



flexibility is our strength

BIRMINGHAM GARAGE & INDUSTRIAL DOORS LTD
UNITS 3,10 & 12 GRIFFIN INDUSTRIAL ESTATE
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Tel: 0121 559 8666 Fax: 0121 561 1101
Web: www.bgid.co.uk

OPERATING AND MAINTENANCE MANUAL SAFETY, SERVICE & REPAIR

Shop Front Roller Shutter

Insert address here

BGID.Doc.U12.009

**PLEASE READ THIS INSTRUCTION BOOKLET
PRIOR TO OPERATING YOUR
SHOP FRONT ROLLER SHUTTER**

**SHOULD YOU EXPERIENCE ANY
DIFFICULTY PLEASE CONTACT
OUR SERVICE DEPARTMENT**

NORMAL HOURS: 0121 559 8666

OUT OF HOURS EMERGENCY NUMBER:

07778 375310

Shop Front Roller Shutter

Standard Specification:

- Curtain:** 9 mm (20g) x 75 mm curved galvanised steel
- Endlocks:** Hard wearing plastic fixed to alternate laths, covering the full height of the curtain.
- Bottom Rail:** 1.6 mm preformed galvanised T section fitted to the bottom of the curtain.
- Guide Channels:** 75 mm deep x 32 mm wide x 3 mm walled galvanised steel.
- Canopy / Fascia:** 0.9 (20g) galvanised steel formed to cover the end plates and barrel assembly.
- Finish:** Galvanised or Powder coated to colour from our standard colour range.
- Operation:** Electrically via a single phase tubular motor unit complete with safety break mechanism and hand crank manual override.

Controls (low voltage): Key switch in a lockable steel box

The shutter curtain is fitted to a steel roller. This roller revolves to wind up or wind down the shutter curtain.

One end of the roller is fitted with an electric motor, whilst the other end of the roller is fitted with a safety brake.

MOTOR:

The motor is controlled by a switch. The switch system should be of the “hold to run” type.

ELECTRICAL CONNECTIONS:

The tubular motor has a 4 core cable – Earth & Neutral with feeds for each direction of travel. The use of latching switches, whereby the power is constantly connected to the shutter motor is **NOT** recommended.

General Note: BGID does not recommend fitting locking devices to electrically operated doors. If locking must be fitted, then it MUST be released prior to operating the door or serious damage to the door / motor may occur.

MAINTENANCE:

It is **STRONGLY** recommended that a Preventative Maintenance Solution be arranged with a competent shutter maintenance company. This is likely to minimise your servicing and repair costs over the long term. BGID offer such maintenance solutions.

The shutter guides should be kept clean and free from any materials that might jamb the shutter curtain. All electrical components should be checked on a regular basis – the operation of the safety brake should also be checked on a regular basis.

SAFETY CONSIDERATIONS:

HAZZARD	RISK TO PERSONNEL	PRECAUTIONS
Roller shutter being closed by remote control	Shutter aperture Obstructed	Operate shutter ONLY When the area is clear of all personnel. Isolate control system whenever maintenance is being carried out. Never operate the shutter unless fully in view and the area is clear
Failure of components causing the shutter curtain to fall.	Severe injury or worse	NEVER allow personnel to be in the area of the shutter when it is operating
Rotating shutter when box cover removed.	Trapping of limbs or hair	Total isolation of the electrical supply before removing the shutter box cover. For servicing, the electrical supply should be disconnected and a test switch installed. The test switch should only be used by a competent person servicing the shutter.
Unauthorised access to the shutter box	Trapping of limbs or hair.	Ensure ONLY trained persons are allowed to service the shutter.
Electrical hazards		Regular checking of electrical installation and earthing.

Safety Instructions

Warning : All types of Roller Shutter and Sectional Overhead Doors are fitted with counter balance spring mechanisms, which are under considerable tension. Any adjustment or repair **MUST only be carried out by trained and qualified BGID installation engineers.**

GENERAL

- 1 Only use opening & closing equipment supplied with the door
- 2 Keep opening clear of any obstacles when operating the door
- 3 **DO NOT** try to operate a damaged door – we recommend that you call BGID Service Department, who will advise the best course of action
- 4 **DO NOT** lean obstacles against the door
- 5 Work carried out on electrical control equipment **MUST** be by a competent electrician who **MUST** ensure the equipment is isolated prior to commencing any work. BGID have fully trained electrical staff.

GENERAL CLEANING

Every month clean shutters down using a mild detergent i.e. warm soapy water. Clean dust and dirt from inside facings and from guides. Lubricate moving parts.

MAINTENANCE

Health & Safety Welfare Regulations 1992 now applies to all Work Places from 1st. January 1996

Industrial Doors now have to comply with these regulations as from 1st. January 1996

- a. by door user - door operation is working freely and there is no visible damage to the door.
- b. by Approved Industrial Door Engineers – commonly twice per annum.
 - 1. secure any loose fastenings
 - 2. fully inspect all mechanical points
 - 3. adjust lock if required
 - 4. apply lubricants to all relevant parts
 - 5. check electrics i.e. control station, gearbox and limits
 - 6. fire doors only – carry out a mechanical “drop” test to ensure door closes in the event of a fire
 - 7. sliding folding doors – clean out bottom track

BGID provide a written report after each service visit.

BGID operate a specialised service and repair department with a genuine **24 / 7 nationwide** call out facility using our own trained service engineers.

Out of Hours telephone number 07778 375310

Special Note: It is now a legal requirement that ALL Fire Shutters and Electrically Operated Roller Shutters SHALL be subject to suitable maintenance and have a traceable service history kept by yourselves



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