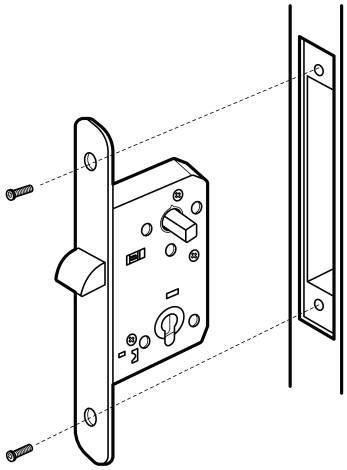
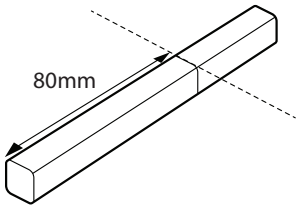
Installation Instructions: WC Vacant/Engaged Conversion Kit

1

Install latch mechanism with 2 screws (To alternate between Left or Right swinging doors,remove the 2 screws on the cover plate and rotate before installation.



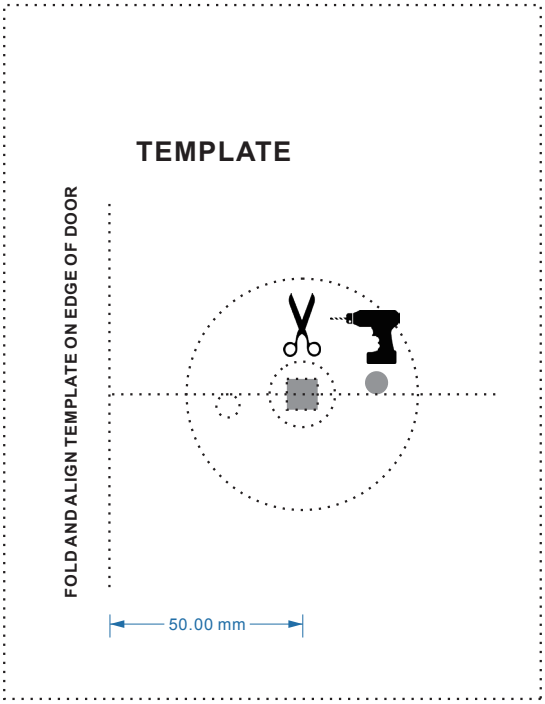
2



If fitting to out standard security V2 door cut the spindle to 80mm. Insert into the door through the sashlock from step 1 ensuring the spindle

3

This is a conversion kit and requires the drilling of 1 x 10mm hole to convert what would be a eurocylinder into a vacant/ engaged thumbturn.
Take the template from overleaf, cut out the holes marked in grey (central spindle) & fold & align through the spindle on the inside of the door.
Tape into position to secure.



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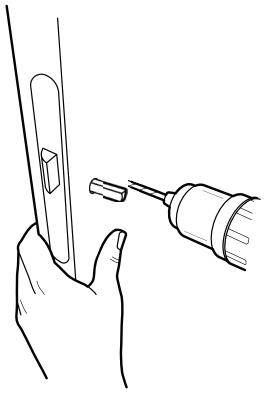
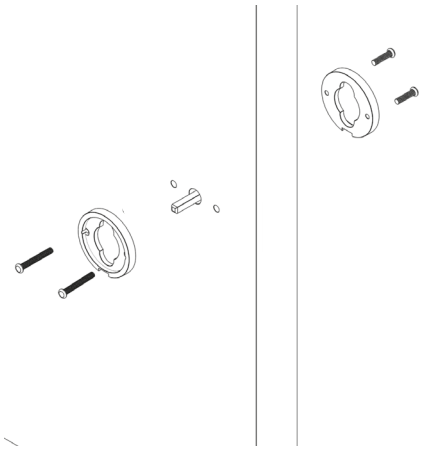
4

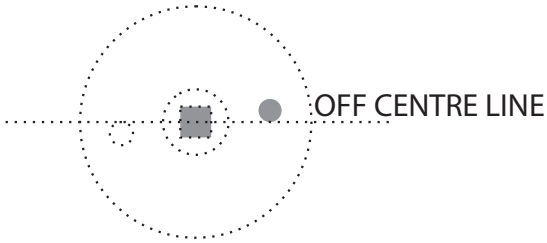


Drill through the templatehole marked in grey from the inside of the door with a 10mm drill bit as shown.

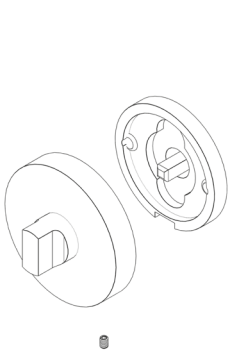
5

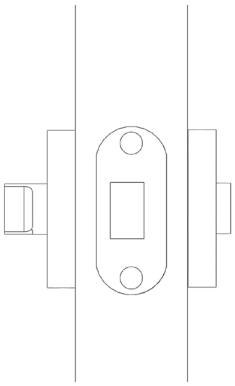


You can then install the cover plates using the screws & sleeves provided. NOTE, THE NEWLY DRILLED HOLES MEANS THAT BOTH HOLES WILL BE OFF THE HORIZONTAL CENTRE LINE.



6

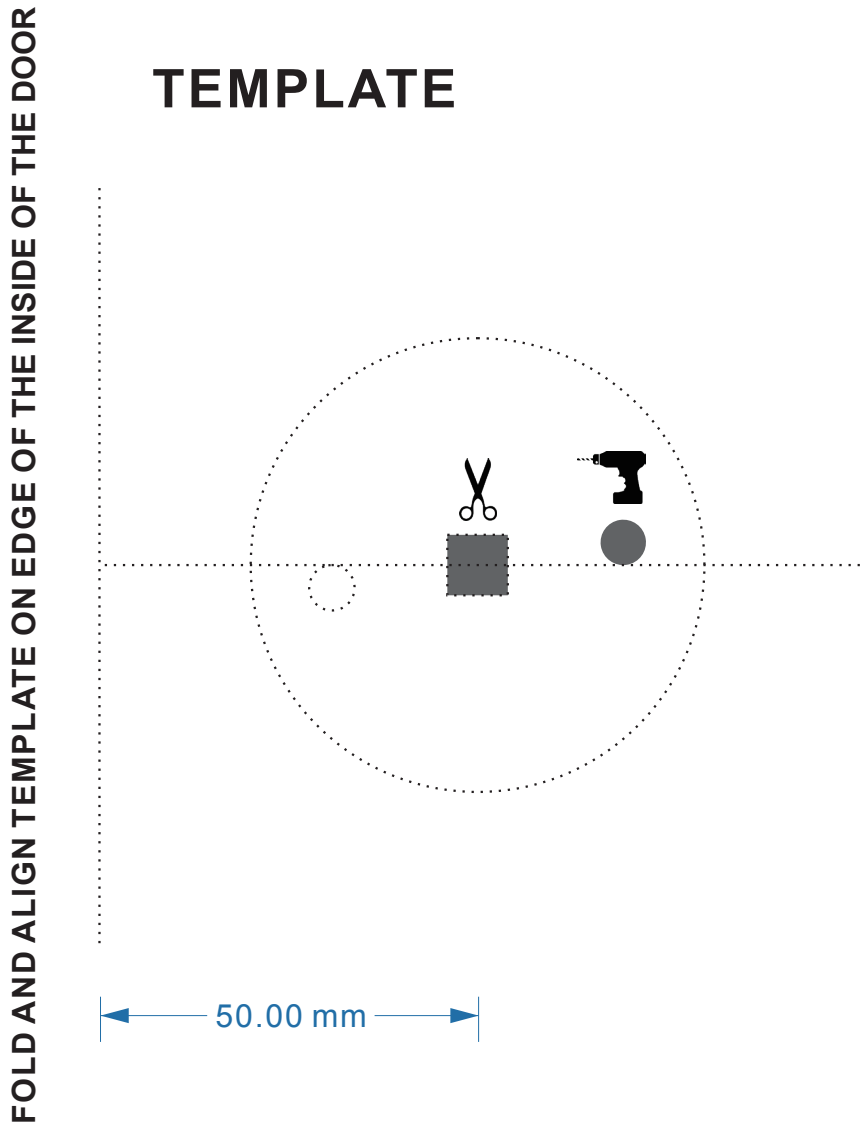




You can now fit the thumb turn and vacant/ engaged indicator.

IMPORTANT ENSURE INDICATOR IS IN THE CORRECT POSITION BEFORE FITTING IE. IF DOOR IS UNLOCKED, FIT WITH THE GREEN VACANT INDICATOR SHOWING.

TEMPLATE FOR FITTING WC VACANT/ENGAGED INDICATOR



Steel Security Door – Operations & Maintenance Manual

The door assemblies consist of various components, each presenting unique maintenance considerations. We recommend performing maintenance on the doors and associated hardware every two months. This schedule can be adjusted after the initial visit, based on actual usage.

Proper maintenance of all components is crucial; neglecting any part can lead to premature wear or malfunction. For example, a door blade may appear undamaged, but if the panic hardware is untested, it could pose a safety risk.

Please note that all doors come with a manufacturer's warranty (see terms and conditions for details). This warranty may be voided if maintenance is not performed as outlined in this manual.

Door Maintenance
Inspect door alignment every 6 months to ensure the door and frame are true. Doors should be free of dents and scratches and should operate smoothly. Regularly check door seals for proper fit and signs of damage.

Ensure doorways are free from obstructions to allow unimpeded operation. Daily visual inspections should be conducted to promptly identify any damage. Report any issues to the designated responsible person for timely resolution.

Locks and panic hardware must be checked for proper operation, and adjustments made as necessary. For any malfunctioning ironmongery, please contact us for assistance.

Latches & Hinges
Hinges should be installed accurately for optimal performance, with all hinge pins aligned vertically. Periodic inspections are necessary to check for wear that could hinder movement or cause the door to sag.

All screws should be tightened to prevent loosening, which is often caused by misalignment or improper screw choice. Loose screws should be addressed, either through tightening, realignment, or by using more suitable screws.

Lubricate hinges with light machine oil periodically. Squeaking indicates a need for lubrication, but frequent squeaks may suggest misalignment issues. For stainless steel hinges, dust regularly, wash with warm soapy water, and avoid abrasive cleaners. A light grease coating is recommended post-cleaning.

Correctly fitted locks and latches may still malfunction due to door or frame movement caused by environmental factors. Adjust the latch and deadbolt positioning if needed.

Regularly check for debris in the mortise and ensure that frame holes behind striking plates are clear to facilitate smooth bolt movement. Lubricate latch bolts, avoiding grease on internal mechanisms to prevent dust attraction.

Cylinders
Avoid oil lubricants on cylinders, as they attract dust. Use powdered graphite periodically for maintenance.

Lever Handles
Check backplate and rose fixings for tightness. Poorly maintained hardware can impede lock function. Ensure spindle grub screws are secure.

Pull Handles
Inspect pull handles for tight fixings. Loose handles can damage the door.

Emergency and Panic Exit Hardware
Regular inspections are vital for safety. Ensure ease of operation and adjust for any door or frame movement. Keep floor sockets clean to allow free movement of bolts. Light machine oil can be applied to pivot points.
Outside access devices (OADs) on fire exit doors should only be used for limited access to maintain their functionality.

Paintwork
Steel doors typically feature a powder coat or stainless steel finish. Clean as follows:
• General dirt: Use a non-abrasive cleaning solution diluted in hot water. Wipe with a wrung cloth to avoid soaking.
• Specific issues: Seek specialized advice for specific stains or problems.
• Surface damage: Touch up scratches with a compatible paint system

Care of Finishes

Corrosion often results from dirt and moisture on metal surfaces. In harsh environments, acidic or alkaline deposits can deteriorate finishes. Proper maintenance is essential for longevity.

Regularly dust surfaces with a soft, dry cloth, and occasionally clean with warm soapy water. Follow up with a quality wax polish to protect finishes. Avoid chemical sprays, abrasive cleaners, and materials that could damage surfaces.

- Electro-Plated Finishes - Clean with soapy water and a soft cloth, then dry.

- Powder Coating and 2-Pack Paint Finishes - Use a soft cloth and household furniture polish for cleaning; avoid industrial solvents.

Refinishing and On-Site Repairs
Remove all hardware before repainting. Never paint over hinges or locks. For minor dents, use car body filler and weatherproof paint.