



# Service & Maintenance

## Periodic Maintenance of Roller Shutter Doors

It is now a legal requirement in accordance with the Machinery Directive, 98/79/EC and the workplace (Health, Safety & Welfare) Regulation 1992 that all power operated and automatic doors must be subject to a controlled and regular maintenance and service procedure with emphasis on the safety features such as bottom safe edges and safety beams.

When we undertake a maintenance contract, our initial task is to identify each door with a mutually agreed name and number. We then survey each door in order to compile a data and information sheet for both your and our records.

The data sheet will confirm the size and type of door together with all other details showing the method of operation, the make, the size and position of all electrical components. All this together with any other vital information which will assist us in a speedy return to operation should the door become inoperable.

Part of our maintenance contract with you will be to ensure a rapid response to any down time on site incurred due to impact damage or system failure. Our aim is to be on site the same day as call out with the door back in operation same day\*.

We include within our costing for the provision of a printed maintenance manual providing a record of all visits and all work done to each door.

All and any work carried out will be date recorded together with the name of the fitter and details of actual work carried out together with the details of all parts fitted.

(\*parts permitting)



CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME  
Accredited Contractor  
www.chas.gov.uk



DHF Repair and Service  
Standard TS004



Door & Hardware  
Federation



Certificate No. 7457



## DOORS & SHUTTERS LTD

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**Included in our service is...**

Tensioning of drive chains, adjustment of limits, application of grease to vertical and horizontal running tracks and to compression spring shafts, tightening or replacing of any loose or missing fasteners, cleaning of electrical contacts, cleaning and visual inspection of steel cables, visual inspection for misalignment and damage of guides, door hardware and counterbalance assembly.

For sectional overhead doors, particular attention to be given to track support brackets, cables and bottom cable fixings (wiping the cables with cotton wool will expose any frayed areas). We check the compression springs at the end of each section of track at high level and ensure that they are fully compressed by the door in the open position.

All roller shutter doors are checked to ensure the shaft is properly seated and secured with the cup of each end plate and that the spring within the barrel is correctly tensioned (adjusted if required). Grease will only be applied where required such as within the vertical guides or into the barrel and not to disguise any problems creating high pitch squeaking or scraping.

For sliding folding doors all bottom track to be cleaned out with portable vacuum. Inspection is carried out for wear and tear and obvious impact damage to the doors. In the case of fire shutters, each door is activated, returned to the open position reset and test activated again. The shutter is then returned to open a second time and reset.

Door Cycles Per Day	Service Interval
Up to 15	Every 6 or 9 Months
Up to 45	Every 3 Months
Over 45	Every 2 Months

[illegible]

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