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PARTITION WALL SOLUTIONS

INSPECTION AND MAINTENANCE INSTRUCTIONS for DOORS



Neudoerfler Office Systems GmbH	P +43 2622 77444
Kom.-Rat Karl Markon-Straße 530	F +43 2622 77444 9
7201 Neudörfel	E bueromoebel@neudoerfler.com
Austria	W www.neudoerfler.com

Company register court: Eisenstadt, FN 125768d, DVR: 11592, VAT No.: ATU20952707

Disclaimer: Neudoerfler, together with Bene and Halli, is one of the leading companies in the European office furniture industry. Due to our high standards of quality, we share common principles and guidelines. In order to guarantee uniform standards group-wide, information is exchanged between Neudoerfler, Bene and Halli. This results in mutually beneficial efficiency gains and synergy effects.

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Table of Contents

1. CARE.....	3
2. ADJUSTMENT OF DOORS.....	3
3. INSPECTION.....	4
3.1. Inspections on revolving doors.....	4
3.2. Inspections on sliding doors.....	4
4. MAINTENANCE.....	5
4.1 Maintenance of revolving doors.....	5
4.1.1. Locks.....	5
4.1.2. Straps or floor and ceiling bearings.....	5
4.1.3. Fittings – Handle.....	5
4.1.4. Rebate seals.....	6
4.1.5. Floor seals.....	6
4.1.6. Door closer.....	6
4.1.7. Electric door opener.....	6
4.2 Maintenance of sliding doors.....	7
4.2.1. Running track and carriage.....	7
4.2.2. Stop.....	7
4.2.3. Floor guide.....	7
5. FINAL REMARKS.....	7

INSPECTION AND MAINTENANCE INSTRUCTIONS for DOORS

To ensure your products last you a lifetime, we'd like to give you a few tips for their care, inspection and maintenance. All office-building doors are continuously tested in our own experimental and test centres. These extensive tests give you the certainty you need because they guarantee that the doors will function flawlessly for years – assuming they are properly maintained.

1. CARE

It is really important to clean the surfaces of your doors carefully and properly to keep them in tip-top condition. We recommend cleaning them with a damp, lint-free cloth, moistened with clean water and without the addition of any detergents, furniture polishes or the like. You can find detailed care instructions for your Neudoerfler furniture and walls at: www.neudoerfler.com

Neudoerfler cannot accept any liability for damage to surfaces caused by improper cleaning.

2. ADJUSTMENT OF DOORS

The doors we hand over to you have been correctly manufactured and assembled. Nevertheless, regular adjustments are needed to ensure they always function flawlessly. These tasks are necessary due to normal use of the doors and do not mean that the product is in any way faulty. You can service the doors yourself or you can pay to have the work done by a Neudoerfler service technician.

3. INSPECTION

The term inspection refers to a visual and functional check. The frequency of the inspections depends on how much the element is used. As a guide, the following inspection cycles should be observed, depending on where the product is installed:

- Doors in evacuation and escape routes in buildings used for particular purposes, e.g. hospitals, schools, etc., should be inspected monthly.
- Doors in buildings with normal use, e.g. high-rise buildings, meeting places, etc., should be inspected every six months.
- Doors that close off rarely accessed rooms, e.g. closures to installation shafts, should be inspected annually.

If the inspection reveals a need for repairs, these must be carried out immediately.

3.1. Inspections on revolving doors

In the main, the following inspections should be performed:

- Check door for damage.
- It must be possible to open and close the door from both sides without any problem.
- The latch must click into the strike plate, the latch insert or the recess.
- Seals must be complete and free from damage.
- The deadbolt must be fully retracted by the handle.
- The retractable floor seal must seal the door leaf completely against the floor in the closed position.
- If a door closer is installed, the door must close itself from any opening angle.

3.2. Inspections on sliding doors

In the main, the following inspections should be performed:

- Check door for damage.
- It must be possible to open and close the door from both sides without any problem.
- The locking pin must extend into the hole in the running track when the door is locked.
- The carriage must run evenly and softly.
- The running track must be free from dirt.

4. MAINTENANCE

To ensure the doors function properly over the entire period of use, components subject to high mechanical loads should be serviced at regular intervals. If inspection rounds do not reveal any visible defects, the doors should undergo extensive maintenance at least once a year, or every 4 to 6 months if used very frequently. If the maintenance reveals a need for repairs, these must be carried out immediately.

4.1 Maintenance of revolving doors

4.1.1. Locks

- Check for a tight fit; if necessary, tighten or replace the screws.
- Check whether the latch and bolt are able to lock.
- It must be possible to open the door from both sides without any problem.
- The mortise locks used by Neudoerfler as standard come with lifetime lubrication and therefore do not require any maintenance. The manufacturer's maintenance instructions must be followed for other types of lock (special request of the client).
- Replace locks that are damaged or no longer viable.

4.1.2. Straps or floor and ceiling bearings

- Check for a tight fit; if necessary, tighten or replace the screws.
- Check for correct adjustment and readjust if necessary.
- On revolving doors with a continuous strip profile (revolving doors of the system partition wall and fully glazed wall, revolving doors with frame), the friction bearings must be checked for wear and replaced if necessary.
- Exchange or replace damaged or missing parts.

4.1.3. Fittings – Handle

- Check for proper function.
- Check all fixing screws are tight; tighten them if necessary.
- Exchange or replace damaged or missing handle parts.

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4.1.4. Rebate seals

- Remove any foreign objects.
- Check the seals for completeness and damage, and replace if necessary.

4.1.5. Floor seals

- Check for a tight seal and adjust if necessary.
- If the seal profile is damaged or not working properly, replace the entire floor seal.
- Follow the manufacturer's adjustment instructions. These can be downloaded on the manufacturer's website (www.planet.ag).

4.1.6. Door closer

- Check the closer and sliding rail for a tight fit; if necessary tighten or replace the screws.
- Check the adjustment of the door closer; if necessary readjust the closing force or the end stop.
- Follow the manufacturer's maintenance and adjustment instructions. These can be downloaded on the manufacturer's website (www.dormakaba.com).

4.1.7. Electric door opener

- Check for a tight fit; if necessary, tighten or replace the screws.
- Perform a function check; adjust if necessary.
- Follow the manufacturer's adjustment instructions. These can be downloaded on the manufacturer's website (www.effeff.com).

4.2 Maintenance of sliding doors

4.2.1. Running track and carriage

- Check the running track, in particular the running surface, and the rollers on the carriage for dirt and clean with a moist cloth if necessary.
- Under no circumstances lubricate the running track!
- If the carriage does not run evenly, check it for damage and replace it if necessary.

4.2.2. Stop

- Check the position of the door stop; the locking pin or locking hook must slide easily into the opening provided. Adjust the door if necessary.
- Check the function of the stop.
- Exchange or replace damaged or missing parts.

4.2.3. Floor guide

- Check the floor guide for a firm hold. Retighten the screws if necessary.

5. FINAL REMARKS

We make explicit reference to the fact that Neudoerfler does not accept any liability or warranty for the consequence of care and maintenance that is carried out improperly or not at all. We recommend documenting inspection, maintenance and repair tasks. We recommend replacing components with genuine components.

Your Neudoerfler customer adviser will be pleased to assist if you have any further questions about care and maintenance.

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Neudoerfler Office Systems GmbH
Kom.-Rat.-Karl-Markon-Strasse 530
A-7201 Neudörf, Austria

T: +43 2622 774 44

bueroeobel@neudoerfler.com

neudoerfler.com

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