

**DOOR SYSTEMS**

## Manual Sectional Door

*User's Manual*



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## *1. For Your Safety*

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Please read and observe this manual. It provides you with important information about the safe operation, cleaning, and maintenance of industrial doors. The information is for guidance only and is deemed correct at the date of issue.

- All users must read and understand this document prior to operating the door.
- Regularly inspect the door for any damages. Report any damages before use.
- Do not use the door as a hoist
- Do not climb on the door.
- Do not lean against the door or guide track.
- Ensure the door and opening is clear of any obstructions prior to use.
- Doors should be regularly maintained and inspected by a qualified engineer.
- Only qualified engineers should undertake repairs to the door.
- Do not operate the door in heavy winds.

## 2. Operation

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*Please ensure that the door and opening is clear of any obstructions prior to operation. Should you experience any difficulty, please contact our service department. There are 2 main methods of operation available, (usually depending on the height of the door) – Hand Chain or Push/Pull.*

### ***Push/Pull Operation***

#### ***To Open***

- Ensure that all locking mechanisms have been removed, and the wicket door has been hinged completely to one side (if applicable).
- Without bending your back, grab the pull handle and lift the door to the fully open position. It will hold itself open at this point. You can use the pull rope to help control the door speed.

#### ***Attention***

- For safety, always open the door to full height.
- Do not use excessive force to open the door, please control the speed.

#### ***To Close***

- Ensure the opening is clear of any obstructions.
- Grab the pull rope and pull the door down to the fully closed position
- Once the door is fully closed, engage the locks to hold the door closed.

#### ***Attention***

- Do not use excessive force to close the door, please control the speed.

### ***Hand Chain Operation***

#### ***To Open***

- Ensure that all locking mechanisms have been removed, and the wicket door has been hinged completely to one side (if applicable).
- Release the hand chain from the chain keep. You may need to slightly pull the chain in a downwards motion to release it.
- Pull downwards on the hand chain in a controlled manner using both hands (one after the others). Do not let go of the hand chain. Do not let the door run faster than you can operate it.
- Once the door reaches the fully open position it will stop, locate the chain back into the hand chain keep.

#### ***Attention***

- For safety, always open the door to full height.

#### ***To Close***

- Ensure the opening is clear of any obstructions.
- Release the hand chain from the chain keep. You may need to slightly pull the chain in a downwards motion to release it.
- Pull downwards on the hand chain in a controlled manner using both hands (one after the other). Do not let go of the hand chain. Do not let the door run faster than you can operate it.
- Once the door reaches the fully closed position, locate the chain back into the hand chain keep.

#### ***Attention***

- Do not use excessive force to close the door, please control the speed.

### 3. Locking

Your door will have been supplied with a locking mechanism. Please ensure all locks are removed prior to operation to prevent damage to the door.

#### **Ground Lock**

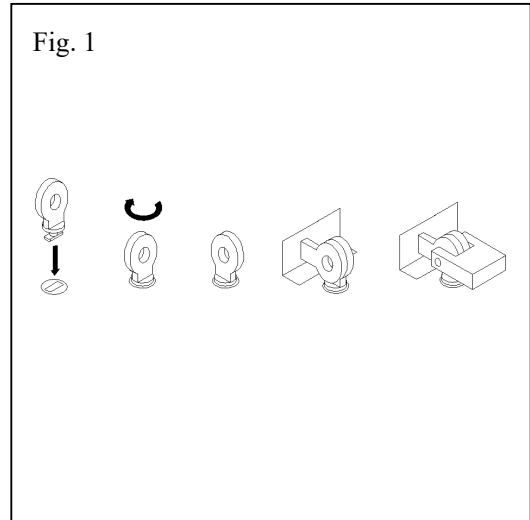
Ground locks hold the door leaf to the floor. They are usually supplied as a single lock, but more than one may be installed.

#### **To lock the door**

- With the door in the open position, locate the eyelet into the floor receiver and turn 90 degrees clockwise (Fig 1).
- Close the door to the floor and the two eyelets should roughly lineup. You may need to give it a wiggle to line it up. Once in line, insert the padlock.

#### **To remove the lock**

- Unlock and remove the pad lock.
- Open the door. Then twist the eyelet 90 degrees counter clockwise to remove. Never leave an eyelet in the floor.



#### **Shoot Bolt**

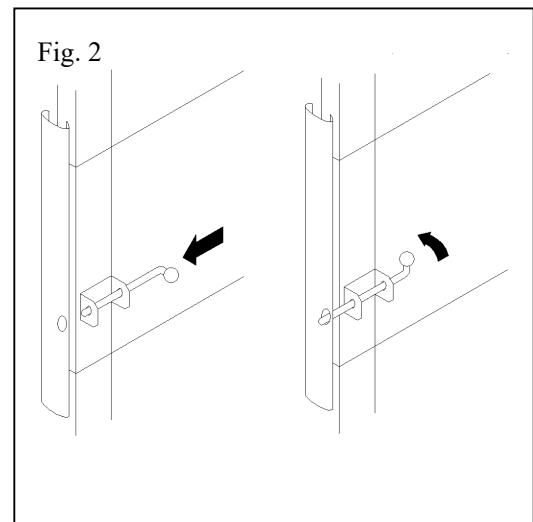
Shoot bolts hold the leaf to the track system. They are usually supplied as a single lock but more than one may be installed.

#### **To lock the door**

- With the door in the closed position, push the shoot bolt into the guide (Fig 2). You may need to apply downward pressure to the door to ensure the locks fully engage.
- Once engaged, rotate the handle upwards to hold into position.

#### **To unlock the door**

- Rotate the shot bolt downwards approx 90 degrees. The lock is spring loaded and should release when in the correct position. You may need to apply pressure downwards on the door to disengage.



## ***4. Safety Devices***

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*The Sectional Door has been equipped with safety devices to ensure safety during operation and use.*

### ***Cable Safety Brakes***

If a cable breaks the fall safety device will prevent the door from falling. If this safety device is triggered, the door will be held in position by safety catches in the tracks. An engineer must be called to replace the cable and release the safety device.

### ***Spring Safety Brakes***

In the unlikely event that a spring may break, the spring safety brakes will engage and stop the door from falling. This will also prevent the door from operating. Please contact our service department for a repair.

## ***5. Wicket Access Door***

Your door may have been supplied with a wicket access door to allow passage for personnel through without operating the main door leaf. This door is used and locked like a standard hinged door set. You must ensure that the wicket door is fully closed before operating the main door leaf.

## ***6. Cleaning & Maintenance***

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### ***Cleaning***

It is important to ensure that the door is kept clean from dust, dirt, leaves, small branches etc, especially from the guide system. General dirt and debris can build up in the guides and obstruct the travel of the door. This should be checked and cleared periodically, just with a brush.

The door leaf and outside of guides can be cleaned using a rag, sponge, and general non-abrasive detergents. For your safety, please be careful not lean ladders against the door or guides during cleaning.

Do not attempt to clean the motor or control panel as this is potentially dangerous.

Safety photo cells should be carefully cleared using a dry rag; with care taken not to dislodge their position as this could cause the shutter to stop working.

### ***Maintenance***

Maintenance and repairs should only be undertaken by an experienced technician. Do not attempt to undertake any maintenance or repairs. Please contact our service department for a quotation.

Regulations dictate that all industrial doors be inspected for safety periodically, under a preplanned maintenance regime. The door should be inspected for safety, regularly maintained, and kept in good repair. Failure to do so could lead to damage to property or injury to persons.

The frequency of inspection is dependant upon usage. Minimal usage doors (e.g. Grain Stores) should be inspected annually, more frequently used doors (e.g a distribution centre loading bay) should be inspected every six months, and heavily used doors (e.g a car park shutter) should be inspected every three months. Contact our service department for further advice.

### ***Daily Checks***

It is advisable that before the door is used, a quick visual check for any damages should be completed. Do not attempt to repair any damages, please call our service department for help and advise.



## **DOOR SYSTEMS**

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Subject to technical changes.