

# OPERATIONS MANUAL

HUMPHREY & STRETTON

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**Contract** .....

**Date** .....

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# Operation and Maintenance of Door Sets

## 1) Door Leaf Adjustment

- (a) Height – All height adjustments should be taken from bottom edge only. Fire doors will have intumescent strip to top edges.
- (b) Width – Wherever possible adjustment should be carried out to frame fixings and/or hinges. If door lips require any “shooting-in” this should not leave less than 4mm of lip and should be carried out equally to both long edges.

## 2) Moisture

Internal quality flush doors are manufactured from specially selected kiln dried materials and as such are generally not suitable for exposure to excessive moisture and high humidity levels. This could cause the doors to bow or twist in extreme cases.

## 3) Vision Panels

### (a) Glazing Ring Replacement

Where rings may be fixed both sides with pins the glazing ring is removed by using a parallel punch to push the pin through the bead. The ring can then be removed in the normal way. Replacement rings, if required, may be obtained from our works, normally within a few days.

### (b) Glazing Bead Replacement

Replacement beads can be obtained from Humphrey & Stretton. Remove faulty bead as described in 3(A) above.

## 4) Finishes

- (a) Hardwood solid frames and timber veneered door faces, when finished with Humphrey & Stretton spray applied “Pre-Cat” lacquer may be kept clean with a wipe down with warm water and detergent sparingly used. All surfaces must be thoroughly dried with a soft cloth. Severely damaged areas should be made good with a compatible brush applied cellulose based lacquer or returned to works for full sanding down and re-polishing.

### (b) Formica Faced Doors – Maintenance and Cleaning

Formica decorative laminates do not easily scratch or chip and will withstand normal wear and tear, but should never be used as a cutting or chopping surface. They will resist the effect of vandalism and properly fabricated to the right core materials with adhesives, provide very durable surfacing suitable for public areas. They do not, however, lend themselves to being repaired by filling, stopping, restaining, etc. Repairs of this nature are best not attempted.

Laminate surfaces are best kept clean by cleaning with water and mild detergent. Persistent marks can be removed by using a mild abrasive cleaner. On no account, however, should harsh abrasive cleaning agents be used to remove stubborn markings. Instead, non-scratch scouring creams or pastes, such as ‘Jif’, ‘Jonelle’ or ‘Ajax Liquid’ should be used, as they will not alter the surface appearance. In a more industrial context, that is for instance where the surface has become discoloured by long term exposure to tobacco smoke or industrial grime ‘4-43 Cleaner’ from applied Chemical Industrial Cleaners have been found to be excellent cleaning agents. ‘Chemico’ and liquid ‘Gumption’ are very good, but should be very carefully used, as they are slightly abrasive.

The above will also be found useful in the removal of ballpoint pen marks, pencil marks and indelible felt pen inks. A few drops of methylated spirits on a clean cloth will also assist greatly in the removal of ink markings.

After cleaning, the surface must be washed thoroughly with clean water, polishing dry with a soft cloth. Window cleaning agents such as a few drops of vinegar on a wash leather or the use of proprietary agents such as “Windowlene” are excellent in removing and avoiding smears to the final finish, as also are modern spray-on-car windscreen cleaners, although these are expensive when used on large areas.

Spray on furniture polish should not be used as they allow the build up of wax or silicone to the surface with eventual discolouration and smears.

Staining caused over a long time such as by tea or coffee spillage can usually be removed by a diluted solution of household bleach. This should only be allowed to remain in contact with the surface for a short time and should only be used very occasionally.

A copy of Formica’s Technical Information chart which shows cleaning recommendations according to the type of soiling and gives advice for particular problems is available on request.

Always begin by trying the gentlest method.

### (c) Ply or M.D.F. faced doors for paint finish

Lightly wash with warm water and detergent applied sparingly. For more stubborn deposits, lightly rub with wire wool in the direction of the grain, rinse with a little warm water and allow to dry.

Worn areas may need a further coat of paint and it is prudent to check compatibility on a small or unseen area. Any wax or grease may be removed prior to application of the new paint. Apply paint strictly in accordance with paint manufacturers recommendations. Minor surface damage may be repaired using proprietary filler, following by sanding and decoration to the required standard.

## 5) Hinges

Should any screw fixings become loose, they should be attended to immediately, as extensive damage may be caused to door leaf and frame and in extreme cases the fire resistant capabilities of the doorset may be severely impaired. If a screw position fails due to over tightening, a longer screw should be used, or the hole filled and re-drilled. Periodic lubrication of the hinges, if required, should be carried out sparingly with a very light oil, such as 3 in 1 or WD40. Surplus oil on hinges will discolour the finish of the doorset and attract dust; therefore any excess must be removed immediately.



# Fire Certificates

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FIRE TEST STATION

REPORT NO. FR1682      REPORT OF FIRE RESISTANCE TEST  
PERFORMED ON A DOUBLE LEAF  
SINGLE ACTION DOORSET WITH OVERPANEL.**HUMPHREY & STRETTON**

SUMMARY

STANDARD:                      BS476: PART 22: 1987

A fire resistance test was performed on a double leaf single acting doorset with overpanel. The leaves were 2250mm high x 1007mm wide x 44mm thick. The overpanel was 612mm high. The leaves were constructed using as flaxboard core surround by softwood stiles and rails and faced with plywood. Hardwood lipping was applied to the vertical edges and head of both leaves but just the bottom of the overpanel. The leaves were hung and the over panel fitted, which was of similar construction to the leaves, into a softwood frame. Three steel hinges per leaf were used and overhead closer fitted to the exposed face of each leaf. Intumescent seals were incorporated into the doorset.

The doorset achieved the following fire resistance performance rating:

Integrity:                      32 minutes  
Insulation:                    32 minutes**HUMPHREY & STRETTON**

REPORT NO: FR1674      REPORT OF A FIRE RESISTANCE TEST, PERFORMED ON A SINGLE TEST DOUBLE LEAF DOORSET.

SUMMARY

STANDARD:                      BS476 : PART 22 : 1987

A fire resistance test was performed on a single action double leaf doorset. The leaves were 106mm wide including a 12mm rebate by 2200mm high by 52mm thick. The core of the leaves was flaxboard surround by softwood stiles and rails. The leaves were faced with plywood and lipped on the vertical edges with hardwood. Each leaf was hung on three steel hinges and overhead closers were fitted to the exposed faced. The leaves were hung in a hardwood frame. Intumescent seals were incorporated in the doorset. The doorset achieved the following fire resistance performance ratings.

Integrity:                      60 minutes  
Insulation:                    60 minutes**HUMPHREY & STRETTON****HUMPHREY & STRETTON**

## Humphrey & Stretton Environmentally Responsible, Fire Rated Timber Doorsets.

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Humphrey & Stretton Plc strives to be environmentally and socially responsible, consequently we are committed to supplying products that include timber from legal and well-managed forest sources.

Humphrey & Stretton Plc acknowledges that the only way to ensure timber is legal and sustainable is to purchase it from independently certified sources. The certification scheme run by the Forest Stewardship Council (FSC) is the most credible global forest certification scheme offering independent verification of sustainable forest management.

Humphrey & Stretton is committed to purchasing increasing proportions of the timber and timber products it uses from FSC certified sources. In order to guarantee to our customers that the products they purchase from us contain these timbers, Humphrey & Stretton is currently in the process of securing FSC chain of custody certification.

Aside from the ethical issues, the business case for using credibly legal and sustainable timbers in the Humphrey & Stretton range of doorsets has never been stronger, whether the issue is managing business risk or creating business opportunities.

The fact is now widely recognised – by the environmental lobby, by construction professions and their clients and by consumers.

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# COSHH (Control of Substances Hazardous to Health) Product Safety Data - Hazard Factors

## Product

Humphrey & Stretton supply the following products:

- Hardwood – moulded
- Softwood – moulded
- Plywood/Blockboard/Chipboard – Decorative and constructional
- Doors and Door Blanks
- Doorsets and General Joinery

## General Background

There are no particular hazards to health caused by touch or contact with the products. Persons should take reasonable care when handling large, bulky or heavy items. Mechanical aids or team lifting should be considered for the more significantly weighted products. Gloves can be worn to protect the hand from small splinters. Splinters should be removed promptly.

## Dust

Additional machining operations require control in accordance with the COSHH Regulations and the EH40 listing concerning Occupational Exposure Limits (both are available from HMSO outlets and good bookshops). Health guidance notes record that the maximum dust exposure limited is 5mg/m<sup>3</sup> over an 8-hour time weighted average.

Some people exhibit symptoms or allergic reaction to certain types of wood dust, (running eyes, sneezing, skin irritation). Persons affected by the allergy should not be exposed to the dust. No lasting health damage if likely to result.

## Formaldehyde

MDF and sheet materials can contain small amounts of formaldehyde in the resins and glues used in their manufacture. The amount of vapour released is extremely small. Normally there are no significant health hazards and good ventilation will minimise any exposure.

## Control Methods

Efficient dust extraction and ventilation systems should be in place for machining and re-work routines.

## Fire and Explosion

- Use water to extinguish.
- Very fine dust suspended in the atmosphere is a potential explosion risk. Smoking should not be permitted.

## Personal Protective Equipment

Use dust masks and safety glasses as necessary. Overalls are recommended for machining routines. Consult competent retailer for appropriate types of equipment (respiratory filters/masks etc).

## First Aid

Inhalation of dust – Take fresh air and clear nasal passages.

Eye Contact – Flush with water, seek medical advice if problems persists.

# Registration Certificate



Certificate Number 2890

10 Decemebr 2003

Date of Initial Registration

10 Decemebr 2003

Date of Last Issue

09 December 2012

Date of Expiry

*This is to certify that the Quality System of*

**Humphrey & Stretton plc**

Pindar Road Industrial Estate  
Hoddesdon  
Herts  
EN11 0EU

***meets the requirements of ISO 9001 : 2000***

***and is registered within the  
BM TRADA Certification scheme for approved Quality Systems***

*The Scope of the approval is as shown in the Schedule*

*The Company agrees to maintain its Quality System to ISO 9001 : 2000  
and use the Approved Quality System Mark in accordance with the Regulations*

*Further clarifications regarding the scope of this certificate and the applicability  
of ISO 9001 : 2000 requirements may be obtained by consulting the organization.*

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above a horizontal line.

Signed on behalf of BM TRADA Certification Ltd

## **CONTACT DETAILS:**

### **Address**

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Hoddesdon, Herts EN11 0EU England

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### **web**

[www.humphreystretton.com](http://www.humphreystretton.com)

# Troubleshooting & Fire Door Maintenance Sheet

## 1. FIRE DOOR MAINTENANCE SCHEME

Door installation and maintenance is a specialised trade, it may be considered advantageous to employ Humphrey & Stretton contractor's to carry out a planned inspection and corrective procedure, every 6-12 months to comply with your fire risk assessments.

## 2. PRIORITY ACTIONS

Priority should be given to: -

- The continued correct operation of the doors.
- The preservation of opening gap sizes within the range described in test or assessment certification relating to the installed fire doors.
- The preservation or replacement of elements of the door that may be subject to damage, e.g.
  - o Glass
  - o Intumescent, acoustic and smoke seals
  - o Intumescent coatings such as to glazing beads
  - o Applied finishes.

### 2.1 Inspection Programme

The object must be to pre-empt malfunction and defects helped by a planned programme of inspection.

Corrective action is likely to be required more frequently during the early life of an installation. The small movements that occur in the building fabric at this stage can affect gap sizes. The presence of smoke or acoustic seals can make door operation even more sensitive to small changes in gap size.

# Appendix 1

## Maintenance Check List for Doors

**Premises:** ✓

**Door:**

Door Number

Location

Door Manufacturer

Date Installed

Hardware Manufacturer

Hinges

Closer

Lock/Latch

Bolts

**Door Leaf:**

Is it warped

Is it split/cracked.

Other damage evident

Edges/lippings OK

Meeting edge gap on double doorset

Maintained closed

Closer effective

**Door Frame:**

Signs of damage

Well fixed/sealed to surrounding structure

Max. leaf/door frame gap

Max. leaf/threshold gap

Max. leaf/doorstop gap

**Seals:**

Are edge seals complete

Any damaged seals

Protection where necessary at hardware

Are smoke seals fitted

If yes, are they in good condition & effective

**Glazing:** ✓

Glass damage

Retaining system in good condition

Retaining system correctly fixed

**Hinges:**

Correctly fitted.

Working correctly

Needing lubrication

**Closers & Selections:**

Correctly fixed.

Working correctly

Double doors closing in correct order (where applicable)

Needing lubrication

Overrides any latch mechanism/ smoke seals.

**Locks & Latches:**

Correctly fixed.

Working correctly.

Needing lubrication

**Signs:**

Correct fire signage on both sides of door

**Additional Hardware:**

Added since last inspection (e.g. letterplates/bolts)

The Management of Health and Safety at Work Regulations, in addition to the safe access/egress requirements of the Health and Safety at Work Act, require an employer to provide suitable emergency and control systems in the workplace.

Irrespective of whether or not an employer's premises comes into the scope of the Fire Precautions Act and the issue of a Fire Certificate is deemed necessary. All fire doors should be checked and recorded by a planned program by a competent person and that relevant records are maintained.

Certain records will be necessary relating to the nature of undertaking at an employer's premises, physical aspects of design and construction and the types of fire-fighting appliances installed.





This is to verify that

# HUMPHREY & STRETTON

Is a member of the INDFOR Group Chain of Custody Scheme for the FSC certified products as shown in the scope of the certificate below.

*Please note that this certificate is only applicable to timber and timber products that are included on delivery notes and invoices, which clearly state the chain of custody number of this member. It is NOT valid under any other circumstances.*

*Scope of the certificate:*

CoC from point of purchase to point of sale (*Products Groups - Doors, Frames and timber sections*) through manufacturing and finishing - Min % claims may apply.

**Date of certification: 8th April 2005.**

**Valid for 12 months.**

Signature.....  
Area Manager

**Certificate number SA-COC-0975 HUM**

INDFOR, Westgate, Thornton Dale, Pickering,  
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[www.indfor.com](http://www.indfor.com)

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Forestry Stewardship Council: Setting the standard for responsible forestry.

