

AVON INDUSTRIAL DOORS LTD

**OPERATION  
&  
MAINTENANCE  
MANUAL**

**MANUALLY OPERATED  
INSULATED SECTIONAL  
OVERHEAD DOORS**

# SECTIONAL OVERHEAD DOORS

## OPERATING INSTRUCTIONS

### Manually Operated Doors

- a. **To Open:** Unlock door by moving lock release lever. Stand on black door handle to release pressure whilst turning lock handle and/or withdrawing shootbolt fully. Lift smaller doors smoothly upwards by the door handle or the bottom of the door section holding pull chain or rope to control opening speed.

**WARNING:**

DO NOT THROW THE DOOR UP. THIS ACTION COULD DAMAGE THE DOOR OR CAUSE HUMAN INJURY.

For larger doors a chain hoist is provided. The hand chain should be operated by pulling smoothly and vertically in line with the sprocket wheel. Always keep 2 hands on chain at all times, one on the upside, one on the down. Always raise to the FULLY OPEN position and engage chain cleat where fitted.

- b. **To Close:** Pull smoothly on chain or rope. Stand on the door handle and engage the shootbolt in the side track. Lock the door. Again for larger door with chain hoists keep 2 hands on the chain at all times as above.

**WARNING:**

- a) DO NOT SLAM THE DOOR CLOSED. THIS ACTION COULD DAMAGE THE DOOR OR CAUSE HUMAN INJURY.  
b) NEVER BRING AN OVERHEAD DOOR DOWN ON TO AN OBSTRUCTION, THIS WILL ALLOW THE DOOR LIFTING CABLES TO SLACKEN AND CAUSE DAMAGE.

- c. **Pass Door:** If fitted, ensure that it is closed and locked/latched before opening the main door.

**GENERAL SAFETY:**

NEVER OPERATE THE MAIN DOOR WITH PASS DOOR IN THE OPEN POSITION. HANDCHAINS SHOULD ALWAYS BE REPLACED IN THE CHAIN CLEAT WHEN DOOR IS NOT IN USE.

## SAFETY INSTRUCTIONS

### A. GENERAL – ALL DOORS

- a) Keep openings clear at all times.
- b) Do not operate an obviously damaged door. If a door is found to be damaged, lock/secure the door and leave a warning note on it. Contact **AVON INDUSTRIAL DOORS LTD** on 01454 273 110 to arrange an inspection by a suitably qualified person before opening.
- c) Do not lean a ladder against the door or its tracks.
- d) Stand clear of openings whilst operating doors.
- e) Open and close doors using only the handles, chains or electrical controls provided.
- f) If springs, cables, tracks or guides are damaged seek immediate advice from **AVON INDUSTRIAL DOORS LTD** on 01454 273 110. Under no circumstances should you attempt to adjust or repair springs, cables or any part of the counter balance assembly. Such action could result in severe human injury.
- g) Pass doors must be kept closed when raising or lowering the door.
- h) If the pass door lock is damaged, it must be replaced immediately or the pass door temporarily secured in the closed position.

### B. ELECTRIC OPERATORS

Any necessary adjustment or fault finding must be carried out by a suitable qualified and experienced electrician contact **AVON INDUSTRIAL DOORS LTD** on 01454 273 110.

#### **CAUTION:**

**IT SHOULD BE RECOGNISED THAT AN INDUSTRIAL DOOR IS A MACHINE UNDER CURRENT LEGISLATION AND AS SUCH TAMPERING WITH COULD BE DANGEROUS TO AN INDIVIDUAL. IN PARTICULAR "OVERHEAD DOORS" ARE CONSTANTLY UNDER HIGH SPRING TENSION, ADJUSTMENTS AND REPAIRS TO THE CABLES AND COUNTERBALANCE ASSEMBLY CAN BE HAZARDOUS. REPAIRS SHOULD ONLY BE UNDERTAKEN BY AN AUTHORISED OR APPROVED INDUSTRIAL DOOR ENGINEER, CONTACT AVON INDUSTRIAL DOORS LTD ON 01454 273 110.**

## INSPECTION DAILY (BY THE OPERATIVE/USER)

### **CHECK THAT .....**

- a) There is no damage to any part of the door.
- b) Excessive force is not required to operate the door.
- c) Any damage or force required to operate the door is reported and action taken i.e. Contact AVON INDUSTRIAL DOORS LTD.
- d) Components of door are clean and free of built up dust and dirt.
- e) Any tracks and side guides are free from debris or obstruction. If not they should be cleared out.
- f) Operatives are conversant with the operating and safety instructions.

It is essential that personnel report any damage or defects noticed in day-to-day usage of the door.

Early remedial action will avoid unnecessary over stressing of damaged components thereby prolonging the useful life of your door and reducing the risk of injury.

### MAINTENANCE (by an Avon Industrial Door approved engineer)

The frequency of maintenance depends on the usage, the following is a guide.

#### Door cycles per day

#### Recommended Maintenance Periods

1-2 (or not used)	Once Every Year
Up to 15	Every Six Months
Up to 30	Every Four Months
Up to 40	Every Three Months
Over 40	Every Two Months

When your door is due for an inspection/maintenance, please contact Avon Industrial Doors Ltd on 01454 273 110 to arrange. On completion a report will be submitted advising you if any work/repairs are necessary. Alternatively we can arrange a service/maintenance contract to the appropriate intervals. Please contact us for details.

### REPAIRS

Regularly serviced industrial doors will ensure years of trouble free operation. However by their very nature industrial doors can be damaged accidentally by vehicles, forklift trucks, or even operator abuse.

All damage however minor should be repaired at once to prevent more serious and expensive damage and to ensure the safe operation of the door. In the event of a repair please contact AVON INDUSTRIAL DOORS LTD on 01454 273 110 quoting the type of door, (I.D.) serial number and details of the damage.

## MAINTENANCE & INSPECTION

### GENERAL

It should be recognised that a chain operated or electrically operated door under current legislation is considered to be a "machine" (89/339/EEC). It therefore must be maintained as such.

Under Health and Safety at Work Act 1992.

"Every employer shall ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair".

Furthermore EC directives regarding the safe use of machinery and inspection of work equipment also states "The employer shall ensure that work equipment exposed to conditions causing deterioration which is liable to result in dangerous situations is subject to:- periodic inspections and where appropriate testing by competent persons". This directive continues, "results of inspections must be recorded and kept at the disposal of the authorities concerned" and concludes that there must be "physical evidence that the last inspection has been carried out.

The purpose of the above is "to ensure that health and safety conditions are maintained and that the deterioration can be detected and remedied in good time.

This part of the manual deals with the inspection and maintenance procedures for your door.

N.B. Failure to maintain an industrial door correctly could:

- a) Invalidate any warranty.
- b) Contravene the Health and Safety regulations rendering you liable to prosecution because of the possible risk of injury.