



*flexibility is our strength*

BIRMINGHAM GARAGE & INDUSTRIAL DOORS LTD  
UNITS 3,10 & 12 GRIFFIN INDUSTRIAL ESTATE  
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## OPERATING AND MAINTENANCE MANUAL SAFETY, SERVICE & REPAIR

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### Fire Shutter – Manually Operated

Insert address here

**PLEASE READ THIS INSTRUCTION BOOKLET  
PRIOR TO OPERATING YOUR  
MANUALLY OPERATED FIRE SHUTTER**

**SHOULD YOU EXPERIENCE ANY  
DIFFICULTY PLEASE CONTACT  
OUR SERVICE DEPARTMENT**

**NORMAL HOURS: 0121 559 8666**

**OUT OF HOURS EMERGENCY NUMBER:**

**07778 375310**

## Manually Operated Fire Shutter

### Standard Specification:

- Curtain:** 0.9 mm (20g) x 75 mm curved galvanised steel.
- Endlocks:** High security endlocks formed from 2.5 mm galvanized steel, fixed to alternate laths covering the full height of the curtain.
- Bottom Rail:** 2 mm Galvanised steel forming a rigid 'T' section.
- Guide Channels:** 75 mm deep x 32 mm wide x 3 mm walled galvanised steel.
- Canopy/Facia:** 0.9 mm Galvanised steel formed to enclose the head plates, motor and barrel assembly.
- Finish:** Galvanised or Powder coated to colour from our standard colour range
- Fire alarm interface.** Manually via a fusible link, which when broken, drives the shutter down under a controlled descent.

## Hand Chain Operated Fire Shutter

This Fire Shutter is designed to close in the event of a fire, and is **NOT** designed to be used on a regular basis, if however, the curtain is lowered for inspection or other purposes, it will be difficult to lift up refer to section **“A”**

Operating Instructions:

### **SECTION A**

1. **TO OPEN:** Release all locking mechanisms on the bottom rail, on the side and elsewhere. Lift the door curtain upwards in a controlled manner. To its full height, using a hook and pole where provided.
2. **TO CLOSE:** Pull on the bottom rail. Using hook and pole where provided, and push door curtain down to the fully closed position, and re-engage locking mechanisms.

### **SPECIAL NOTE :**

It is now a legal requirement that **ALL Fire Shutters and Electrically Operated Roller Shutters SHALL** be subject to suitable maintenance and be maintained in an efficient state.

**General Note: BGID does not recommend fitting locking devices to electrically operated doors. If locking must be fitted, then it MUST be released prior to operating the door or serious damage to the door / motor may occur.**

### **MAINTENANCE:**

It is **STRONGLY** recommended that a Preventative Maintenance Solution be arranged with a competent shutter maintenance company. This is likely to minimise your servicing and repair costs over the long term. BGID offer such maintenance solutions.

The shutter guides should be kept clean and free from any materials that might jamb the shutter curtain. All electrical components should be checked on a regular basis – the operation of the safety brake should also be checked on a regular basis.

## **SAFETY CONSIDERATIONS:**

<b>HAZZARD</b>	<b>RISK TO PERSONNEL</b>	<b>PRECAUTIONS</b>
Roller shutter being closed by remote control	Shutter aperture Obstructed	Operate shutter <b>ONLY</b> When the area is clear of all personnel. Isolate control system whenever maintenance is being carried out. Never operate the shutter unless fully in view and the area is clear
Failure of components causing the shutter curtain to fall.	Severe injury or worse	<b>NEVER</b> allow personnel to be in the area of the shutter when it is operating
Rotating shutter when box cover removed.	Trapping of limbs or hair	Total isolation of the electrical supply before removing the shutter box cover. For servicing, the electrical supply should be disconnected and a test switch installed. The test switch should only be used by a competent person servicing the shutter.
Unauthorised access to the shutter box	Trapping of limbs or hair.	Ensure <b>ONLY</b> trained persons are allowed to service the shutter.
Electrical hazards		Regular checking of electrical installation and earthing.

## **Safety Instructions**

**Warning : All types of Roller Shutter and Sectional Overhead Doors are fitted with counter balance spring mechanisms, which are under considerable tension. Any adjustment or repair **MUST** only be carried out by trained and qualified BGID installation engineers.**

## GENERAL

1. Only use opening & closing equipment supplied with the door
2. Keep opening clear of any obstacles when operating the door
3. **DO NOT** try to operate a damaged door – we recommend that you call BGID Service Department, who will advise the best course of action
4. **DO NOT** lean obstacles against the door
5. Work carried out on electrical control equipment **MUST** be by a competent electrician who **MUST** ensure the equipment is isolated prior to commencing any work. BGID have fully trained electrical staff.

## GENERAL CLEANING

Every month clean shutters down using a mild detergent i.e. warm soapy water. Clean dust and dirt from inside facings and from guides. Lubricate moving parts.

# MAINTENANCE

Health & Safety Welfare Regulations 1992 now applies to all Work Places from 1<sup>st</sup>. January 1996

Industrial Doors now have to comply with these regulations as from 1<sup>st</sup>. January 1996

- a. by door user - door operation is working freely and there is no visible damage to the door.
- b. by Approved Industrial Door Engineers – commonly twice per annum.
  - 1. secure any loose fastenings
  - 2. fully inspect all mechanical points
  - 3. adjust lock if required
  - 4. apply lubricants to all relevant parts
  - 5. check electrics i.e. control station, gearbox and limits
  - 6. fire doors only – carry out a mechanical “drop” test to ensure door closes in the event of a fire
  - 7. sliding folding doors – clean out bottom track

BGID provide a written report after each service visit.

**BGID operate** a specialised service and repair department with a genuine **24 / 7 nationwide** call out facility using our own trained service engineers.

**Out of Hours telephone number 07778 375310**

**Special Note: It is now a legal requirement that ALL Fire Shutters and Electrically Operated Roller Shutters SHALL be subject to suitable maintenance and have a traceable service history kept by yourselves**



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