



**SECTIONAL
OVERHEAD DOORS**
**OPERATING MAINTENANCE
AND SAFETY INSTRUCTIONS**

Operating Instructions

MANUALLY OPERATED DOORS

TO OPEN: Unlock the door by disengaging the lock. Stand on the footstep handle where supplied to release the pressure and at the same time withdraw the shoot bolt or turn the locking handle as appropriate.

Push up Doors: Lift the door smoothly upwards by the handle or bottom of the door holding on to the pull chain to control the opening speed.

DO NOT THROW THE DOOR UP.

Hand Chain Operated Larger Doors: Supplied with a geared chain hoist. Pull the hand chain smoothly hand over hand and vertically in line with the chain wheel. NOTE: trying to pull the chain at an angle may damage the hoist.

Always raise the door to its FULLY OPEN POSITION and engage the chain in the chain cleat where supplied.

TO CLOSE: Pull smoothly on the pull chain or chain hoist. When closed stand on the footstep handle and engage the shoot bolt and/or locking mechanism as required.

NEVER SLAM ANY DOOR CLOSED.

PERSONNEL ACCESS DOORS (WICKET GATES)

Where fitted ensure that it is securely closed before opening the overhead door.

Some wicket gates on electrically operated doors may be supplied with interlocks to prevent the main door being operated until the wicket gate is closed.

ELECTRICALLY OPERATED DOORS

Standard electrically operated doors are supplied with a push button operator.

Before attempting to operate any electrically operated door you must ensure the door is unlocked and that the shoot bolt is fully withdrawn; some systems are supplied with a micro switch which prevents the door from being operated until the shoot bolt is withdrawn.

TO OPEN: Press the OPEN button and release - the door will open to its full height and stop as long as the limits are correctly adjusted - referred to as "Impulse Operation".

TO CLOSE: Press the CLOSE button - if there are no additional safety systems such as photo cells or safety edges then continuous pressure must be applied until the door is fully closed - referred to as "Dead Man's Operation".

If additional safety systems are fitted then "Impulse Operation" may be possible whereby the CLOSE button is pressed and released and the door will return to the closed position.

To stop the door in an emergency or at an intermediate position push the STOP button.

In case of a power failure there will be a MANUAL OVERRIDE facility and you should refer to the motor manufacturers instructions.

There is a wide range of automatic activation systems and any operative must be fully conversant with the controls.

Maintenance

The following recommendations for maintenance and repairs are intended to ensure that the best possible use is obtained from your door.

Failure to keep your door maintained properly could invalidate any warranty.

MAINTENANCE INTERVALS

Frequency of maintenance is dependent on usage. Recommended maintenance intervals are as follows:

DOOR CYCLES PER DAY: SERVICE INTERVAL:	Up to 15 Every 6 Months	Up to 30 Every 4 Months	Up to 45 Every 3 Months	Over 45 Every 2 Months
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DAILY MAINTENANCE

Daily Maintenance may be carried out by the USER.

ENSURE: The door is not damaged in any way • Excessive force is not required to operate the door • Damage or operating difficulties are reported and action taken to carry out necessary repair • Door components are clean and free from build up of dirt or dust • All operatives are fully conversant with operating instructions and safety requirements.

Any damage or defects should be reported straight away.

A damaged door should be repaired as soon as possible to prevent possible excessive wear and tear to the door components.

SERVICING

Servicing to be carried out by fully trained and competent INDUSTRIAL DOOR ENGINEERS only.

A well adjusted overhead door should operate freely and in a smooth, well balanced manner and when closed provide a weather resistant seal.

INSPECTION: Inspect the door, hardware, tracks and counterbalance assembly for damage. Particular attention should be given to track support brackets, roller support brackets, cables and bottom cable fixings.

Any damage must be reported for urgent repair.

HARDWARE AND TRACKS: Check all fixings, nuts and bolts etc securing the door hardware and tracks - tighten where necessary • Check operation of locking, in particular that it fully retracts when released • Clean vertical and horizontal tracks and apply a thin film of grease to running surfaces of tracks if appropriate, and lightly oil all pivot points including rollers and lock parts • Check adjustment of all rollers.

COUNTERBALANCE ASSEMBLY: Brush off and lightly oil springs • Brush lifting cables and drums - check for any sign of fraying or damage and that they wind correctly onto the drums (Tip - to check if a cable is fraying, carefully wipe a wad of cotton wool along the length of the cable and where it sticks look for signs of fraying) • Wipe lifting cables with a slightly oiled cloth and lightly grease grooves of drums • Clean hand chain and chain wheel - **do not grease or oil these items** • Check chain wheel is secure on the shaft • Check roller chain (if fitted) is not slack, adjust the position of the hoist to achieve correct tension • Clean and oil the roller chain • Check door is aligned with vertical tracks and adjust as necessary • Check fixings in drums and couplings etc are secure • Check balance of the door and add equal turns to all springs if the door falls • Check the pusher springs are fully compressed when door is fully open (applies to chain hoist and electrically operated doors only) • Lightly grease the shafts.

SEALS: Check integrity of all weather seals and re-secure if necessary.

ELECTRIC OPERATORS AND CONTROLS: Refer to manufacturers instructions.

Safety Instructions

- 1) Keep openings clear at all times.
- 2) Do not operate doors that are obviously damaged - lock it, put a warning notice both sides and report.
- 3) Do not lean ladders against doors or tracks.
- 4) Stand clear of a door in operation.
- 5) Only open and close the door using chains, handles and electrical controls provided.
- 6) If springs, cables, tracks or door sections are damaged, you must report to a qualified maintenance company or appropriately qualified personnel.

Under no circumstances should inexperienced personnel undertake any work to springs, cables or counterbalance assembly.

- 7) Cracked or damaged vision panels/windows should be replaced immediately.

HOW TO FIND US

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OSA
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