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Operations and Maintenance Procedures

1. Introduction

This document is intended to serve as a general outline of maintenance activities needed for standard fiberglass doors and frames. However, it should be noted that maintenance of fiberglass doors and frames is virtually non-existent. A fiberglass door's high corrosion resistance, structural integrity, and light weight characteristics contribute greatly to its low maintenance. Maintenance will be, for the most part, associated with the accessories and hardware attached to the door and frame.

Maintenance of any product is important and necessary to obtain the maximum benefits of product service and longevity. Fiberglass door and frame assemblies are not different. In fact, in some cases where the door and frame assembly is used as a "fire rated", or "storm rated" barrier, proper maintenance is crucial. Basic maintenance to ensure the proper functioning of the assembly is imperative and well worth the effort to provide for human life safety.

2. Areas to be inspected

The following 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, labeling authority if applicable, and maintenance service. Differing frequencies of operation or types of traffic may be reflected in the frequency or types of inspections required.

Hinges

Check all hinges for loose attaching screws, hinge pin wear or other notable defects. Service the hinges or remove defective parts and replace per the hinge manufacturer's recommendations. The door should always swing freely and smoothly without obstruction from the opened to latched (when latching device is used) position.

Latch-sets

Check all latch-sets for loose attaching screws, latch wear or other notable defects. Service the latch-set or remove defective parts and replace per the manufacturer's recommendations. The door should always latch freely and smoothly without obstruction. Self latching devices should always function freely and smoothly as the door swings into the closed position. Silencers should be replaced when latch operation is compromised by wear.

Strike plate

The strike should be firmly attached to the frame or inactive leaf of a pair of doors. Check for loose screws and or other notable defects. Service or remove and replace per the manufacturer's instructions.

Overhead closing, holding, or stop devices

Check all overhead devices for loose attaching screws, linkage arm, pin wear, fluid leaks, or other notable defects. Service the device or remove defective parts and replace per the manufacturer's recommendations. The primary and secondary closing speed adjustments should also be set and maintained per the manufacturer's instructions. The device should allow the door to operate freely and smoothly throughout its entire swing range and positively latch, when so equipped, or remain in the closed position.

Flush or Surface slide bolts

Check all bolts for loose attaching screws, rod bolt adjustment and strike plate (on both door and frame if so equipped) fastenings or other notable defects. Service the devices or remove defective parts and replace per 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 bolts.

Glass Lites

The glazing material should be checked for cracks and or missing pieces of glazing. The glazing mounting frame should be checked to assure all attaching screws or other means are tight, and the unit is securely attached to the door. Service the glass lite or remove defective parts when required. Note local codes, labels and other issues that dictate appropriate glazing materials for each application, especially using fire rated glazing materials at labeled openings.

Door and frame finish

A general visual inspection of the door and frame finish should be periodically conducted. Excessive surface defects should be sealed or repaired. The following guidelines have been provided by FIB-R-DOR to ensure the durability of the doors and assist in eliminating potential future

problems. Periodically check the interior and exterior of the door for damage. If the surface is punctured, a patch may be applied to effectively seal the door. The exterior may be maintained with an occasional non abrasive application of wax similar to what you would use on an automobile or fiberglass boat.

Chemical spills and splashes should be cleaned in a timely manner to protect the finish from fading or discoloration. Graffiti may be cleaned using non-abrasive non solvent based cleaners suitable for fiberglass gelcoat surfaces.

Unobstructed operation

Fire rated and or smoke control assemblies are specified and installed to meet life safety codes requirements. It is imperative that these assemblies receive regularly scheduled maintenance checks for all of the above items. Additionally, for the assembly to serve its purpose of stopping fire and or smoke, it must function freely with the ability to positively latch in the closed position. Therefore, propping, blocking or obstructing these openings in the open position or impeding normal functionality in any way is a violation of intended use and purpose as may be established by local building codes. Mis-use of openings in anyway other than what is designed should be prohibited by the owner. If the door is not labeled with a fire label it should not be used in a fire door application. Fire retardant doors are not to be used as equivalent to fire rated doors.

Gasketing/weatherstripping

A visual and operational inspection is periodically necessary for gasketed or weather-stripped areas such as perimeter seals, threshold seals, door bottoms etc. Inspect for signs of deterioration such as splitting, cracking, or deforming of flexible components. Install replacement components as needed.

General inspection

Periodically check all moving parts of hardware for wear and lubricate, tighten or replace items as necessary. Ensure that chemical exposure is limited to those items named at time of purchase prior to manufacture of product. The above instructions are not intended to replace the individual hardware item manufacturer's literature and instructions.