



*flexability is our strength*

BIRMINGHAM GARAGE & INDUSTRIAL DOORS LTD  
UNITS 3,10 & 12 GRIFFIN INDUSTRIAL ESTATE  
PENNCRICKET LANE  
ROWLEY REGIS  
WEST MIDLANDS  
B65 0SN

Tel: 0121 559 8666 Fax: 0121 561 1101

Web: [www.bgid.co.uk](http://www.bgid.co.uk)

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## **OPERATING AND MAINTENANCE MANUAL SAFETY, SERVICE & REPAIR**

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### **Sliding Folding Door- Manually Operated**

**Insert address here**

**PLEASE READ THIS INSTRUCTION BOOKLET  
PRIOR TO OPERATING YOUR  
MANUALLY OPERATED  
SLIDING FOLDING DOOR**

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

**NORMAL HOURS: 0121 559 8666**

**OUT OF HOURS EMERGENCY NUMBER:**

**07778 375310**

## Manually Operated Sliding Folding Door

### Standard Specification

- Leaf Section:** Cold rolled from 0.9 mm pre galvanised steel
- Picket Section:** Cold rolled galvanised steel H section, designed to form a hinge section between leaves and provide support for slide and lattice bars
- Hinge Section:** Cold rolled from 1.5 mm galvanised steel forming a full height hinge between leaf and picket sections
- Slide Assembly:** T section, assembled to provide fixed pivot points and slider for lattice bars
- Lattice Bars:** Preformed galvanised steel to form a lattice assembly across the back of the door
- Top Track:** 58 mm wide x 75 mm deep x 2 mm preformed galvanised steel
- Bottom Track Options:** 32 mm wide x 50 mm deep x 3 mm walled galvanised steel complete with fixing lugs.  
2 mm x 50 mm x 50 mm 6 mm heavy steel angle complete with fixing lugs
- Finish:** Galvanised steel
- Locking / Ironmongery:** Heavy duty hasp and staple (others to provide padlock), 2 no. bow handles, 1 no. mortice hook lock
- Fascias / Soffit:** 0.9 mm galvanised steel, formed to close gaps at top and sides as required

## Manually Operated Sliding Folding Door

### Operating Instructions

1. **TO OPEN:** Release any locking mechanisms, and slide door fully open, using the handles fixed to the leading edges.
2. **TO CLOSE:** Pull on handles attached to the leading edge until in the closed position, then engage any locking mechanisms.

**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:

HAZZARD	RISK TO PERSONNEL	PRECAUTIONS
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. Always 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**



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