

Woodrite Doors Ltd

Operation/Maintenance



Outward Opening Side Hinged Doors

Maintenance – Gear/Hardware

- Doors should be inspected and maintained at least once a year by a specialist :-
 - Visually inspect doors and all gear / hardware.
 - Tighten all screws and fixings as necessary.
 - Lubricate all hinges and pivot points using suitable oil/grease as appropriate.

Maintenance – Timber Panel

A regular visual inspection of your door is essential, with periodic cleaning of the door panel using warm water and a soft clean cloth or sponge. Allow the door to dry naturally, never use detergents, abrasives, caustic or solvent based cleaners as they may damage the door surface. Bird droppings should be removed immediately as these can be particularly caustic. Initial application and periodic re-treatment should be carried out strictly in accordance with the wood stain manufacturer's instructions. Failure to follow these instructions will result in early deterioration of the timber panel.

Operation – Doors with Yale Type Lock

To Open Doors from Outside.

Stand facing doors, insert key in lock and turn clockwise to unlock. Open leading leaf and locate in pre-set position using stays. Remove Key from lock. If fixed leaf is to be opened undo monkey tail bolt at top and foot bolt at bottom. Open doors and locate in pre-set position using stay.

To Open Doors from Inside.

Stand facing doors, turn handle on back of lock body anti-clockwise to unlock. Open leading leaf and locate in pre-set position using stays. If fixed leaf is to be opened undo monkey tail bolt at top and foot bolt at bottom. Open doors and locate in pre-set position using stay.

To Close Doors.

Stand facing doors, carefully close fixed leaf (if open), locate monkey bolt and foot bolt securely in pre-set holes. Close leading leaf firmly ensuring latch locates correctly in keep.

Operation – Doors with Mortice Type Lock and Lever Handles

To Open Doors from Outside.

Stand facing doors, insert key in lock and turn anti-clockwise to unlock. Open leading leaf and locate in pre-set position using stays. Remove Key from lock. If fixed leaf is to be opened

undo monkey tail bolt at top and foot bolt at bottom. Open doors and locate in pre-set position using stay.

To Open Doors from Inside.

Stand facing doors, insert key in lock and turn clockwise to unlock. Open leading leaf and locate in pre-set position using stays. If fixed leaf is to be opened undo monkey tail bolt at top and foot bolt at bottom. Open doors and locate in pre-set position using stay.

To Close Doors.

Stand facing doors, carefully close fixed leaf (if open), locate monkey bolt and foot bolt securely in pre-set holes. Close leading leaf firmly ensuring latch locates correctly in keep. Insert Key and turn clockwise to fully lock from outside or anti-clockwise to fully lock from inside.