

# Maintenance Instructions



Doorsets  
and windows

**JCK**  
By **System'**

# Maintenance Instructions

## Doorsets and windows

To ensure optimum performance the following guidelines should be observed:-

- 1. Doors / Windows and furniture.** Where these are removed from their frame they should be carefully labelled to ensure accurate identification for re-hanging. **Do not mix up doors / windows and frames.** Keys should be tagged for identification. Hinges will require occasional application of light oil. Door furniture can be wiped clean at least annually or when contaminated; do not use abrasive cleaning products. Lacquered handles will mark easily (e.g. with rings metallic objects) be careful. During the construction phase the risk of damage/markings is high, it is advisable to leave handles off or fit temporary handles.
- 2. Removal of a euro cylinder.** Replacing a euro cylinder from an un-locked door. This is done by removing the securing set screw from the espagnolette/sash lock face plate. Then by carefully rotating the key or thumb-turn the centre snib is aligned with the aperture in the lock case and the cylinder can then be withdrawn. In some cases it may be necessary to slacken the screws of the cylinder escutcheon (or handle backplate) to allow adequate clearance to align the cylinder. Security cylinders are designed to resist attacks from "key bumping, drilling, snapping and core extraction. Removing a Euro-cylinder from a locked door is best referred to a Locksmith as specialist knowledge, tools and care is required to minimise the damage to the door, frame and lock.
- 3. Decoration / Finishing.** When doors / windows are re-decorated care must be taken to ensure the weather stripping and ironmongery is not contaminated during painting. Doors with panels may develop cracks resulting from panel or timber movement along joint lines, particularly where one side of a door is a dark colour and the other side is light and also where the doors location exposes it to extremes of temperature and moisture. Cracks can be made good with suitable filler prior to light sanding and re-decoration. Doorsets are generally heavy and may include glass components. If doors are removed from their frame they will require care during handling, to avoid damage and injury. Re-decoration should take place when the finish shows signs of deterioration and this will depend on the level of exposure to sun and rain (usually between 4 and 7 years). A suitable micro-porous solid colour or stain finish should be used. Generally solid colour and darker stains have more pigment and will last longer between re-paints.
- 4. Glazing.** Glass can be cleaned in the normal way with water and mild detergent (not products containing bleach or chlorine) or proprietary products. If glass is replaced 6.4mm laminated glass must be used externally with the appropriate cavity spacer bar and 4mm toughened Low E glass internally. This is a minimum and the usual SBD specification, however other types of glazing may have been used for specialist applications such as acoustics or improved thermal performance. Particular care must be exercised to ensure the DGU's are placed into the rebates the correct way round, i.e. laminated glass to the outside. If soft coat laminated Low E glass has been used this will be to the outside. It is essential that dry glazing systems are not used. Non-hardening mastic glazing tape should be used externally (2.5 x 12mm) and security tape internally (1.5 x 12mm) with suitably placed packers and silicone glazing mastic. Security will be adversely affected if the correct glazing system is not used, we will be pleased to advise. Glazing beads should be re-fixed with a minimum of 50mm pins or air nails at 150mm max c/c. Replacement beads should be profiled to match the existing. Glazing instructions are available.
- 5. Thresholds.** Where patent mobility thresholds are fitted care must be exercised to ensure the rubber wipers and brushes are not damaged. The wiper and compression seals in the threshold can be replaced if damaged without the door being removed though it may be necessary to remove the threshold particularly if it has been damaged. Hardwood thresholds can be sanded to remove marks and re-decorated. Replacement seals are available from Stormguard or from us.

**6. Operation and adjustment of espagnolette lock.** Each doorset is tested for correct operation during manufacture, however some adjustment is likely after site installation. To check the operation of the lock

- First lift the handle upwards vertically, this engages the hook-bolts.
- Then lower the handle to the horizontal. It should now be possible to turn the key (or thumb-turn) to engage the centre dead-bolt and lock the door. After locking it should **not** be possible to push the handle downwards.
- To un-lock the door reverse the process, i.e. unlock the door with the key or thumb-turn and press handle downwards as far as it will go, the door should now open.
- If the door cannot be locked, it is most likely the hook bolts are not fully engaged (this action prevents the door from being left in a vulnerable state).
- Press down on the handle and open the door.
- With the door open lift the handle to the vertical position again, ensuring the handle is lifted as far as it will go, **but don't force it**. Check the hook bolts are fully extended. Return the handle to the horizontal position. Now try turning the key in the cylinder to lock the door whilst in the open position. If the door will now lock it is the hook strikers and centre latch that require adjustment. To adjust the keeps you will require either a cross head screwdriver or 4mm hexagonal Allen key. The adjusters can be moved in or out independently and can be quite stiff to move. It is often easiest to start by moving the adjusters out to give maximum clearance and then gradually move them inward until the door closes into the rebate compressing the weather seals but without excessive pressure on the handle. The adjustment on the centre latch keep is used to pull the door into the frame rebate and align the hooks, so **check this first**. If in doubt as to which hook is mis-aligned the keeps can be removed one at a time from the frame by undoing the retaining screws and locking the door with the keep removed. This will indicate the offending keep.
- In certain situations it may be necessary to alter the position of the keeps to get the espagnolette lock to engage correctly, e.g. where the frame is slightly in twist or out of square. Open the door and lift the handle up to throw out the hooks, etc. Carefully close the door against the frame and note the position of the hooks, dead-bolt and latch. The centre of all 4 should line up with the centre of the corresponding apertures in the keeps. If they are not in line or outside the keep clearances then the keep will require easing up or down in the frame till alignment is achieved. This should only be necessary if the frame has been fixed out of square or mis-aligned, so ease the keep by the minimum amount to allow the hook / latch to fully engage the keep.
- On PAIRS of doors. These are checked and adjusted in the same way as the single doors, however as the hook keeps are integral with the shoot bolt rail the slave door can be moved in or out by easing the top and bottom keeps on the shoot bolts. The centre latch is adjusted with a screw driver, slacken the adjuster screws only enough to move the strike plate or the retaining bolts may become detached. On double doors with lift-off hinges the bottom hinge is adjustable vertically with a 6mm Allen key.
- The locking mechanism will require occasional lubrication (use a neutral grease such as Vaseline or light oil, such as sewing machine oil, 3 in 1 or Gleitmo 300) during its lifetime to maintain correct operation. The face-plate can be lightly oiled with care when the door is to be kept closed for long periods particularly in damp situations. In areas of high corrosive effect (eg coastal/industrial) the contents of salt, acid etc. in the air can be high requiring more frequent maintenance and lubrication.
- If the door will still not lock the lock may be damaged and require repair / replacing.
- Timber doors will move with varying climatic and humidity conditions and it is common for adjustment to be necessary as the moisture content of the timber acclimatizes to a particular situation.

## **7. Single point lock**

- The door is usually equipped with lever handle to both sides, which operate the integral latch. The dead-bolt is operated by the key externally and by the key or thumb-turn internally.
- Depressing the lever handle retracts the latch bolt that fits into an adjustable keep. It may be necessary to make an adjustment if a door is hard to close against the weather-strip (or bump stop), or not closing up to the weather strip. The face plate (or striker), built into the keeper, can be adjusted in or out horizontally with a 4mm hexagon headed Allen key which will operate the eccentric cam adjuster by + or – 2mm.
- The dead-bolt is operated by rotating the key in the Euro cylinder clockwise to LOCK and anti-clockwise to UN-LOCK. Similarly if a thumb-turn is fitted internally in lieu of a key, the thumb-turn and is wound out of the lock into an aperture in the keeper.
- To un-lock the door reverse the process, i.e. unlock the door with the key or thumb-turn and press the lever handle downwards as far as it will go, and the door will now open.

## **8. Communal Entrance doorset with static keep or Electric striker**

- The door is fitted with key operation only from the outside and a thumb-turn on the inside. The latch-bolt is withdrawn by rotating the key or thumb-turn anti-clockwise to UN-LOCK.
- The frame may be equipped with a fixed keep or electric striker. Both these are adjusted when the door is manufactured and should require no further adjustment. Should it become necessary to make an adjustment the keep must be carefully removed and “eased” in the frame. There should be a maximum of **3mm** clearance between the leading edge of the door and the frame. It is essential excessive clearance is avoided or the security of the doorset will be compromised.
- The locking mechanism will require occasional lubrication during its lifetime to maintain correct operation.
- The electric strike can be configured for Fail safe or Fail secure operation and can be altered carefully if required.

Where doors are mentioned specifically this equally applies to window products. For further assistance please contact **JCK Joinery Tel:- (0116) 2912288. [www.systembuildingproducts.com](http://www.systembuildingproducts.com)**

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