

AVON INDUSTRIAL DOORS LTD

**OPERATION
&
MAINTENANCE
MANUAL**

**ELECTRICALLY OPERATED
INSULATED SECTIONAL
OVERHEAD DOORS**



INDUSTRIAL DOORS LTD

ROLLING SHUTTERS & GRILLES

OPERATING INSTRUCTIONS

Electrically Operated Doors i.e. Push Button Controlled or Key Switch Operation

WARNING:

ANY ELECTRICALLY OPERATED DOOR MUST BE UNLOCKED AND ANY SHOOTBOLTS FULLY WITHDRAWN BEFORE THE DOOR IS OPERATED. IF LOCK CUT OUT SWITCHES ARE FITTED AND AN ATTEMPT IS MADE TO ELECTRICALLY OPERATE THE DOOR WHILST LOCKED, THIS CUT OUT SWITCH WILL PROTECT THE MOTOR, BY DISABLING THE POWER SUPPLY (IF SHOOTBOLTS OR MICRO SWITCHES BECOME DAMAGED THEY MUST BE REPLACED IMMEDIATELY).

a. Push Button Control Set

To Open:

Press the "Open/Up" button and release when the door is moving. The door will continue upwards and automatically stop on the integral limit situated in the motor.

To Close:

Press the "Close/Down" button. This button requires continuous pressure, (dead man) therefore if pressure is released the door will stop immediately. On reaching floor level the door will automatically stop on its limits. For momentary control in the down direction the door must be fitted with a positive safety system (details on request).

WARNING:

DO NOT OPERATE THE DOOR BY QUICKLY ALTERNATING BETWEEN UP AND DOWN BUTTONS OR FAST REPEATED USE OF A SINGLE BUTTON.

b. To Stop:

To stop the door in an emergency, press the emergency "Stop" button on the control panel.

AUXILIARY KEY SWITCH OPERATION

Insert the key and turn to the appropriate position i.e. up or down. Continuous pressure is required to both raise and lower the door. Releasing pressure will allow the key to return to the mid position and cause the door to stop.

WARNING:

DO NOT LEAVE THE KEY IN THE SWITCH WHEN THE DOOR IS NOT IN USE. REMOVAL OF THE KEY RENDERS THE DOOR INOPERATIVE AND RETAINS SECURITY.

WARNING:

A DOORWAY SHOULD NEVER BE USED WITH A DOOR RAISED TO AN INTERMEDIATE POSITION.

POWER FAILURE

In the event of a power failure, with a push button control set or key switch, the electric operator can be switched to manual operation by a change over device on the motor unit.

WARNING:

IF A LADDER IS USED, PLEASE REFER TO YOUR COMPANY'S SAFETY MANUAL REGARDING THE SAFE USE OF LADDERS IN THE WORKPLACE.

POWER FAILURE – i.e. TUBULAR MOTORS

Insert the hand crank handle into eyelet on the motor. Wind the motor to appropriate position i.e. open/closed. A slipping clutch is incorporated into this mechanism to protect the integral unit switches in the event of over use of the hand crank at the end of its travel. Reverse the above procedure to return to electric operation.

POWER FAILURE: GEARED ELECTRICAL MOTOR

The electrical motor is fitted with an emergency changeover device. To change from electric to manual operation, the emergency hand chain should be lifted from the safety interlock onto the chain wheel. The door can now be operated as a manual door. Please take note of any additional instructions on the motor i.e. release of motor brake (if applicable). Reverse the above procedure to return to electric operation.

Once power is restored, position the door at least 1.5 metres above floor level and/or 1.5 metres below the fully open position (if sufficient height) and ensure that the door travels in the correct direction.

WARNING

a) A CHANGE IN 3 PHASE SUPPLY POSITION COULD REVERSE THE OPERATING SEQUENCE THEREFORE THE ABOVE CHECK IS ESSENTIAL TO ELIMINATE THE RISK OF DAMAGE TO THE DOOR AND/OR PERSONNEL.

b) THE MOTOR IS FITTED WITH A THERMAL PROTECTION DEVICE. SHOULD THIS ENGAGE FOR ANY REASON, THEN THE STOP/RESET BUTTON WILL "POP" OUT ON THE CONTROL BOX. IT WILL BE NECESSARY TO WAIT 15-20 MINUTES FOR THE MOTOR TO COOL DOWN, PRESS THE RESET BUTTON AND TRY THE OPEN/CLOSE BUTTONS AGAIN. IF THIS DOES NOT WORK, REVERT TO MANUAL OPERATION (SEE ABOVE) AND CALL AVON INDUSTRIAL DOORS LTD ON 01454 273 110 FOR IMMEDIATE ADVICE.

c) PLEASE ENSURE THAT YOU CEASE OPERATION OF THE HAND CHAIN AS SOON AS THE DOOR REACHES THE PHYSICAL STOP AT THE TOP OF ITS TRAVEL AND THE FLOOR LEVEL AT THE BOTTOM OF ITS TRAVEL. CONTINUATION OF OPERATION COULD RESULT IN DAMAGE TO THE INTEGRAL LIMIT ASSEMBLY.

d) BEFORE CHANGING ANY MOTOR TO MANUAL OPERATION, PLEASE ENSURE THAT THE ELECTRICAL SUPPLY IS SWITCHED OFF AT THE ISOLATOR. THIS WILL PREVENT ACCIDENTAL SWITCH ON.

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.

<u>Door cycles per day</u>	<u>Recommended Maintenance Periods</u>
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.