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# Operation and Maintenance for Rolling Shutter

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## Scope of works

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### Roller Shutter:

Operation and maintenance of Roller Shutter system

## Operation

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- A. **To Open or Close:** Use the hand chain or winding handle, whichever is fitted. Operate with a smooth action. If the shutter/grill is to be left in an intermediate position always secure with the chain cleat or winding handle lock.
- B. **Wicket Door:** If fitted, the wicket door and frame must be in the open position when operating the roller shutter curtain.

## Safety Instructions

- A. Keep openings clear at all times.
- B. Do not operate an obviously damaged door. If a door is found to be damaged, lock the door and leave a warning note on it. Ensure that the damaged door is checked by a qualified person before operating.
- C. Do not lean ladders against door or tracks.
- D. Stand clear of openings whilst operating doors.
- E. Open and close the door using only the handles, chains or electrical controls provided.
- F. If any of these door types are damaged or become difficult to operate, report this to a qualified maintenance company.
- G. Under no circumstances should inexperienced personnel attempt to adjust the barrel and spring assembly.
- H. Do not remove the cover of the electrical operator control box without first switching off the power at the isolator.
- I. Any necessary adjustments or fault finding must be carried out by a suitably trained and competent electrician.

## Maintenance

The following recommendations are made for maintenance and essential repair work to achieve the maximum efficiency of the door throughout its economical working lifetime.

### Maintenance Frequency

- To ensure safe and reliable operation, regular inspection and maintenance is essential.
- The frequency of maintenance depends on the frequency of usage.
- Service maintenance should be carried out by fully trained and competent door installation engineers.
- It is advisable to encourage personnel to report any damage or defects noticed during day to day usage.
- Prompt repair actions will avoid any unnecessary over stressing of components and can greatly prolong the useful life of the door.

**One cycle is Opening / Closing of the Roller Shutter one time.**

Guidelines for maintenance schedule	
Cycles per day	Service by a specialist Engineer required :
More than 45 cycles per day	Every 2 months
More than 30 Cycles per day	Every 3 months
More than 15 cycles per day	Every 4 months
Less than 15 cycles per day	Every 6 Months

### Maintenance - By the User

On a daily basis, the user should ensure that

- There is no damage to parts of the door
- Excessive force is not required to operate the door.
- Any damage or force required to operate the door is reported and action taken in respect of repairs required.
- Components of the door are clean and free of built up dust and dirt.
- Any bottom tracks are free from debris and if not, cleaned out.
- They are fully conversant and comply with the operating and safety instructions.

### Maintenance - By a Specialist Engineer

On the maintenance schedule basis the specialist engineer should carry out the items mentioned in section A, B & C and in addition should follow as per below:

- Check all fixing bolts and fitting screws/bolts are tight.
- Generally clean the faces of the doors. Wipe any excess lubricant from the track.

- Check operation of any shoot bolt/locks and lightly lubricate. Clean any hand chains - Do not lubricate hand chain or hand chain wheels.
- Check safety devices have not been activated. Attention to support brackets and guides.

**A. Hardware.**

- Check all fixings, nuts and bolts etc. securing door hardware and tracks and tighten where necessary.
- Remove dirt and old lubricants from the guides, and apply a film of lubricant to the inside surface - wipe off any surplus.
- Check that the doorstops at the top of the guides are not bent and are secure and that the bottom rail is contacting them correctly on full opening height.

**B. Barrel & Counterbalance Assembly**

- Lubricate barrel/shaft bearings, apply lubricant through grease nipples (if fitted) - wipe off any excess.
- Lightly lubricate hand chain gears - Wipe off any excess.
- Check the operation and balance of the door throughout its travel.
- Any gearing should run free with no tight spots.
- If the tension requires adjustment, adjust as necessary (providing easy access can be gained to the barrel and shutter). If access is difficult, report the condition for further action.
- If a coil casing is fitted check that the casing fixings are secure and that no part of the casing is fouling the curtain. Check safety brake device, if it has been activated/ damaged it is recommended that it is replaced.

**C. Seals**

Check the integrity of any weather seals, re-secure if necessary.

**Warning & Attention:**

- Activities which interfere with any of the components that are under tension must not be undertaken by untrained personnel as they can be extremely dangerous.
- Attention to the lifting cables and ferrules for wear and tear and to cable anchor devices.
- Adjustment of the balance of operation by re-tensioning springs by re-tensioning springs or other counterbalance systems.
- Removing or replacing moving parts of the door. Electrical features on electrically operated doors.

## Parts

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1. Steel Shaft
2. Shaft Connecting Plate
3. Bearing
4. Round Axle
5. Guide Rail