

Glazed Screens

Operations and Maintenance Manual (End user)

January 2018



FIRE | ACOUSTIC | SECURITY | HOSPITAL | BALLISTIC | COMMERCIAL
Performance Door, Window & Panel Manufacturers

Head Office: Pacific Door Systems Ltd. 17 Meachen Street, Seaview, Lower Hutt
P.O. Box 36065, Wellington Mail Centre Lower Hutt 5045, New Zealand
P: + 64 4 568 6109 F: + 64 4 568 8531 W: www.pacificdoors.co.nz

Use and Care of Glazed screens

The best way of ensuring long term durability of an opening glazed screen is to ensure that the door leaf swings freely throughout the arc of the door opening, and that any hardware fitted is well maintained and regularly adjusted as required, allowing the door set to function as intended i.e. the closer allows the door leaf to close smoothly and the door latches without needing to be forced.

Doors being held open with blocks or wedges after they have been hung will induce stress on the hinges or cause the door to twist when working against a closer. Wedges or blocks should be removed to avoid the temptation to use them. Fire doors must only be held open on approved magnetic hold open devices. Wedging open of fire doors is against the law as this will prevent them from functioning as a fire stop door.

Glazed screen Finish Maintenance

External door and window frames must receive an appropriate finish to adequately seal and protect the materials depending on the degree of exposure, including additional protection by flashing. Painted or powder coated steel in exterior situations requires regular cleaning to remove salt deposits and maintain the protective coating, the frequency of this cleaning is dependent on the location and level of exposure but quarterly cleaning should be a minimum given New Zealand's coastal environment.

Care should be taken to ensure that the water used in the cleaning process does not contact the glass core or unpainted/untreated elements. High pressure washing should be avoided at all times.

PAINT FINISHED

It is imperative that all components are well painted to protect metal surfaces where applicable. The selected coating system must be suitably maintained to provide an ongoing adequate seal according to the paint supplier's recommendations in order to prevent deterioration of the doors or frame.

ZINC TREATMENTS

In order to maintain the protective qualities of a zinc treated steel element, care should be taken to ensure that any damaged element is re-coated with the appropriate zinc-rich product.

POWDER COATED

As a general rule cleaning should take place every six months. In areas where corrosive agents are more prevalent, such as beachfront houses and industrial or geothermal areas, then a cleaning program should be carried out on a more frequent basis i.e. every three months.

The effects of ultra violet light, atmospheric pollution, dirt, grime and airborne salt deposits can all accumulate over time and should be removed at regular intervals. For further detailed information refer "Dulux Caring for your powder coated article or joinery" data sheet attached.

Glass / Glazing Maintenance

PRELIMINARY IMPORTANT INSTRUCTIONS

Glass is by its very nature, durable, tough and easy to maintain. By following the guidelines in this document, you can ensure that it stays clean and bright for many years:

- Execute the cleaning and maintenance of glazing in safe conditions. Wear the necessary personal protection equipment at all times and take the necessary actions for glazing difficult in access.
- Carefully read the manual of the chemical agents and detergents used. Comply with the instruction manuals. When in doubt, contact the manufacturer. Try to limit their use to the very strict minimum.
- All products containing hydrofluoric acid or fluorine derivatives are prohibited since they can damage the coating and the surface of the glass.
- Highly acidic and alkaline products are prohibited, as they are abrasive products.
- Ensure the chemical compatibility between the products used and other components (seals, paints used on the frame, aluminium, stone, etc.).
- When carrying out the special cleaning regimen, always start with a trial on a small area.
- Do not wash the glass when it is fully exposed to the sun. Avoid washing it when it is too cold or hot.
- Take advantage of the washing process to inspect the seals, drainage and frame (refer separate note below with regard to maintenance of Mastic below).
- Make sure that cloths, squeegees and other tools are in good condition at all times.

ORDINARY CLEANING REGIMEN

In most cases, glass can be washed with plenty of clean water. Sometimes a bit of neutral detergent or an appropriate commercial cleaning product can be added to the water. A squeegee or specially designed cloths are also used. Once cleaned, the glass should be rinsed with clean water and wiped with a squeegee.

FREQUENCY

How often the glass needs to be cleaned will depend on the surrounding environmental conditions and pollution levels. Glass gets dirtier in dusty, industrial areas, in areas with lots of road traffic, near the sea, and when it is not exposed to very much rain. Glass should be cleaned frequently enough so that the ordinary cleaning regimen described above is sufficient. The recommended minimum frequency is every six months.

SPECIAL CLEANING REGIMEN

Remove oily spots and other organic pollution with solvents such as isopropyl alcohol or acetone applied with a soft, clean cloth. Remove other residue by lightly polishing with a suspension of cerium oxide in water (between 100 and 200 grams per litre). Rinse thoroughly and then follow the ordinary cleaning regimen.

Door Maintenance

As well as the below maintenance advice; New Zealand Standards 4520 section 7 is dedicated to the inspection, maintenance and reporting on fire doors. We would encourage you to familiarise yourself with this standard. www.standards.co.nz

INSPECTIONS

Fire protection doors can only fulfil their tasks (life-saving and space enclosing effects) if their functionality and readiness for operation are ensured at all times.

Inspections should be carried out by a suitably qualified maintenance contractor. The frequency of inspections is dependent on the installation situation and the number of door operations.

Regular inspections are recommended for the following installation situations as a minimum:

- Doors in emergency escape and rescue routes, doors in buildings with special uses (e.g. schools, hospitals, public buildings with public traffic and places of assembly, etc.): every 3 months or after 50,000 operations.
- Doors in buildings with normal use: every 6 months or after 50,000 operations. Defects / faults (e.g. heavy action, noises) shall be immediately rectified. Even if no defects are detected, the doors must be fully serviced:
 - After 50,000 operations or
 - At least once a year

GENERAL

Defective or deficient parts may only be replaced by an authorised specialist company in consultation with Pacific Doors. Only genuine parts from Forster Profile Systems Ltd may be used. The inspections and measures must be recorded in a report (e.g. logbook).

MAINTENANCE TASKS

The following work must be carried out once a year or after max. 50,000 opening operations. The work must be documented and the records placed in safe keeping by the building owner.

Visual inspection

- Check the general condition of the elements (damage, paint damage, corrosion, cracking, cracks and runs in the glass).
- Check attachments to the building structure (seat of screws and fastening elements).

Seals for fillings and adjoining building components. Mastics must be maintained in accordance with the manufacturer's instructions. We advise an inspection one year after the installation, and after this, an annual inspection of a representative part of the construction in order to determine if a detailed inspection, or maintenance, is necessary

- Inspect silicone seals, glazing gaskets and ceramic fibre tapes for damage (cracks, vandalism, etc.).
- Inspect glazing beads for correct seating.

Clearance gaps

- Check clearance gaps between frame and leaf.
- Adjust the hinges in case of deviations.

Hinges and locking pins

- Check the attachment of hinges and locking pins.
- Hinges must be lubricated with NLGI 1 universal grease.
- Only use cleaning agents which contain no corrosive substances.

Seals

- Check seals for contact pressure and flexibility.
- Treat seals regularly with a silicone stick or polymer lubricant to prevent them from becoming prematurely brittle. It is best to lightly clean them with water.
- Completely replace brittle, defective or missing seals. Replacement parts are available from Pacific Doors.
- Check the lowering floor seal for its trigger function and full contact with the floor and re-adjust or replace as required.

Door closer, sequence close regulator, carry bar

- Check the attachment of fitting components for secure fit.
- The door must be self-closing from any position (observe specifications in the installation instructions of the door closer).

Locks, handles, bar knobs, additional latches, drive bolt locks, switch latch in the fixed leaf, (all fittings)

- Check fastening screws for tight fit and completeness.
- Check whether there are any visible traces of forced entry or damage.
- Clean and lightly grease locking latches (vertical, horizontal), bolts and strikes.
- Check all functions, e.g. opening of the fixed leaf if applicable.
- Only use cleaning agents which contain no corrosive substances.
- Check that the identification plate is fitted in the rebate and contains all the relevant information if fire rated.

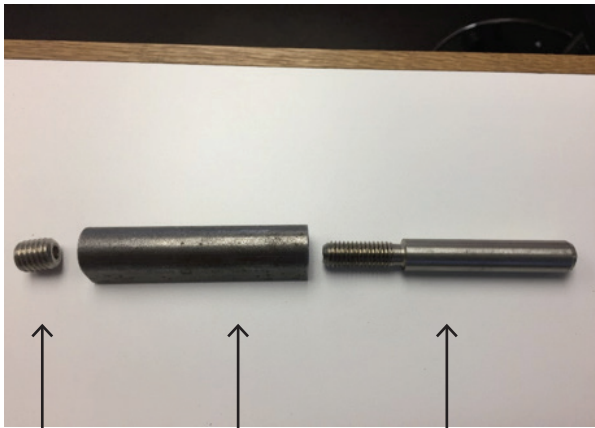
Hinge adjustment



To adjust in height loosen the lock nut with a 6mm Allen key.



Drive a 5mm Allen key through the hollow lock nut and move door leaf up or down by turning the hinge bolt with the key. After adjusting the height fix bolt with the lock nut.



Locking hollow grub screw

Bottom hinge body

Top hinge pin



5mm Allen key shown inserted through hollow locking grub screw

Bottom hinge body



Bottom locking grub screw in bottom hinge body

Top hinge pin 5mm Allen key hole shown

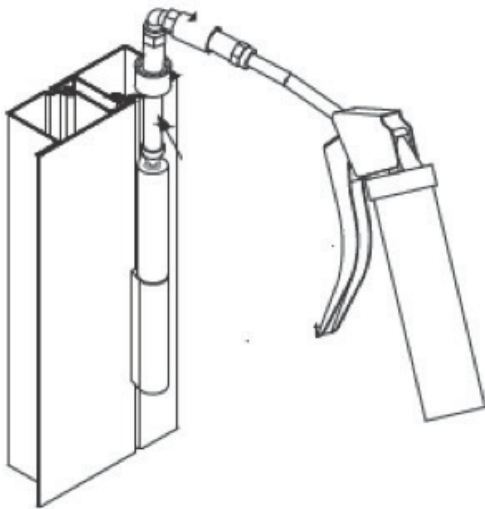
Hinge adjustment continued...



Doors are fitted with Dorma TS 93 door closers see specific manufacturer's instructions for closer adjustments.



Locks have to be greased at least once per year (not resin oil).



Hinges must be lubricated with NLGI 1-2 universal grease. Via standard needle point grease tip inserted into the port provided.