

# EHS ARCHITECTURAL LIMITED

IRONMONGERY, WINDOWS & DOORS

## HEALTH AND SAFETY MANUAL

ON BEHALF OF

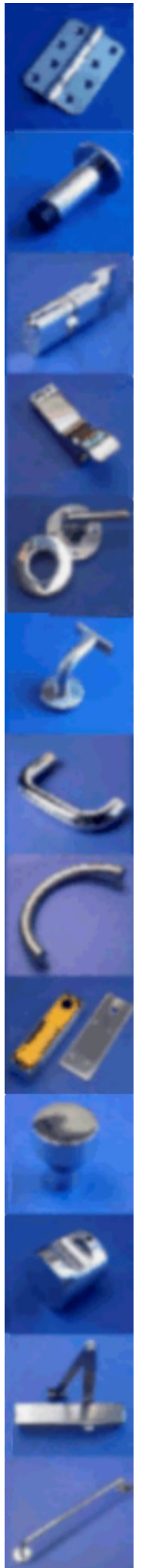
## ABC Building Services

FOR

## Example Project

49 LANARK ROAD  
EDINBURGH  
EH14 1TL

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F. 0131 444 0288  
E. [theteam@ehsarc.com](mailto:theteam@ehsarc.com)





To :

A B C BUILDING SERVICES  
13 LITTLE ROAD  
LITTLETON  
SCOTLAND  
AA1 1AA

Our Reference : 26733  
Date : 18/08/2009  
Customer Ref. : ABC/CBA  
Contact : MR A N OTHER  
Telephone No : 01234 567890

Contract :

EXAMPLE CONTRACT  
ANYWHERE

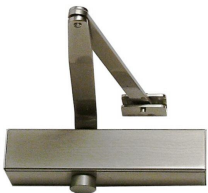


018.76549.222

HINGES - BUTTS - BB - G13 - RAD - LOGO - BS EN1935 - CE1121

100 x 75mm Satin Radiused

Radiused Corners Best Suited To Fitting By Router or CNC Machine. Estimated Delivery - 3 Days



102.43400.201

DOOR CLOSER - OVERHEAD - UNI

Satin Stainless Steel

Estimated Delivery - 3 Days



353.62114.212

LEVER FURNITURE - ROUND ROSE - STRAIGHT TEE - SPRUNG

Satin Stainless Steel - Round Rose

To Suit Most Tubular, Compact And Upright Mortice Locks and Latches. Estimated Delivery - 7 Days



383.65230.212

TURN ONLY - BATHROOM - CONCEALED FIX - 5mm

Satin Stainless Steel

Estimated Delivery - 7 Days



252.08206.222

LATCH - HEAVY TUBULAR

079mm (058mm) PVD Brass & Satin Stainless Steel

Square Forend and Striker Best Suited To Fitting By Hand. Estimated Delivery - 3 Days



267.08300.222

BATHLOCK - ARCHITECTURAL - EURO STANDARD

089mm (060mm) Satin Stainless Steel

Square Forend and Striker Best Suited To Fitting By Hand. Estimated Delivery - 3 Days



554.86437.826

INTUMESCENT - SMOKE BRUSH - 2100mm - BS476

2100 x 20 x 4mm - White

Estimated Delivery - 3 Days.



454.40420.212

DOOR STOP - FLOOR - PEDESTAL

034mm - Satin Stainless Steel

Estimated Delivery - 3 Days.



454.02025.212

DOOR STOP - PROJECTION - ROSE

088mm - Satin Stainless Steel

Estimated Delivery - 3 Days.



801.65423.222

SYMBOL - ENGRAVED - UNISEX TOILET

Satin Stainless Steel

Estimated Delivery - 3 Days.



#### MAINTENANCE OF HINGES

When fitting any type of butt, backflap or lift-off hinge having two, three or five knuckles, the leaf with the greater number of knuckles should always be fitted to the door frame and not the door leaf.

When hinges are fitted they must immediately be oiled with a light machine oil and this lubrication must be repeated at least every six months. When environmental conditions are abnormal, i.e. high temperature, low humidity or both, or where the door is subjected to exceptionally high usage, lubrication must be increased to at least every three months to ensure smooth operation and avoid excessive wear.

When fitting hinges, the correct size of screw must always be used as specified by the manufacturer. The practice of partly hammering the screw into position must not be used as this will cause internal delamination of the timber, which could seriously affect the performance of the doors particularly when exposed to fire.

To avoid excessive wear, all hinges should be fitted in precise alignment.

Failure to do so will result in the ultimate failure of the installation.



#### MAINTENANCE OF CLOSERS

All door closers should be fitted in strict accordance with the manufacturers instructions supplied with each individual closer. Failure to do so will invalidate any guarantee or warranty given.

The correct size (power) of closer must be used appropriate to the dimensions and mass of the individual door to which it will be fitted. Please see the product selection section for more information.

The fixing screws securing the closer body and the arm should be checked every three months or so. For closers with an all over cover, these screws will be concealed and the cover will have to be removed to allow the screws to be checked. Failure to check these fixings may result in the closer breaking away from its mounting possibly causing considerable damage to the frame and / or door. It is also important to check the machine screw securing the arm to the spindle of the mechanism so that excessive wear at this point is avoided.

In general the closing speed and latching force may be adjusted in all closers. Optional adjustments for backcheck, delayed closing and hold open angles may be made where appropriate. Please check the details of the specific closer for information on these adjustments.



#### MAINTENANCE OF LOCKS

Locks in general require little maintenance. The most important single factor in achieving optimum performance from the products is correct fitting.

The lock should be fitted with it's forend flush to the edge of the door and at right angles to the door's horizontal axis.

Striking plates must be fitted correctly so that they are positioned to receive the lock bolts. the space behind the striking plate must be morticed deep enough to accept either the mortar guard or the lock bolts and must be free from dirt and foreign matter.

The gap between door and frame should in general be 2 to 3mm.

The surfaces of the forends and striking plates will be best maintained when kept free from dust and moisture. They may be cleaned with a dry, clean cloth, and the use of harsh abrasives or chemical cleaners should be avoided.



#### MAINTENANCE OF FITTINGS

All door fittings should be installed in strict accordance with the manufacturers instructions where these are supplied with the item. Particular attention should be paid to any grub screws included to secure say a lever handle to a spindle, as these are normally crucial to the installation. Fixing screws or bolts should be securely tightened and checked periodically.

It is best to remove all ironmongery prior to painting or staining the door since some finishes, particularly brass, may be damaged by this process.

For information on any additional maintenance, please refer to the details on the specific item within this manual.



#### CLEANING ALUMINIUM

Aluminium should only be cleaned using a soft cloth and warm water with a mild detergent such as domestic washing up liquid. Care should be taken not to scratch the surface of the anodising and under no circumstances should abrasive cleaners be used. Furniture polish may then be applied to the surface to afford a small amount of additional protection. Aluminium can oxidise when exposed to a salty atmosphere.



#### CLEANING BRASS

Lacquered brass should be cleaned at least every two weeks using a soft cloth soaked in warm water mixed with a mild detergent such as domestic washing up liquid. A good wax polish or even furniture polish should then be applied to the surface to afford a small amount of additional protection. Lacquered surfaces can deteriorate quickly when exposed to a salty or polluted atmosphere, acid rain, or when handled continuously and thus the life of a lacquer coating is beyond our control and cannot be guaranteed. Under no circumstances should abrasive cleaners be used. Unlacquered brass may be cleaned using specialised brass cleaners such as brasso or duraglit. Again, a good wax polish should then be applied. These items will require regular cleaning, perhaps daily in cases where they are being handled continuously.



#### CLEANING PLATED FINISHES

Plated finishes should be cleaned at least every two weeks using a soft cloth soaked in warm water mixed with a mild detergent such as domestic washing up liquid. A good wax polish or even furniture polish should then be applied to the surface to afford a small amount of additional protection.

Plated surfaces can deteriorate quickly when exposed to a salty or polluted atmosphere, acid rain, or when handled continuously and thus the life of a plated finish is beyond our control and cannot be guaranteed.

Under no circumstances should abrasive cleaners be used.

Chrome and satin chrome plated finishes are generally the hardest wearing due to the nickel content of the applied finish.



#### CLEANING STAINLESS STEEL

Stainless steel is highly resistant to soiling, but should the item require cleaning then a wipe with a soft cloth is usually sufficient.

For heavier soiling, a mild detergent such as domestic washing up liquid, diluted in warm water may be used to dampen the cloth before wiping.

The surfaces should then be completely dried with a similar cloth.

Furniture polish may then be applied to the surface to afford a small amount of additional protection.

The use of harsh abrasives or chemical cleaners should be avoided.