



**Recommended
Maintenance Routines
for Inclusion within
Project Maintenance
Manuals**

MERLIN ARCHITECTURAL

INFORMATION FOR OPERATION + MAINTENANCE MANUAL

SECTION (A) INTRODUCTION

Thank you for choosing ironmongery from the Merlin Prostyle range: we want you to get the maximum benefit and value from your investment.

Machines need maintenance – consider that many items that we supply have moving parts – they need care and periodic attention. See section (B)

Site care Merlin hardware is very carefully packaged to avoid any transit damage – once on site, it is very important that it is kept CLEAN – DUST FREE – DRY – SEPARATE FROM ACIDIC/CORROSIVE SUBSTANCES.

Installation – every item must be fitted according to manufacturer’s instructions, using the fixings supplied with each product where appropriate – these should not be altered without written consent from the manufacturer where necessary.

SECTION (B) MECHANICAL MAINTENANCE

Since many items of ironmongery are used daily – some high traffic volume doors opened/closed almost continuously – moving parts will need maintenance. The following notes are guidelines and should be considered in relation to the specific usage and location of Merlin products.

HINGES Ensure hinges fitted are suited to the application – see Merlin guidance notes 20:00 in catalogue. They must be fitted accurately and securely in accordance with recommendations for usage and door weight etc. Hinges should be inspected regularly for wear, screw tightness and lubricated when applicable. Note that superior hinges from Merlin Prostyle range are maintenance free, guaranteed 25 years.

LATCHES/LOCKS Must be fitted and aligned correctly to ensure free movement of latch, deadbolts etc. Malfunction of locks later may be caused by alteration in door alignment due to temperature/humidity change or hinge wear. Locks and Latches should not need lubrication during their lifetime, but, if it is necessary to lubricate the cylinder keyway, applying Flaked Graphite Material will do this.

CYLINDERS

Presuming correct initial instalment, only require occasional lubrication with graphite powder via the keyhole and checking the secure fastening of retaining bolt.

MORTICE ROLLER LATCHES

Annually check that all fixing screws are tight. Ensure that roller bolt engages correctly in keeper plate. If necessary, adjust tension of the roller bolt.

INDICATOR BOLTS

Annually check that all fixing screws are tight and apply a little light machine oil to the bolt mechanism. Ensure that the bolt operates correctly.

FLUSH AND BARREL BOLTS

Annually apply a little light machine oil to the lever pivot or shoot component and check that all fixing screws are tight. Ensure that the mechanism operates correctly and that any floor sockets are free from obstruction.

OUTSIDE ACCESS DEVICES

At monthly intervals check correct functioning of the unit as part of the standing periodic fire test procedures and ensure sockets/keeps are free from obstruction.

Quarterly check that all fixing screws are tight and lubricate shoots or latch bolts and ensure they engage correctly in keeps/strikeplates.

Occasionally apply a little light machine oil to all pivot points.

FLOOR SPRING UNITS AND ACCESSORIES

When used as part of a fire precaution system, check correct functioning of unit in accordance with standing periodic fire test procedures.

Access for alignment and adjustment of unit is obtained by removal of the cover plate – for full details refer to installation instruction sheet.

At regular intervals apply a little light machine oil to all accessories (i.e. top centre and bottom strap).

All internal parts of the Floor Spring Mechanism are immersed in oil and therefore need no further lubrication.

Under no circumstances should the Floor Spring Mechanism be dismantled.

FLOOR SPRING UNITS C/W ELECTRO-MAGNETIC HOLD OPEN DEVICE

Units should be tested weekly in accordance with the procedures described in the Fire Precautions (Workplace) Regulations 1997 or The Fire Precautions (Workplace) (Amendment) Regulations 1999.

Access for alignment and adjustment of unit is obtained by removal of the cover plate – for full details refer to installation instruction sheet.

At regular intervals apply a little light machine oil to all accessories (i.e. top centre and bottom strap).

All internal parts of the Floor Spring Mechanism are immersed in oil and therefore need no further lubrication.

Under no circumstances should the Floor Spring Mechanism be dismantled.

WALL OR FLOOR MOUNTED ELECTRO-MAGNETIC HOLD OPEN DEVICES

Units should be tested weekly in accordance with the procedures described in the Fire Precautions (Workplace) Regulations 1997 or The Fire Precautions (Workplace) (Amendment) Regulations 1999.

Quarterly checks that all fixing screws are tight and that the faces of the magnet and keeper are kept free from dust and dirt.

OVERHEAD DOOR CLOSERS C/W ELECTRO-MAGNETIC HOLD OPEN DEVICES

Units should be tested weekly in accordance with the procedures described in the Fire Precautions (Workplace) Regulations 1997 or The Fire Precautions (Workplace) (Amendment) Regulations 1999.

Quarterly check that closing and latching speeds are correctly set to ensure proper closing of door into frame – for full details see installation instruction sheet.

Quarterly check that all fixing screws are tight and periodically apply a small amount of light machine oil to the arm knuckle joint.

All internal parts of the Closer Mechanism are immersed in oil and therefore need no further lubrication.

Under no circumstances should the Closer Mechanism be dismantled.

TRANSFORMER/RECTIFIERS (POWER SUPPLY) FOR ELECTRO-MAGNETIC HOLD OPEN DEVICES

Units should be tested weekly in accordance with the procedures described in the Fire Precautions (Workplace) Regulations 1997 or The Fire Precautions (Workplace) (Amendment) Regulations 1999.

OVERHEAD SURFACE MOUNTED DOOR CLOSERS

When used as part of a fire precaution system, check correct functioning of unit in accordance with standing periodic fire test procedures.

Quarterly check that closing and latching speeds are correctly set to ensure proper closing of door into frame – for full details see installation instruction sheet.

Quarterly check that all fixing screws are tight and periodically apply a small amount of light machine oil to the arm knuckle joint.

All internal parts of the Closer Mechanism are immersed in oil and therefore need no further lubrication.

Under no circumstances should the Closer Mechanism be dismantled.

PULL HANDLES

Annually check that all fixing screws, bolts and retaining grub screws are tight.

See also Care of Materials & Finishes

PUSH PLATES, KICKING PLATES, MIDRAIL PLATES, DOOR STOPS, ESCUTCHEONS, CYLINDER PULLS, DOOR SELECTORS, HAT & COAT HOOKS ETC

Annually check that all fixing screws, bolts and retaining grub screws are tight.

Also see Care of Finishes and Materials

CONCEALED OVERHEAD DOOR CLOSERS

Quarterly check that all fixing screws are tight and periodically apply a small amount of light machine oil to the arm knuckle joints.

Quarterly check that closing and latching speeds are correctly set to ensure proper closing of door into frame – for full details see installation instruction sheet.

All internal parts of the closer mechanism are immersed in oil and therefore require no further lubrication.

Under no circumstances should the closer mechanism be dismantled.

LEVER/KNOB FURNITURE

It is essential that lever and knob furniture is fitted correctly. In particular, ensure that the latch and/or lock can operate smoothly without obstruction. LEVER ON ROSE FURNITURE MUST BE FITTED USING BOLT THROUGH FIXINGS WHERE SUPPLIED. Fixing and grub screws should be checked regularly for tightness.

Also see Care of Finishes and Materials.

EMERGENCY DOOR HARDWARE

Panic exit doors often remain unused to long periods of time – their correct alignment and function should be checked, and if necessary adjusted regularly. Lubricate sparingly on pivot points and saddle brackets and ensure floor sockets are clean.

SECTION (C) CARE OF FINISHES AND MATERIALS

The preferred method of cleaning most products is regular dusting with a soft dry cloth and occasional washing with warm soapy water when necessary. Application of a quality furniture wax will then help to enhance to appearance and prolong longevity of surfaces.

For general cleaning the following methods are recommended:

Satin Stainless Steel

Regular dusting and periodic washing with a mild solution of washing detergent and warm water, then dry and polish with a soft cloth. No additional treatment is required.

Polished Stainless Steel

Regular dusting and periodic washing with a mild solution of washing detergent and warm water, then dry and polish with a soft cloth. No additional treatment is required.

Anodised Aluminium

Regular dusting and periodic washing with a mild solution of washing detergent and warm water, then dry and polish with a soft cloth.

Silicone Wax Furniture Cream may be applied with a soft cloth after cleaning for protection.

Polished & Lacquered Brass

Wash regularly with a mild solution of washing detergent and warm water using a soft cloth, then dry and polish.

Silicone Wax Furniture Cream may be applied with a soft cloth after cleaning for protection.

Nylon Material

Nylon material should be washed regularly with a mild washing detergent and warm water and dried with a clean soft cloth, then wiped over with an anti-static application.

Powder Coated Treatments on Metal

Regular dusting and periodic washing with a mild solution of washing detergent and warm water, then dry and polish with a soft cloth. No additional treatment is required.

Especial care must be taken when location is near to the coast or in industrial areas as harmful deposits may build up quickly and induce corrosion. In extreme cases of proximity to e.g. Coastline – a frequent wipe with a lightly oiled cloth will greatly prolong the life of most products. Door furniture fitted in an external location will obviously require more frequent inspection and maintenance.

NB. METAL POLISHES, ABRASIVE CLEANERS, SOLVENTS ETC SHOULD NOT BE USED ON ANY IRONMONGERY SURFACE – THEY CAN CAUSE PERMANENT DAMAGE.

We trust that the above notes will help you to get the best from your ironmongery. If you have any questions at all, please feel free to contact us – we will do our best to help your enquiry forward.



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