Operation and Maintenance for Sectional Overhead Door
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Scope of works

Sectional Overhead door:

Operation and maintenance of Sectional Overhead door system

Operation

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.

Safety Instructions

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.
F. 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.

Maintenance

The following recommendations are made for maintenance and essential repair work to achieve the maximum efficiency of the door throughout its economical working lifetime.

Maintenance Frequency

- To ensure safe and reliable operation, regular inspection and maintenance is essential.
- The frequency of maintenance depends on the frequency of usage.
- Service 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 daily usage.
- Prompt repair actions will avoid any unnecessary over stressing of components and can greatly prolong the useful life of the door.

One cycle is Opening / Closing of the Section Overhead door one time.

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<th>Guidelines for maintenance schedule</th>
<th>Service by a specialist Engineer required:</th>
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<td>Cycles per day</td>
<td></td>
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<tr>
<td>More than 45 cycles per day</td>
<td>Every 2 months</td>
</tr>
<tr>
<td>More than 30 Cycles per day</td>
<td>Every 3 months</td>
</tr>
<tr>
<td>More than 15 cycles per day</td>
<td>Every 4 months</td>
</tr>
<tr>
<td>Less than 15 cycles per day</td>
<td>Every 6 Months</td>
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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.

Maintenance - By a Specialist Engineer

On the maintenance schedule basis the specialist engineer should carry out the items mentioned in section A, B & C and in addition should follow as per below:
- 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. Attention to support brackets and guides.

**A. 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

**B. Counterbalance Assembly**
- Clean and re spray 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, re spray 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.

**C. Seals**
- Check the integrity of any weather seals.

**Warning & Attentions:**
- 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 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.

Parts

1. Coupler
2. Torsion spring mechanism
3. Drum
4. Bracket
5. Horizontal track
6. Panel
7. Side guide