Operating, Safety & Maintenance Manual for Roller Shutter & Sectional Overhead Doors

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1. **Sectional Overhead Doors.**

   Manually Operated Doors

   **A) To Open:** Unlock the door by moving the lock release lever. Stand on the door handle to release pressure, whilst turning the lock handle and/or withdrawing the shoot bolt fully. Lift small doors smoothly upwards by the door handle or the bottom of the door section, holding the pull cord to control opening speed.

   **DO NOT THROW THE DOOR UPWARDS!!**

   A chain hoist is provided for larger doors. Pull the hand chain smoothly and vertically in line with the chain wheel.

   Always raise the door to the fully open position, and engage the hand chain in the chain locking cleat if fitted.

   **B) To Close:** Pull smoothly on the cord or hoist hand chain. Stand on the door handle and engage the shoot bolt in side track.

   **DO NOT SLAM THE DOOR DOWNWARDS!!**

   **C) Wicket Door:** If fitted, ensure that it is closed and locked before opening main door.

2. **Rolling Shutters & Grilles.**

   Self Coiling / Push Up
A) To Open: Unlock by releasing the centre lock or bullet locks on the bottom rail or guides. Raise the curtain fully by a smooth upward lift on the bottom rail or recessed handles.

**DO NOT THROW THE DOOR UPWARDS!!**

B) To Close: Pull smoothly on the bottom rail or recessed handles. A long arm pole is supplied to pull the bottom rail of shutters and grilles above normal reach.

**DO NOT SLAM THE DOOR DOWNWARDS!!**

Gear Operated Shutters

A) To Open Or Close: Use the hand chain or winding handle, whichever is fitted. Operate with a smooth action. If the shutter/grille is to be left in an intermediate position always secure with the chain cleat or winding handle lock.

B) Wicket Door: If fitted, the wicket door and frame must be in the open position when operating the roller shutter curtain.

3. **Electrically Operated Doors**

General

A push button control set is provided as standard, but many other automatic control systems are available.

Any electrically operated door must be unlocked and the shootbolt fully withdrawn before the door is operated.

Lock cut out safety switches are available.
If an attempt is made to electrically operate the door whilst locked, a cut out switch will operate to prevent damage to the electric motor. Once the lock is fully disengaged the door will now become operable. If a sectional overhead door incorporates a personnel door it must be closed securely for the door to operate. If the door is not closed the safety interlock switch will prevent the operation of main door.

**Push Button Control Set (3-Way)**

A) **To Open:** Press and release the open/arrow indication button, the door will operate to the full opening height.

B) **To Stop:** To stop the door in an emergency or to stop the door in an intermediate position, press the “Stop” button.

C) **To Close:** Press close/arrow indication button:
If there are no additional safety features fitted to the door i.e. safety edge/photo cell, maintain constant pressure on the button (Dead Man Mode) until the door reaches the closed position.

If there are additional safety features fitted to the door i.e. safety edge/photo cell, press and release the button (Automatic Close). This will operate the door to the fully closed position.

**Power Failure**
In the event of power failure, electric operators may be switched to manual operation by a changeover device on the motor unit.

Refer to the motor manufacturer’s operating instructions.
Safety Instructions

1. **General**

A) Keep openings clear at all times.

B) Do not operate an obviously damaged door. If a door is found to be damaged, lock the door and leave a warning note on it. Ensure that the damaged door is checked by a qualified person before operating.

C) Do not lean ladders against door or tracks.

D) Stand clear of openings whilst operating doors.

E) Open and close the door using only the handles, chains or electrical controls provided.

2. **Sectional Overhead Doors**

If springs, cables, tracks or door sections are damaged, report this to a qualified maintenance company.

Under no circumstances should inexperienced personnel attempt to adjust or repair springs, cables or any part of the counterbalance assembly.

3. **Roller Shutter Doors**

If any of these door types are damaged or become difficult to operate, report this to a qualified maintenance company.

Under no circumstances should inexperienced personnel attempt to adjust the barrel and spring assembly.
4. **Electric Operators**

Do not remove the cover of the electrical operator control box without first switching off the power at the isolator.

Any necessary adjustments or fault finding must be carried out by a suitably trained and competent electrician.

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**Maintenance**

1. **General**

   The following recommendations are made for maintenance and essential repair work so that full use of the door throughout its economical working lifetime is obtained.

   **A) Maintenance Frequency**

   To ensure safe and reliable operation, regular inspection and maintenance are essential.

   The frequency of maintenance depends on the frequency of use.

   All maintenance should be carried out by fully trained and competent door installation engineers. It is advisable to encourage personnel to report any damage or defects noticed during day to day usage.

   Prompt repair actions will avoid any unnecessary over stressing of components and can greatly prolong the useful life of the door.
Guidelines for maintenance schedule:

<table>
<thead>
<tr>
<th>Cycles per day</th>
<th>Service schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 45 cycles per day</td>
<td>Every 2 Months</td>
</tr>
<tr>
<td>Up to 45 cycles per day</td>
<td>Every 3 Months</td>
</tr>
<tr>
<td>Up to 30 cycles per day</td>
<td>Every 4 Months</td>
</tr>
<tr>
<td>Up to 15 cycles per day</td>
<td>Every 6 Months</td>
</tr>
</tbody>
</table>

B) **Warning**

Activities which interfere with any of the components that are under tension must not be undertaken by untrained personnel as they can be extremely dangerous.

Attention to support brackets and guides.

Attention to the lifting cables and ferrules for wear and tear and to cable anchor devices.

Adjustment of the balance of operation by re-tensioning springs by re-tensioning springs or other counterbalance systems.

Removing or replacing moving parts of the door. Electrical features on electrically operated doors.

C) **Maintenance - By The User**

On a daily basis, the user should ensure that:

There is no damage to parts of the door.

Excessive force is not required to operate the door.
Any damage or force required to operate the door is reported and action taken in respect of repairs required.

Components of the door are clean and free of built up dust and dirt.

Any bottom tracks are free from debris and if not, cleaned out.

They are fully conversant and comply with the operating and safety instructions.

D) Maintenance - By A Specialist Engineer

On the maintenance schedule basis the specialist engineer should carry out the items in section B, C and also:

Check all fixing bolts and fitting screws/bolts are tight.

Generally clean the faces of the doors. Wipe any excess lubricant from the track.

Check operation of any shoot bolt/locks and lightly lubricate. Clean any hand chains - Do not lubricate hand chain or hand chain wheels.

Check safety devices have not been activated.

2. Sectional Overhead Doors – By Specialist Engineer

A well adjusted sectional overhead door will operate freely and smoothly and will be well balanced throughout its travel. When closed, it should provide a weatherproof seal.
A) **Inspection**

Inspect the doors, hardware, tracks and counterbalance assembly for damage. Particular attention should be given to track support brackets, cables and bottom cable fixings. Any damage must be reported for urgent repair.
*See section on door repairs.*

B) **Hardware & Tracks**

Check all fixings, nuts and bolts etc. Securing door hardware and tracks, tightening where necessary.

Check operation of locking, particularly that it fully retracts when released.

Clean vertical and horizontal tracks, apply a thin film of lubricant to running surfaces of tracks and lubricate all pivot points including rollers and lock parts.

Check adjustment of all rollers.

Check cable break devices, if they have been activated/damaged they will need replacing – refer to operation and maintenance instructions for this item.

C) **Counterbalance Assembly**

Clean and respray springs with a lubricant. Clean lifting cables and drums, check cables for any sign of fraying or damage and that they wind correctly on the drums.

Wipe lifting cables, respray with lubricant, lightly spray grooves of drums.
Clean hand chain and chain wheel - Do not use lubricants on these items.

Check that the chain wheel is secure on shaft.

Check that the roller chain, if fitted, is not slack. Adjust the position of the hoist to achieve correct tension, clean and lubricate the roller chain.

Check that the door is aligned with the vertical tracks and adjust where necessary.

Check that the fixings in drums and couplings etc. are secure, check the balance of the door and add equal turns to all springs if the door falls.

Check that the pusher springs are fully compressed when the door is fully open (on electrically operated doors only), lightly lubricate the shafts.

Check spring break devices, if they have been activated/damaged they will need replacing – refer to operation and maintenance instructions for this item.

D) Seals

Check the integrity of any weather seals.

3. Roller Shutter Doors – By Specialist Engineer

A) Inspection

Inspect the door, hardware, guides, brackets and barrel assembly for damage. Particular attention should be
given to the bracket plates holding the barrel and coiled curtain. Any damage must be reported for urgent repair.

B) Hardware & Tracks

Check all fixings, nuts and bolts etc. securing door hardware and tracks and tighten where necessary.

Remove dirt and old lubricants from the guides, and apply a film of lubricant to the inside surface - wipe off any surplus.

Check that the doorstops at the top of the guides are not bent and are secure and that the bottom rail is contacting them correctly on full opening height.

C) Curtain

Check that all end locks are present and secure. Straighten and secure where necessary - pay particular attention to wind locks.

Check for free operation of the wicket door (if fitted) and its clamping mechanisms. Lubricate the hinges.

D) Barrel & Counterbalance Assembly

Lubricate barrel/shaft bearings, apply lubricant through grease nipples (if fitted) - wipe off any excess.

Lightly lubricate hand chain gears - Wipe off any excess.

Check the operation and balance of the door throughout its travel.

Any gearing should run free with no tight spots.
If the tension requires adjustment, adjust as necessary (providing easy access can be gained to the barrel and curtain). If access is difficult, report the condition for further action.

If a coil casing is fitted check that the casing fixings are secure and that no part of the casing is fouling the curtain. Check safety brake device, if it has been activated/damaged it is recommended that it is replaced.

E) Seals

Check the integrity of any weather seals, re-secure if necessary.

4. Electric Operators

*BY AN APPROVED ELECTRICALLY OPERATED DOOR INSTALLER ONLY.*

Check fixing bolts securing motor unit to structure are secure.

Generally clean the motor unit (sealed bearings require no greasing).

The limit switch box, although well sealed, may very occasionally need brushing out.

Ensure that the operator control box is clean, dry and that the operating function of each button is clearly readable. Check for mechanical damage to the wiring and that all connections are secure.

Check that the door fully closes without slamming on floor.
Check that the door fully opens.

Adjust the limits as necessary.

Check the operation of the lock cut out switch and the pass door cut out switch, where fitted.

Check the operation of the manual changeover system.

Put into manual mode and check spring balance.

Check the operation of all controls paying particular attention to safety features:

Thoroughly inspect safety edge tubes and connections.

Check and adjust air switch.

Check spiral cable for continuity.

Check alignment for correct operation of safety and activation beams.

Check and adjust all activation systems.
DECLARATION OF CONFORMITY

TUBE OPERATED ROLLER SHUTTER DOOR

This product is in conformity with the following provisions of annex ZA. Table ZA.3 of BS EN 13241-1:2003.

EN 12424:2000  Resistance to Windload
EN 12604:2000  Mechanical Aspects Classification
EN 12605:2000  Mechanical Aspects Test Method

N.B. The door installation may not be put into service until the firm responsible for the entire installation has drawn up a statement of compliance and installed the CE mark, thus confirming that guideline 98/37/EC is observed.

Signed..................................  Date..............................

(89/106/EC; 98/37/EC; 89/336/EC; 73/23/EEC)
DECLARATION OF CONFORMITY

MANUALLY OPERATED
SECTIONAL OVERHEAD DOOR

This product is in conformity with the following provisions of annex ZA. Table ZA.3 of BS EN 13241-1:2003.

EN 12424:2000  Resistance to Windload
EN 12425:2000  Resistance to Water Penetration
EN 12426:2000  Air Permeability
EN 12428:2000  Thermal Insulation
EN 12453:2000  Safety in use of Power Operated Doors
EN 12604:2000  Mechanical Aspects Classification
EN 12605:2000  Mechanical Aspects Test Method

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Signed........................................... Date..............................

(89/106/EC)
DECLARATION OF CONFORMITY

ELECTRICALLY OPERATED
SECTIONAL OVERHEAD DOOR

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