

88-09 Doors General/Automatic/Steel

Date: 12 Apr 2019 Version: 3

Unit of Measure: Nr

Summary						
Frequencies	Tasks					
6M (Months) 120 mins	1					
12M (Months) 180 mins	2 3 4 5 6 7					
Annual Timing	420 mins					

Introduction

There exists a legal 'duty of care' for building owners and operators to ensure that building users and those who may visit or be in the vicinity of property are protected from injury as a result of failure of any elements of the building.

This schedule applies to general, automatic and steel doors. General doors may be manufactured from a range of materials including extruded rigid polystyrene, metal, hardwood, softwood, composite, or UPVC. For information on revolving doors refer to 72-03. For information on sliding doors refer to 72-05.

Any slight alteration to the door or its surroundings can affect the performance of a door. Periodic checks should be carried out at least every 12 months, or more regularly depending on the traffic using the door.

For automatic doors, a 6-monthly check should be done by a specialist, to test the safety devices.

Please refer to the overarching introduction (SFG 00-01) to make sure you are of the correct skill level as indicated within the task schedule to carry out the described works. Ensure you have read and understood the manufacturer's recommendations, carried out risk assessment(s) on each item of plant to identify the correct frequency of maintenance, identified all safety procedures that need to be applied and recorded in order to carry out the work in a safe and reliable manner.

Display Order	Tasks								
	Automatic doors								
	Criticality:	Red	Frequency: 6M	Skill Set:	Specialist				
	Action:	Inspect and check the automatic door safety devices and service the door automation devices.							
		If a fault is found which affects safe operation of the door, then the door operating equipment must be switched off and the door made safe.							
	Check the door activates from a range of approximately 1500mm.								
1	Check that the safety devices are working correctly and that the moving door leaf avoids contact person using the door.								
	Ensure that there are no distractions or obstructions in the vicinity of the door which ma traffic flow.								
		Check that the door has no tripping or slipping hazards.							
	Check all door panels for broken or cracked glass.								
	Check that all doors have signs displayed at recommended viewing heights.								

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		Check the positi	on and security of associated screens and	d barriers.				
continued		Check that all doors activated by the fire system in 'Fire' mode, operate in accordance with current regulations.						
		Record all inspections, maintenance and repairs.						
	Notes:							
	Door leaf							
	Criticality:	Amber	Frequency: 12M	Skill Set:	Building Trade			
2	Action:	Visually inspect the door leaf and report any damage. Repair or replace the door, depending on findings. Minor repairs shall be done during the inspection.						
		Check that the door leaf sits against the door stop, flush with the frame and is free of distortion.						
		If the door is veneered or lipped, check that the glue is still holding these firmly in place.						
	Notes:	Check that the o	door is free from damage including dents,	chips and holes.				
	Door frame							
	Criticality:	Amber	Frequency: 12M	Skill Set:	Building Trade			
	Action:	Visually inspect the door frame and report any damage.						
		Minor repairs shall be done during the inspection.						
		Check the condition of the flexible sealant between the door frame and the masonry.						
3		This may also need maintaining to ensure the integrity of the watertight joint.						
		Check that the door frame is firmly attached to the wall with the appropriate approved fixings.						
		Check that the architrave in the door frame is in good condition and securely fixed.						
		If a planted door stop is present, check that it is firmly attached.						
		Check that the f	rame to door leaf gap is consistently 3mm	l.				
	Notes:							
	Door operal	•	Eroguanavi 10M	Chill Cot-	Ruilding Trade			
	Criticality:	Amber Chack that door	Frequency: 12M	Skill Set:	Building Trade			
	Action:	Check that doors open and close correctly.						
		Visually inspect doors and associated ironmongery to ensure operability.						
_		Lubricate hinges and ironmongery as required.						
4		Adjust closing devices if required.						
		Check locks and bolts for correct operation.						
		Minor repairs shall be done during the inspection.						
		Check that the hinges are free from metal fragments and oil leakage, which are signs of wear.						

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Check that all the screws are the correct size. Threshold gap Check that there is a consistent gap under the door that allows it to swing without touching the floor covering. Check that the door to floor-covering gap is consistently 10mm or less when the door is closed. continued Lock and Latch Check that the latch holds the door firmly in place without rattling. Check that the door locks in the closed position when required. Notes: Door glass/glazing Criticality: Amber Frequency: 12M Skill Set: **Building Trade** Action: Visually inspect the glass/glazing and report any damage. Repair or replace as required. Check that the glazing beads are well attached to the frame and are free from damage. Check that the glass is free from damage and cracking. If glazing panels are below 1500mm from the bottom of door, check that safety glass is used. Notes: Minor repairs should be done during the inspection. Steel doors Criticality: Frequency: 12M Skill Set: Specialist Amber Action: Check all hinges for loose attaching screws, hinge-pin wear or other notable defects. Service the hinges or remove defective parts and replace according to the manufacturer's recommendations. Ensure the door swings freely and smoothly without obstruction from the opened to latched position. Check all locksets, panic devices and fire exit hardware for loose attaching screws, latch wear or other notable defects. Service the lockset or remove defective parts. Replace defective parts according to the manufacturer's recommendations. Check that the door latches freely and smoothly without obstruction. Self-latching devices should always function freely and smoothly as the door swings into the closed position. Additional force should not be needed to achieve latching. Ensure the strike plate is firmly attached to the frame or inactive leaf of a pair of doors. Check all closing devices for loose attaching screws, linkage arm and pin wear, fluid leakage or other notable defects. Service the device or remove defective parts and replace following the manufacturer's recommendations. The primary and secondary closing speed adjustments should be set in accordance with the manufacturer's recommendations.

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The device should allow the door to operate freely and smoothly throughout its entire swing range and positively latch or remain in the closed position.

Check all flush bolts for loose attaching screws, rod bolt adjustment and strike plate attachment (on both door and frame if so equipped).

Service the devices or remove defective parts and replace following the manufacturer's recommendations.

The rod bolts should retract, extend and engage the strike or keeper hole freely and smoothly for both manual and/or automatic flush bolts.

Check all glazing material for cracks and/or missing pieces.

The glazing mounting frame should be checked to assure all attaching screws (if used) are tight and the unit is securely attached to the door.

Service the glass light or remove defective parts and replace by following the manufacturer's recommendations.

Use approved safety glass, or fire-rated glass in fire doors, windows or lights, as appropriate.

Visually inspect the door and frame finish.

Any defects should be repaired and repainted.

Adequate protection is needed to help prevent the product from rusting prematurely and shortening its service life.

Visually inspect gasketed or weatherstripped areas such as perimeter seals, threshold seals, and door bottoms.

Check for signs of deterioration such as splitting, cracking or deforming of flexible components.

Install replacement components as needed.

Notes: All items should be periodically checked.

The frequency with which these checks are performed must be established at the discretion of the building owner, insurance company and maintenance service.

Doors in different areas of a building have different usage patterns, so the frequency of inspections should be periodically reviewed.

Metal guide rails

Criticality: Amber Frequency: 12M Skill Set: Building Trade

Action: Check metal guide rails for loose attaching screws.

Visually inspect metal guide rails for signs of deterioration, corrosion or damage.

Install replacement components as needed.

Notes:

Legislation, Regulations and Guidance

http://www.legislation.gov.uk/nisi/1978/1039

Health and Safety at Work (Northern Ireland) Order 1978

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http://www.legislation.gov.uk/ukpga/1974/37/contents

Health and Safety at Work Act 1974 (HASAWA)

http://www.legislation.gov.uk/nisr/1999/305/contents/made

Provision and Use of Work Equipment Regulations (Northern Ireland) 1999

http://www.legislation.gov.uk/uksi/1998/2306/contents/made

Provision and Use of Work Equipment Regulations 1998 (PUWER)

http://www.legislation.gov.uk/nisr/1993/37/contents/made

Workplace (Health, Safety and Welfare) Regulations (Northern Ireland) 1993

http://www.legislation.gov.uk/uksi/1992/3004/contents/made

Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR)