial glass cleaning solution may be used, apply directly to the cleaning cloth to avoid overspray onto the frames or surrounding works.

WARNING!

DO NOT use abrasive cleaners or pads or cleaning products containing bleach/acids/alkalines. These products will damage the glass.

DO NOT allow metal or hard parts of any cleaning equipment to contact the glass surface.

Seek specialist advice if the glass has a coated surface (e.g. manifestation) before attempting any cleaning procedure.

General Operation & Maintenance

3. **Sealant & Gaskets.**

All sealants and gaskets should be periodically checked for signs of wear and degradation, especially for fire resistant products.

Perimeter Sealant & Glazing Sealant:

Is generally maintenance free but will need to be visually checked for any sign of it degrading over a period of 5-10 years. Once this occurs the sealant should be removed and replaced.

WARNING!

Ensure waste sealant & removed glazing tapes are disposed of in accordance with local guidelines.

Glazing tapes that have been removed should be replaced.

System Seals & Gaskets:

System seals & gaskets should be checked to ensure they function and have the correct contact pressure, if a seal has come out of it's retaining groove press it firmly back into place using your thumb.

Seals can be cleaned with water only & should be treated with a silicone stick to prevent them becoming prematurely brittle.

Ensure the automatic door threshold seal is in full contact with the floor.

Ensure any damaged seals are completely replaced.

Intumescent Strips:

Certain fire resistant doors will have intumescent strips applied around the door frame and door leaf edges. These strips should be checked to ensure they remain in position and are not working free.

WARNING!

Intumescent strips are vital to the fire resistant performance of the doors any loose seals should be re-fixed in place and any missing seals should be replaced immediately so as not to compromise the fire safety of the building (intumescent strips & their location can be identified on project specific drawings).

General Operation & Maintenance

4. Doors/Frames/Screens.

All products should be checked & maintained regularly as follows:

Visual Inspection:

- ♦ Check the general condition of the elements for damage, corrosion & defects.
- ♦ Check the attachment of the frames to the surrounding structure & sealant at frame edges.
- ♦ Check shadow gaps between frame & leaf are consistent & there is no sign of dropping.
- ♦ Inspect the glazing beads for correct positioning.
- ♦ Inspect all seals and gaskets for signs of damage or vandalism.
- ♦ Check any drainage slots are free from debris.

5. Door/Window Fittings.

Handles:

- ♦ Check fixings are secure and tighten as necessary.
- ♦ Check lever handles operate with a smooth unrestricted action.
- ♦ Handles can be cleaned with mild non corrosive detergents.

WARNING!

DO NOT use abrasive cleaners or steel wool to clean stainless steel fittings. These products will damage the fitting and promote the formation of surface rust.

Locks & Slave Leaf Bolts:

- ♦ Check the locks are secure within the door leaf profile.
- ♦ Check for any visible signs of forced entry or damage and report findings if necessary.
- ♦ Lubricate the latch/deadbolt or vertical locking points with a light oil or grease.
- ♦ Ensure the lock can engage/disengage easily when in the closed position - it may be necessary to adjust seals/hinges to ensure this occurs.

Door Closers:

- ♦ Check the closer is attached securely and not showing signs of wear.
- ♦ Ensure the door closer can close the door from any position and if necessary adjust the closing speed. (This includes the latching action if a door latch is fitted)

Hinges & Locking Pins:

- ♦ Visually inspect the attachment of the hinges/pins to the door and frame and ensure welding is intact or screw fixings are secure.
- ♦ Check for any signs of wear around the bearing point of the hinges.
- ♦ Lubricate the hinges with a light oil/grease. (Do not lubricate hinges with plastic liners)

Special Notes For Fire Doors & Screens

FIRE RESISTING DOOR/GLAZED SCREEN MAINTENANCE & CHECKLIST.

The Building Regulations and the Regulatory Reform (Fire Safety) Order 2005 (known as the RRO or FSO) place the ongoing responsibility for the fire safety of this building and it's occupants onto the 'responsible person'. The law now shifts responsibility for fire safety from the fire authorities to whoever has day-to-day control of premises that come under the RRO. Each business must appoint a responsible person, whether it is the owner, facilities manager or an expert consultant, to manage the fire risk to the building.

This Fire Resisting glazed screen (and doorset if applicable) has been manufactured, installed and glazed by Architectural Engineering Ltd group of companies in accordance with the current regulations and statutes. These works are in compliance with Fire Test Evidence issued by a Notified Body Testing House or an appropriate Assessment issued by a competent authority and have been completed by Technicians and Supervisors whose technical and practical competence is assessed by **Exova WarringtonFire FIRAS Inspectors**.

This installation has been checked and certified as being correctly carried-out and awarded a FIRAS certificate, a copy of which should have been included within the Operation & Maintenance manual and a copy of which will be held by **FIRAS, Exova Warrington Fire, Holmsfield Rd, Warrington WA1 2DS**.

The Regulatory Reform (Fire Safety) Order, effective from October 2006, makes the fire safety of your work place the responsibility of one selected person. AS THE FACILITY, OFFICE OR MAINTENANCE MANAGER YOU COULD BE RESPONSIBLE.

Regulatory Reform (Fire Safety) Order 2005: Article 17 (Maintenance).

17. —(1) Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or, subject to paragraph (6), under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.

Use this checklist to make sure your building, staff and yourself are fully covered. Fire doors and fixed fire screens are an essential part of any fire safety plan, but they will only fulfil their role if they are in correct working order.

Carry out the tasks in this checklist at least once every 6 months for each door, sidelight and fixed screen. This Interval should be reduced to once every 3 months in the case of high traffic/high usage areas.

IF YOU REQUIRE AEL TO CARRY OUT INSPECTIONS AND MAINTENANCE ON THESE FIRESCREENS THIS CAN BE ARRANGED BY CALLING 01695-732132 OR BY VISITING OUR WEBSITE:

www.a-e-l.co.uk

Date:

Inspection carried out by:

Door/screen reference number:

Date of next inspection due:

1. Check any project documentation and visually check the item & confirm that the door is in fact a fire door and has been certificated as such.



Comments:

2. Door Leaf. Does the door leaf sit against the frame rebate and is it free from distortion? Is the door free from damage including dents and holes?



Comments:

3. Door Frame. Is the door frame firmly attached to the wall? Is the frame to door leaf gap consistently 3mm? (tolerance of +/- 1mm)



Comments:

4. Intumescent/Smoke/Acoustic Seals. Are intumescent seals in place? (if not, procure from AEL – number below) install immediately. Are the seals well attached inside the groove in the frame or door leaf? Are the seals continuous around the frame? Are the seals free from damage? If you have a brush or fin type seal, is it free from damage?



Comments:

5. Hinges. Are the hinges all intact with all the screws fitted? Are all the screws the tight? Are the hinges free from metal fragments and oil leakage, which are signs of wear?



Comments:

6. Door Closers. Open the door to 5 degrees or 75mm. Does it close and engage with the latch? Is the closer correctly and securely attached to the door and frame? Is the closer free from damage and not leaking? If unlatched, does the closer hold the door in line with the frame and intumescent seal? If hung in pairs, do they close in line if both opened and released together?



Comments:

7. Hold Open Devices (only electronically powered allowed). Does the hold open device release the door when required?



Comments:

8. Lock & Latch. Does the latch hold the door firmly in place without rattling? Is there any play or looseness in the operation of the handles or the key/thumbturn?



Comments:

9. Glazing and Glass. Is the fibre seal and silicone top seal continuous and attached to the glass and bead? Are the glazing beads well attached to the frame and free from damage? There should be a gap of approximately 1mm at each end of all beads to allow for expansion in the case of fire. Is the glass free from damage, cloudiness and cracking? If the glass has been replaced, is it the correct fire rated glass for the overall system (check that all kitemarks match)?



Comments:

10. Threshold Gap. Is there a consistent gap under the door that allows it to swing without touching the floor covering? Is the door to floor covering gap consistently 10mm or less when the door is closed?



Comments:

If your fire doors or screens fail any of the elements on the checklist, visit www.a-e-l.co.uk for contact details to procure replacement parts to ensure your fire doors & screens meet all fire safety regulations. If you have any questions about the checklist and your responsibilities visit -

www.a-e-l.co.uk, e-mail info@a-e-l.co.uk or call **01695-732132**.

Further free copies of the maintenance checklist can be downloaded from our website. A copy of the completed checklist should be filed with the O&M Manual as an ongoing record that checks and maintenance have been carried out in order to fulfil your obligations under the Regulatory Reform (Fire Safety) Order: 2005. This should be done once every 6 months unless the door/screen is in a high-traffic area, in which case it should be done every 3 months.