



altro



**Altro Whiterock™ hygienic doorsets™
and Altro Fortis™ doorsets –
Operation and maintenance**

Altro Whiterock hygienic doorsets and Altro Fortis doorsets Operation and Maintenance

Altro Whiterock hygienic doorsets and Altro Fortis doorsets are a range of top quality timber door and frame sets encapsulated in either Altro Whiterock or Altro Fortis Titanium wall sheet for a hygienic or door protection finish. They are designed for use on their own, or as part of the Altro Wall complete system. Colours can be selected from the Altro Whiterock Satins, wall designs or Altro Fortis Titanium ranges. A range of door plates, handles and locks that suit the customer specification are available. They can be supplied as either FD30(S) and FD60(S) fire rated, or as a non-fire rated doorset configuration.

1.0 Introduction

Building safety is paramount to ensure the occupants within them are protected. Doorsets provide vital protection against fire and smoke, however, this has the potential to be jeopardised if the doorsets are not maintained to the correct standards. Altro doorsets' operation and maintenance manual is intended for the user to get the best out of their doorsets, and to ensure the doorsets last as long as possible.

Article 17 of the Regulatory Reform (Fire Safety) Order 2005 (RRO/FSO) places a legal obligation onto the Responsible Person to ensure that fire doors throughout the premises are subject to a suitable system of maintenance and repair.

The fire and rescue authorities have the power to enforce fire safety laws by issuing enforcement notices in order to close down premises where deemed necessary or possibly through prosecution where serious breaches in fire safety are identified.

Additionally, the findings of the Hackitt Report in May 2018 now stipulate that, with high rise buildings in particular, clear legal accountability will be assigned to a Duty holder who will have ultimate responsibility for the occupation and maintenance phase of the entire building. This is likely to be the building owner or superior landlord. The onus will be on the Duty holder to demonstrate that they are regularly and pro-actively managing the safety risk within their building as a whole. The Duty holder will be responsible for accurately maintaining a 'Golden Thread' of information about the fire safety of the building, detailing a coherent inspection and maintenance procedure.

2.0 Technical Information

2.1 Manual Handling

2.3.1 Significant weights

- Within the Altro scope of works, all components are classified as permanent fixtures. The significant weights declaration is therefore not applicable. We recommend that if any fixtures require subsequent removal, a site risk assessment is undertaken. For guidance only, the weight of a typical door leaf should be in the range of 30kg to 70kg/m² with individual exceptions. Individual door weights are printed on the manufacturing label affixed to the packaging and the top of the door. Please contact Altro if you are unsure of any weights.

2.2 Testing

Performance certification can be supplied on request. Contact Altro on 01462 707600 for more information.

Please ensure you follow the installation guidelines carefully to ensure best results.

2.3 Health and safety

RISK ASSESSMENTS - relating to the use and maintenance of doorsets

Where lead doorsets are used, compliance to “Control of working with lead regulations 2002” needs to be adopted.

The Control of Substances Hazardous to Health Regulation 2002 relevant information regarding Altro doorsets, doors and frames.

Substances	Advice
<ul style="list-style-type: none"> Softwood timber Hardwood timber Calcium silicate Plywood Medium density fibreboard Adhesive Hardwood veneer Sheet plastic Glass Blockboard Chipboard Aluminium Steel / galvanised steel Intumescent PVCu 	<p>After installation, all these substances are innocuous in normal use. The dust of some materials may cause irritation when being worked at the installation stage or during maintenance, at which time appropriate PPE must be worn and normal industrial hygiene should be observed.</p> <p><i>IN CASE OF FIRE</i></p> <p>Dry powder, CO2 or water may be used.</p> <p>Laminates, PVCu and Sheet plastic will give off dense smoke containing hydrogen chloride gas, carbon monoxide and other noxious partial oxyclation and pyrolysis products.</p>
<ul style="list-style-type: none"> Mastic 	<p>When dry these substances are generally accepted as being innocuous. Normal decorating procedures and appropriate industrial hygiene should be observed.</p> <p><i>IN CASE OF FIRE</i></p> <p>Dry powder, CO2 or water may be used.</p>
<p>Safety data sheets are available for any of these materials upon request.</p>	

3.0 Operation Instructions

3.1 Normal operation

Swinging doors

To open a door / doorset, first ascertain whether the door opens inwards towards you or outwards away from you.

- **Inwards:** If the door opens inwards - using the handle pull the door towards you, walk through the doorway leaving the door to naturally close behind you on the door closing system.
- **Outwards:** if the door opens outwards - push the door away from you slowly to determine if another person/object is on the other side, using a vision panel if one is present.

Operating hazards

There are a few operating hazards to our installation, common sense prevailing:

- Do not stand behind a door, the door could be opened swiftly into you and cause injury.
- Keep extremities such as fingers away from all edges of the doors and moving parts such as door closers, as they may become trapped or cause injury.
- Open doors carefully using the vision panel if one is present, checking for another person or object behind the door or coming through the door from the opposite side.
- Be ready to step to one side or back if someone rapidly pushes the door from the other side.

Note: Fire doorsets should **NEVER** be wedged open, as this prohibits their ability to defend against fire and smoke.

4.0 Planned Preventive Maintenance

4.1 Pre-emptive inspection programme

Handover

The contract process will usually conclude with an inspection and handover procedure when the installation is at a point of release from the responsible contractor and verified as compliant with any certification.

A maintenance period normally follows during which the responsible contractor will correct defects that are their responsibility. Beyond this, ongoing maintenance of the installation is the responsibility of the owner or user of the premises.

The objective must be to pre-empt malfunction and defects helped by a planned programme of inspection. Corrective action is likely to be required more frequently during the early life of an installation. The small movements that occur in the building fabric at this stage can affect gap sizes. The presence of smoke or acoustic seals can make door operation even more sensitive to small changes in gap size.

Preventative maintenance is essential to the smooth running of an installation and safety for the occupants within them. Although certain issues are required to be undertaken by a trained professional, an agreement should be made in which the Duty Holder partakes in a maintenance schedule, similar to that laid out below, taken from BS 9999.

4.2 Daily

- All doors that are held open by automatic release mechanisms should be released daily.

4.3 Monthly

Automatic opening doors

- The operation of fail-safe mechanisms should be tested once a month, either by 'breaking out' the doorset or by simulating failure of the mains power supply, as appropriate. The results of the test should be recorded. Any doors that are found to be faulty should be repaired or replaced.

Doors on hold-open devices

- The operation of hold-open devices should be tested once a month by simulating failure of the mains power supply or operation of the fire detection and fire alarm system. The results of the test should be recorded. Any doors that are found to be faulty should be repaired or replaced.

Emergency and panic escape doors

- The operation of all emergency and panic escape devices, especially on external doors not used for other purposes, should be checked once a month for ease of operation and opening of the door. Weather conditions can affect the door and frame relationship, and therefore the ease of operation of escape devices.

4.4 Six monthly

Fire doorsets

All fire doorsets should be inspected every six months. In particular, it should be ensured that:

- Heat activated seals and smoke seals are undamaged.
- Door leaves are not structurally damaged or excessively bowed or deformed.
- Gaps between the door leaf and the frame are not so small as to be likely to bind, or so large as to prevent effective fire and smoke-sealing; door gaps should be set at 3mm.
- Hanging devices, securing devices, self closing devices and automatic release mechanisms are operating correctly.

In General

- Screws are checked to ensure they have not become loose.
- Door closer and floor spring are cleaned to ensure optimum performance. Check for leaks and correct adjustment.
- Hinges are checked for excessive wear, and occasionally lubricated with a light oil.
- Flush bolt and lock action are checked, and occasionally lubricated with a light oil.
- Always pilot drill a full depth of screw when fixing ironmongery to new positions.

4.5 Duty ratings

A great deal of damage to doors can be caused by abuse within a building. This may be unintentional and result from inadequate planning or briefing of personnel on the correct operation of the door system. Those who use apparatus that is potentially damage causing, such as trolleys, can be trained and encouraged to prevent this.

Personnel using the building can make an important contribution to maintaining the quality and the safety of the door installation if they are encouraged to use the installation in a caring manner.

Duty	Description	Inspection frequency
Medium Duty	Medium frequency of use primarily by those with some incentive to care e.g. office doors.	Every six months
Heavy Duty	High frequency of use by public and others with little incentive to exercise care e.g. doors of shops.	Every three months
Severe Duty	Subject to frequent violent usage e.g. stockroom doors.	Every month

Please ensure you follow the installation guidelines carefully to ensure best results.

5.0 Servicing

5.1 General guidance

It is the duty holder's responsibility to ensure an acceptable maintenance schedule is carried out, and that:

- The work is carried out by experienced individuals.
- Any remedial action will be carried out immediately, especially if the issue is impacting on the fire resistant properties of the doorset.
- Only components of equal or better standard should be fitted to the doorset, the performance of the doorset could be compromised otherwise. In cases of fire rated doorsets, this could also invalidate the certification.maintenance schedule, similar to that laid out below, taken from BS 9999.

Common fault	Possible cause	Remedy
Torn/worn seals	Frame is twisted or warped. Margins inconsistent.	Replace seals. Contact Altro for replacement seals. Re-establish margins.
Handles become loose	Wear and tear, or abuse.	Tighten fixings or replace with new.
Door dropped on hinges	Abuse such as trolley damage.	Either tighten the screws or replace the hinges.
Door leaf stiff to open	Closer not adjusted correctly.	Adjust the closing and latching action after referring to closer instructions.
Drop seals not contacting or dragging on floor	Incorrect setup of the drop seals.	Adjust button to achieve the desired seal height with the door at 90 degrees.
Glass broken	Abuse	Contact Altro for replacement door.
Door doesn't close properly	Incorrectly set up	Adjust door closer after referring to closer instructions. Check strike plate and lubricate the latch.
Door to frame gaps too large or too small	Door dropped on hinges.	Either tighten the screws or replace the hinges.
Door leaves twisted, bowed or cupped.	Twist caused by holding device that is not level with the closing force.	Remove the cause, the door leaf may return to flat condition. If not, a replacement may be necessary.

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This table only includes common faults, if your fault is not included in the table, please contact Altro on 01462 707600.

Record of maintenance checks

It is vital to the quality of the installation that building users report malfunctions immediately and that there is a system that provides for recording these and for prompt corrective action.

6.0 Care of finishes

In order to maintain the quality finish of our doorsets, a general cleaning regime is advised. To do this, we recommend the following methods:

PVC: Lightly wash with a soft cloth in a solution of warm water and detergent applied very sparingly, followed by a wipe with a damp cloth. A final polish with a soft cloth will remove streaks present.

Glass surfaces: Generally the cleaning of glass is a routine operation with use of warm water and a mild liquid detergent, followed by rinsing with clean water. A wash leather or cloth suitable for transparent glass may be used, followed by a final polish with a soft cloth.

Washing glass contained within a timber-based door aperture, the water content must be used extremely sparingly to avoid water penetrating the timber core and affecting the longevity of the core.

Seals: The appearance and performance of the seals benefit from a wipe with a damp cloth at least once a year.

Overhead door closers and other nylon coated ironmongery: Wash the covers and arms (or slide arms) on overhead door closers on a monthly basis with a soft sponge, using warm water and a mild detergent, followed by a wipe with a damp cloth, finally wiping dry with a soft duster or chamois leather. For removal of fingerprints use a detergent in warm water, or alternatively a hydrocarbon solvent. Do not use abrasive cleaners.

7.0 Maintenance, repair and replacement of doorsets

7.1 Disposal advice

Waste materials and redundant doors and ironmongery must be disposed of in an appropriate manner, and must comply with all the current Duty of care, Permit and Waste legislation.

Please ensure you follow the installation guidelines carefully to ensure best results.

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