



*flexability 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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**Roller Shutter – Push Up – Pull Down**

**Insert address here**

**PLEASE READ THIS INSTRUCTION BOOKLET  
PRIOR TO OPERATING YOUR  
PUSH UP – PULL DOWN - ROLLER SHUTTER**

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

**NORMAL HOURS: 0121 559 8666**

**OUT OF HOURS EMERGENCY NUMBER:**

**07778 375310**

## **Push up –Pull down (self coiling) Roller Shutter**

### **Standard Specification:**

- Curtain:** 0.9 mm (20g) x 75 mm curved galvanised steel.
- Option 1)** Available with a 3 mm diameter staggered perforated pattern.
- Option 2)** **Punching:** 125 mm wide x 25 mm deep in an inline or brick bond pattern.
- Endlocks:** Hard wearing plastic fixed to alternate laths, covering the full height of the curtain.
- Bottom Rail:** 1.6 mm preformed galvanised T section fitted to the bottom of the curtain.
- Guide Channels:** 75 mm deep x 32 mm wide x 3 mm walled galvanised steel.
- Canopy / Fascia:** 0.9 (20g) galvanised steel formed to cover the end plates and barrel assembly.
- Operation:** Manually via a counter balanced spring barrel mechanism by a push up and pull down action using a pole and hook.
- Locking:** Central lock and bars to the bottom rail  
Or,  
1 pair of bullet locks to guide channels

## Operating Instructions:

### Roller Shutter Door – Push Up – Pull Down (Self Coiling)

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:

Please note that the design of the counter balance springs will mean that the curtain will rise at the bottom, will be a little heavier to lift in the middle section, and will rise to the top - **DO NOT ALLOW THE DOOR TO SLAM UPWARDS AGAINST THE STOPS.**

### SAFETY CONSIDERATIONS:

HAZZARD	RISK TO PERSONNEL	PRECAUTIONS
Roller shutter being closed by remote control	Shutter aperture Obstructed	Operate shutter ONLY 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	NEVER 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 ONLY 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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