



Operation & Maintenance



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Leading UK manufacturer with over 30 years Experience
FD30, 60, 90, 120, X-Ray, Ballistic, Anti-vandal, External & Acoustic Doorsets
Trada Q-Mark certification



www.nobernedoors.co.uk

Operation and Maintenance of Door Sets

1) Door Leaf Adjustment

(a) Height – All height adjustments should be taken from bottom edge only as fire doors have intumescent strip to top edges.

(b) Width – Wherever possible adjustment should be carried out to frame fixings and/or hinges. If door lips require any “shooting-in” this should not leave less than 4mm of lip and should be carried out equally to both long edges.

2) Moisture

Internal quality flush doors are manufactured from specially selected kiln dried materials and are such as generally not suitable for exposure to excessive moisture and high humidity levels. This could cause the doors to bow or twist in extreme cases.

3) Vision Panel / Glazing Bead

Replacement beads can be obtained from Noberne Doors, and can be supplied with the glazing seal from Noberne Seals Ltd. www.noberneseals.com

4) Finishes

(a) Both soft and hardwood frames and timber veneered door faces, when finished with Noberne Doors spray applied sealing coat to frames for site decoration. Veneer door faces have 2 coats of anti bacterial low sheen lacquer applied. Lacquered faces may be kept clean with a wipe down with warm water and detergent sparingly used. All surfaces must be thoroughly dried with a soft cloth.

Severely damaged areas should be made good with a compatible brush applied lacquer or returned to works for full sanding down and re lacquering.

(b) Formica Faced Doors – Maintenance and Cleaning

Formica decorative laminates do not easily scratch or chip and will withstand normal wear and tear, and should never be used as a cutting or chopping surface. They do not, however, lend themselves to being repaired by filling, stopping, restraining, etc. Repairs of this nature are best not attempted.

Laminate surfaces are best kept clean by cleaning with water and mild detergent. Persistent marks can be removed by using a mild abrasive cleaner. On no account, however, should harsh abrasive cleaning agents be used to remove stubborn markings. Instead, no scratch scouring creams or pastes, such as ‘Jif’ or ‘Ajax Liquid’ should be used, as they will not alter the surface appearance.

After cleaning, the surface must be washed thoroughly with clean water, polishing dry with a soft cloth. Window cleaning agents such as a few drops of vinegar on a wash leather or the use of proprietary agents such as “Windolene” are excellent in removing and avoiding smears to the final finish, as also are modern spray-on-car windscreen cleaners, although these are expensive when used on large areas.

Spray on furniture polish should not be used as they allow the buildup of wax or silicone to the surface with eventual discoloration and smears.

5) Hinges

Should any screw fixings become loose, they should be attended to immediately, as extensive damage may be caused to door leaf and frame and in extreme cases the fire resistant capabilities of the doorset may be severely impaired. If a screw position fails due to over tightening, a longer screw should be used, or the hole filled and re-drilled. Periodic lubrication of the hinges, if required, should be carried out sparingly with very light oil, such as 3 in 1 of WD40. Surplus oil on hinges will discolour the finish of the doorset and attract dust; therefore any excess must be removed immediately.

6) Fire and Smoke seals

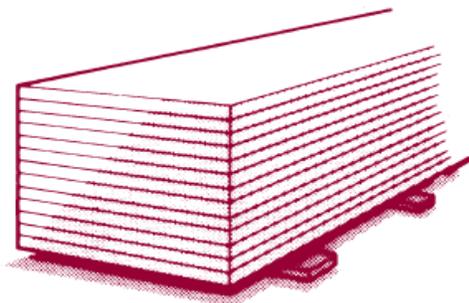
Fire and smoke seals should be inspected at least twice a year, the very nature of the product is that a friction fit is required and therefore the seals will wear. New replacement seals are offered by Noberne Seals Ltd www.noberneseals.com



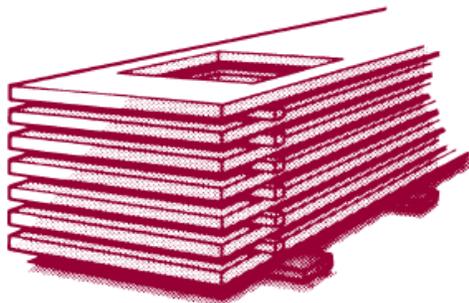
product guarantee, door care and maintenance



technical sheet TDS 10



Ref A

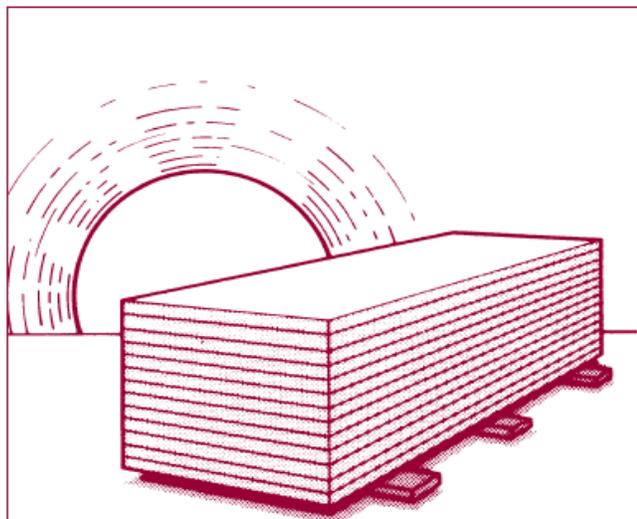


Ref B

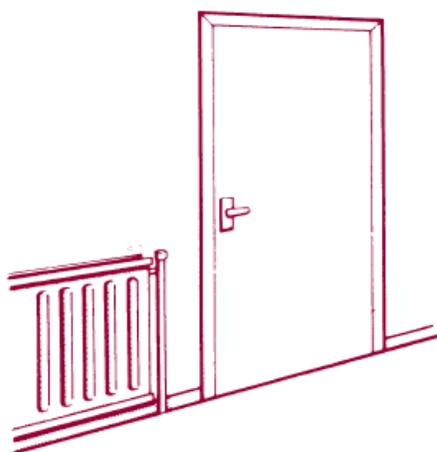
You want the best performance from your Noberne doors. All our doors are of robust construction but they are susceptible to damage if not handled and stored correctly or are subjected to sudden changes of humidity.

Noberne doors are guaranteed for a period of three years from date of delivery, subject to proper care being exercised in accordance with the British Standard Codes of Practice BS8214 1990, ASDMA installation and maintenance recommendations, CP 151:Part 1 1957. Wooden Doors as revised in 1965. CP152:1966 Glazing and Fixing of Glass for Buildings and CP 231:1966 Painting of Buildings. All guarantees are therefore conditional upon the following:

1. Doors must be unloaded and stacked on three equally spaced bearers (Ref A) which must be level. Doors with glazing apertures (Ref B) will require spacers between leaves to avoid damage to the glazing beads.
2. Doors must be stored in a clean dry building.
3. All doors supplied unprimed shall be primed or sealed immediately on delivery including top and bottom edges. This work must be done before the doors are hung and further coats of paint or lacquer must be applied within a reasonable period of time.
4. Glazing apertures must be treated as above and when glazed putty or mastic set in a bed behind the beads.
5. The rapid testing of central heating systems is detrimental to doors and joinery. The heating should be increased gradually and spread over as long a period as possible. The aim is to keep the moisture content of the timber when in use as in manufacture (Ref D).



Ref C



Ref D

6. All apertures must be formed during manufacture. If any apertures are cut out or the doors reduced by more than the normal amount required for fitting than our guarantee may be invalidated.
7. When doors are to be used in extreme climates they must be stored in humidified or air-conditioned surroundings (Ref C).
8. Special care should be exercised with external doors. They must not be used as 'temporary' doors as this will cause the door to be exposed to abuse from being partially decorated or propped open in inclement weather.
9. External doors which are outward opening must be located under a canopy to avoid the effects of water running down walls or driving rain.
10. All external doors require correctly detailed drip moulds to the head of the frame and weather bars/proprietary weather seals to the threshold.
11. External doors must not be cut down on site or apertures formed on site.

Conditions of Sale

All goods supplied by Noberne Doors Limited, are subject to our Conditions of Sale of Goods and Services, copies of which are available on request. Noberne Doors Limited, reserve the right to amend or modify specifications without prior notice.

1. FIRE DOOR MAINTENANCE SCHEME

Door installation and maintenance is a specialized trade, it may be considered advantageous to employ Noberne Doors contractor's to carry out a planned inspection and corrective procedure, every 6-12 months to comply with your fire risk assessments.

2. PRIORITY ACTIONS

Priority should be given to: -

- The continued correct operation of the doors.
- The preservation of opening gap sizes within the range described in test or assessment certification relating to the installed fire doors.
- The preservation or replacement of elements of the door that may be

subject to damage, e.g.

- Glass
- Intumescent, acoustic and smoke seals
- Intumescent coatings such as to glazing beads
- Applied finishes.

2.1 Inspection Programme

The object 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 sensible to small changes in gap size.

Maintenance Check List for Doors

Premises		✓			✓
Door	Door Number		Seals	Are edge seals complete	
	Location			Any damaged seals	
	Door Manufacturer			Protection where necessary to hardware	
	Date Installed			Are smoke seals fitted	
	Hardware Manufacturer			If yes, are they in good condition & effective	
	Hinges				
	Closer		Glazing	Glass damage	
	Lock Latch			Retaining system in good order	
	Bolts			Retaining system correctly fixed	
	Door Leaf	Is it warped		Hinges	Correctly fitted
Is it split/cracked				Working correctly	
Other damage evident				Needing Lubrication	
Edges Lipping OK			Closers	Correctly fixed	
Meeting edge gap on double doorset				Working correctly	
Maintained closed				Double doors closing in correct order (where applicable)	
Closer effective				Need lubricating	
Door Frame	Signs of damage			Overrides any latch mechanism/smoke seals	
	Well fixed / sealed to surrounding structure		Locks & Latches	Correctly fixed	
	Max leaf/frame gap			Working correctly	
	Max leaf/threshold gap			Needing lubrication	
	Max leaf/doorstop gap		Signs	Correct fire signage on both sides of door	
			Additional hardware	Added since last inspection	

The Management of Health and Safety at Work Regulations, in addition to the safe access/egress requirements of the Health and Safety at Work Act, require an employer to provide suitable emergency and control systems in the workplace.

Irrespective of whether or not an employer's premises come into the scope of the Fire Precautions Act and the issue of a Fire Certificate is deemed necessary. All fire doors should be checked and recorded by a planned program by a competent person and that relevant records are maintained. Certain records will be necessary relating to the nature of undertaking at an employer's premises, physical aspects of design and construction and the types of fire-fighting appliances installed.

COSHH (Control of Substances Hazardous to Health)

Product Safety Data - Hazard Factors

Products

- Hardwood – Frames lippings bead & architraves
- Softwood – Frames & architraves
- Flax Board / Plywood / Block board / Chipboard / Insulation board
- Doors and Door Blanks
- Doorsets and General Joinery

General Background - There are no particular hazards to health caused by touch or contact with the products. Persons should take reasonable care when handling large, bulky or heavy items. Mechanical aids or team lifting should be considered for the more significantly weighted products. Gloves can be worn to protect the hand from small splinters. Splinters should be removed promptly.

Dust - Additional machining operations require control in accordance with the COSHH Regulations and the EH40 listing concerning Occupational Exposure Limits (both are available from HMSO outlets and good bookshops). Health guidance notes record that the maximum dust exposure limited is 5mg/m³ over an 8-hour time weighted average.

Some people exhibit symptoms or allergic reaction to certain types of wood dust no lasting health damage if likely to result.

Formaldehyde

MDF and sheet materials can contain small amounts of formaldehyde in the resins and glues used in their manufacture. The amount of vapour released is extremely small. Normally there are no significant health hazards and good ventilation will minimise any exposure.

Control Methods

Efficient dust extraction and ventilation systems should be in place for machining and re-work routines.

Fire and Explosion

- Use water to extinguish.
- Very fine dust suspended in the atmosphere is a potential explosion risk. Smoking should not be permitted.

Personal Protective Equipment

Use dust masks and safety glasses as necessary. Overalls are recommended for machining routines. Consult competent retailer for appropriate types of equipment (respiratory filters/masks etc).

First Aid

Inhalation of dust: Take fresh air and clear nasal passages.

Eye Contact: Flush with water; seek medical advice if problems persist.



CORPORATE ENVIRONMENTAL POLICY

Noberne Doors recognises that, as a manufacturer of joinery and woodworking products, our business has an impact on the environment in terms of the waste it generates its use of raw materials and emissions to air and water and is committed to minimising the effect of manufacturing on the environment. Where possible we procure from local sources within the UK and Northern Europe, the reason for this is to keep our carbon footprint to a minimum. We also purchase in bulk to reduce our transportation footprint. Unlike the larger mass production manufacturers who have factories in China and India, all our products are manufactured here in Leeds in our own factory under our direct control and subject to our own stringent FSC and environmental controls.

Noberne are holders of the Forestry Stewardship Council (FSC) chain of custody certification. Our certification code is TT-COC-002110. Where FSC chain of custody is required this must be advised to us BEFORE quotation stage. FSC materials procured as standard:

- MDF
- Chipboard
- Softwood
- Engineered hardwood

Our on-going research and development has also led us to use several innovative materials as follows:

- Flaxboard - is a byproduct from the textiles industry and would have been burnt.
- Engineered softwood – waste timber laminated together to form a high strength engineered timber.
- Engineered hardwood – waste timber laminated together to form a high strength engineered timber.

Our commitment to our local environment is demonstrated by the use of a re-cycling heat extraction system. Waste material is converted and used for fuel to partially heat the factory. 95% of our products can be recycled at end of life.



ISO Registration

Noberne doors are a technically astute company and have been on the steering committee of the Fire test Study Group. We were one of the first fire door manufactures to achieve BS5750 in 1987. This was successfully converted to ISO 9000 and ISO9001 in 2000.

Noberne were a founder member of the BM Trada Q-Mark fire door scheme offering full 3rd party accreditation to our products and the unique door plug to allow customers and fire officers a easy way to recognise the fire rating of doors installed.

Noberne recommend that fire doors are installed by a 3rd party accredited installation company.

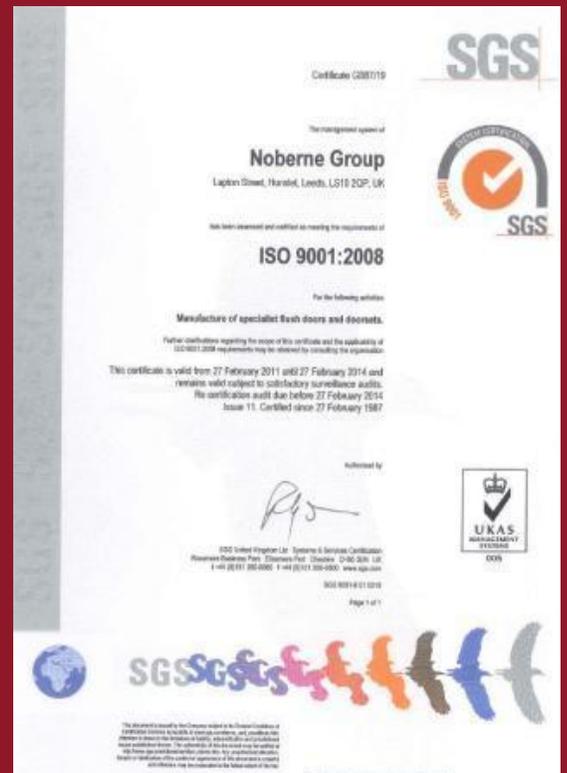
Useful Links



<http://www.trada.co.uk>



<http://www.asdma.com/pdf/BPG.pdf>



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