



*flexability is our strength*

BIRMINGHAM GARAGE & INDUSTRIAL DOORS LTD  
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## OPERATING AND MAINTENANCE MANUAL SAFETY, SERVICE & REPAIR

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### Industrial Door – Operating Manual

Insert address here

**PLEASE READ THIS INSTRUCTION BOOKLET  
PRIOR TO OPERATING YOUR  
INDUSTRIAL DOOR**

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

**NORMAL HOURS: 0121 559 8666**

**OUT OF HOURS EMERGENCY NUMBER:**

**07778 375310**

# Industrial Door Operating Instructions

## Roller Shutter Door

### A. Self Coiling (Push Up)

1. **TO OPEN:** Release all locking mechanisms on the bottom rail, on the side, and elsewhere – lift the door curtain upwards in a controlled manner, to its full height, using a hook and pole where provided.
2. **TO CLOSE:** Pull on the bottom rail, using hook and pole where provided, and push door curtain down to the fully closed position, and re-engage locking mechanisms.

### B. Hand Chain Operated

1. **TO OPEN:** Release hand chain from lockable holder, release any additional locking mechanisms, pull downward on the required hand chain, in a controlled manner, until curtain is fully open, replace hand chain into lockable position and secure.
2. **TO CLOSE:** Release hand chain from lockable holder, pull downward on hand chain, in a controlled manner until door curtain is fully closed, replace hand chain into lockable holder.
3. Any Wicket gate installation **MUST** be hinged completely out of the way prior to operating the door curtain.

**Please note that the design of the counter balance springs will mean that the curtain will rise at the bottom, will be a little heavier to lift in the middle section, and will rise to the top - DO NOT ALLOW THE DOOR TO SLAM UPWARDS AGAINST THE STOPS.**

### **C. Electrically Operated**

1. **TO OPEN:** Press “Open” button on the central control station. The door curtain will automatically stop at the full opening height – unless the “Stop” button is pressed.
  
2. **TO CLOSE:** Press “Close” button on the central control station. The door curtain will automatically stop when fully closed, or when the button is released.
  
3. **TO STOP:** Press the red “Stop” button.
  
4. **IN THE EVENT OF A POWER FAILURE:**

The motor is fitted with an emergency hand chain or crank mechanism access to the motor will be required. Lift hand chain or crank into position and operate manually. Operation will be very slow – when power is reinstated, the door will not operate electrically until hand chain or crank has been removed.

## Fire Roller Shutter Operating Instructions

### **D. Self Coiling (Push Up) Fire Shutter**

Designed to close in the event of a fire. Not designed to be used on a regular basis, if however, the curtain is lowered for inspection or other purposes, it will be difficult to lift up refer to section "A"

### **E. Hand Chain Operated Fire Shutter**

Designed to close in the event of a fire. Not designed to be used on a regular basis, if however, the curtain is lowered for inspection or other purposes, it will be difficult to lift up refer to section "A"

### **F. Electrically Operated Fire Shutters**

Designed to close in the event of a fire – for operational instructions, refer to Section "C"

### **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.

## Sectional Overhead Door Operating Instructions

### G. Manual (Push Up)

For door operation instructions, refer to section “A”. In addition, a pull cord may be attached to assist in opening and closing.

### H. Hand Chain Operated

For door operations instructions, refer to section “B”.

### I. Electrically Operated

For door operation instructions, refer to section “C”.

## Sliding Folding Door Operating Instructions

### J. Manual Operation

1. **TO OPEN:** Release any locking mechanisms, and slide door fully open, using the handles fixed to the leading edges.
2. **TO CLOSE:** Pull on handles attached to the leading edge until in the closed position, then engage any locking mechanisms.

## Sliding Folding Door Operating Instructions (cont).

### **K. Electrically Operated**

- 1. TO OPEN:** Press “Open” button on central control station, the door will automatically stop when fully open.
- 2. TO CLOSE:** Press “Close” button on central control station, the door will automatically stop when fully closed, or when button is released.

### **3. IN THE EVENT OF A POWER FAILURE:**

Power failure : release mechanism on leading door edge to disengage drive chain, then use as section “J”. When power is re-instated, re-engage drive mechanism.

**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.**

## **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.



## **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:**

| <b>HAZZARD</b>                                             | <b>RISK TO PERSONNEL</b>    | <b>PRECAUTIONS</b>                                                                                                                                                                                                                                        |
|------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Roller shutter being closed by remote control              | Shutter aperture Obstructed | Operate shutter <b>ONLY</b> 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      | <b>NEVER</b> 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 <b>ONLY</b> 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 1<sup>st</sup>. January 1996

Industrial Doors now have to comply with these regulations as from 1<sup>st</sup>. 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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