

# ExcluDoor® 3

## Security Door Range

## Operation, Maintenance and Repair Instructions

### Annual Maintenance

Check door leaf(s) for damage.

Check the door leaf alignment. Ensure door leaf does not scrape the frame and has the required clearance.

Check hinge pivots.

Check locks, latches, handles, panic latches and other ironmongery for smooth operation and security.

If any problems are found refer to relevant fitting instructions or contact Sunray.

### Safety Instructions

Keep opening clear at all times.

Do not lean ladders on the door or supporting frame.

Do not operate an obviously damaged or unsecured door. If the door is found to be damaged, do not use the door and place a warning sign stating "DO NOT USE". Ensure a damaged is checked by a qualified engineer before operating.

Open and close the doorset using only the handles fitted.

### General Maintenance

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

The frequency of the maintenance depends on the amount of use.

Door cycles per day	Recommended inspection and maintenance periods
Up to 15	Every six months
Up to 30	Every four months
Up to 40	Every two months
Up to 50	Every five weeks
Over 50	Every two weeks

Finished doors can be cleaned using mild household detergents or washing up liquid with warm water.

DO NOT use any chemical solvents, bleach or abrasive type cleaners, which will affect the paint finish.

Finish coat must be applied to primer only doors within a reasonable period to prevent corrosion.

### Maintenance of Ironmongery

All ironmongery needs to be regularly checked for damage and wear.

### Hinges

Check that there is no visible wear on the hinges. Any dark marks or stains around the hinge knuckle could indicate wear and impending failure, meaning that the hinges should be replaced as soon as possible.

### Door Closer Devices

Check the door closing device is operating correctly. Ensure the doors are not being wedged open. Open the door fully and check it closes and fully locks without binding on the floor. Check door closing speed to be approximately 10 seconds from 90 degrees and ensure the door does not slam. Adjust speed as necessary.

### Locks and Lever Handles

Check the levers fully return to the horizontal position after use and that the latch bolt is engaging smoothly and completely into the strike. Wipe any metal dust deposits off the latch bolt and strike plate.

Adjust, lubricate or replace as required.

### All Ironmongery

Make sure that all fixings are secure. Ensure hinges are lubricated. Also some closer arms may require lubrication.

