



flexibility is our strength

BIRMINGHAM GARAGE & INDUSTRIAL DOORS LTD
UNITS 3,10 & 12 GRIFFIN INDUSTRIAL ESTATE
PENNCRICKET LANE
ROWLEY REGIS
WEST MIDLANDS
B65 0SN

Tel: 0121 559 8666 Fax: 0121 561 1101

Web: www.bgid.co.uk

OPERATING AND MAINTENANCE MANUAL SAFETY, SERVICE & REPAIR

Meltec Type Roller Shutter

Insert address here

BGID.Doc.U12.012

**PLEASE READ THIS INSTRUCTION BOOKLET
PRIOR TO OPERATING YOUR
MELTEC TYPE ROLLER SHUTTER**

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

NORMAL HOURS: 0121 559 8666

OUT OF HOURS EMERGENCY NUMBER:

07778 375310

Mel-Tec type 4FMB Roller Shutters

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.

ROLLER SHUTTER SPECIFICATION:

The roller shutter curtain is manufactured from 44 mm. x 9 mm. foam filled aluminium profile.

Extruded aluminium side guides with weather seals - size 53 mm. x 22 mm.

Roller assembly manufactured from steel. Fitted with a single phase 230/250 volt tubular motor. The roller is fitted with auto locking elements to hold the shutter curtain in the closed and locked position. The tubular motor incorporates adjustable limit switches. These limits are set so that the motor is switched off when the shutter is in either the open (up) or closed (down) position.

Box assembly manufactured from powder coated roll formed aluminium with powder coated cast aluminium box ends. The box is constructed so that the cover can be easily removed for servicing. Powder coat paint finish – white.

USE:

Window shutters.

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.

SPECIAL NOTE :

It is now a legal requirement that **ALL Fire Shutters and Electrically Operated Roller Shutters SHALL** be subject to suitable maintenance and be maintained in an efficient state.

Note: A safety clutch mechanism is fitted to all electrically operated doors of this type, which is activated when the door strikes an obstruction.

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 Contract be arranged with a competent shutter maintenance company - BGID offer such maintenance contracts.

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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