

















# @lgood



Operation and Maintenance Manual

In accordance with Regulation 38 of the Building Regulations 2010, this document is supplied to provide operation and maintenance information for the products supplied to your project by Allgood plc.

This document should be passed to whoever is taking responsibility for assembling the Fire Safety Information file for the building.

	Lever handles	<b>Page 3</b>
	Pull handles	<b>Page 4</b>
	Plates and signage	<b>Page 5</b>
	Locks and latches	<b>Page 6</b>
	Cylinders	<b>Page 7</b>
	Hinges	<b>Page 8</b>
	Overhead and slide arm door closer	<b>Page 9</b>
	Delayed closing door closers	<b>Page 10</b>
	Electrohydraulic hold open door closers	<b>Page 11</b>
	Concealed door closers	<b>Page 12</b>
	Floor springs	<b>Page 13</b>
	Electrohydraulic floor springs	<b>Page 14</b>
	Electromagnetic hold open devices	<b>Page 15</b>
	Panic hardware	<b>Page 16</b>
	Flushbolts	<b>Page 17</b>
	Care of finishes	<b>Page 18</b>



Allgood lever furniture is unsprung and designed for use with heavily sprung mortice locks to achieve high endurance. Provided it has been installed correctly, your Allgood lever furniture should require only occasional checking and cleaning.

- Check the lever furniture for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).

### monthly checks

- Check that all the fixings are tight and that the levers are properly aligned on each side of the door. Make sure the levers are firmly seated against the door and tighten the fixings under the roses (Fig.1). In persistent cases locktite should be applied to the fixings before re-tightening.
- Check the operation of the lever handles ensuring that they operate smoothly and return to the horizontal position at all times. If the handles are stiff to operate and do not return to the horizontal position, slightly loosen the grub screw (Fig.2) to rectify.

### annual checks



Pull handles are normally fitted to high usage doors which are unlatched, allowing free movement between areas. The normal application is as either a pair that are back-to-back fixed or a single bolt through handle with fixings concealed by a push plate on the other side.

- Check the pull handle for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).

monthly checks

- Check that the fixings are tight and that the pull handles are not loose. If the handles are loose follow the below instructions:

**Single bolt through handles**

Remove push plate and tighten bolts (Fig.3). Once this has been completed, re-attach the push plate.

**Back-to-back handles**

Undo the grub screws on the pull handle and take the handle away from the door. Then tighten the exposed bolt through fixings (Fig.4) ensuring the handle is no longer loose. Finally, put the first handle back on to the door and tighten the grub screws securely.

annual checks



Allgood push / kick plates and signage are durable and require little maintenance. However, a frequent check should ensure that the items are firmly attached to the doors.

- Check the kick/push plates and signage for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).

monthly checks

- Check that the fixings are tight and that there is no movement of the push/kick plate or signage. If the items are loose, please tighten the relevant fixings (Fig.5 & 6).

annual checks



The function of a lock is to secure a door within its frame and allow access and egress to authorised holders of the key. It is important that lock cases are not opened as this will void the guarantee.

- Check the lock forend for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).

monthly checks

- Check that all fixings are fully tightened (Fig.7).
- Check that the latchbolt is fully drawn in the resting position. If not, firstly loosen the grub screw of the lever handle. If this does not rectify the problem, remove the lockcase and increase the mortice so that the lockcase is not as tight (Fig.8).
- Check that the latchbolt and/or deadbolt locate fully into their respective strike plates. If they do not, check that the door hasn't dropped by tightening the hinge fixings and adjust the strike plate position accordingly.
- Check that the latchbolt is working smoothly. If not, lubricate the working parts of the latchbolt with light machine oil.

annual checks



Fig.9



Fig.10

If keys are lost or stolen from a cylinder system then security can be easily restored by replacing the individual cylinder affected. To order replacement cylinders or additional keys, please contact Allgood on 020 7387 9951.

- Check the cylinder for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).

## monthly checks

- Check the cylinder for correct operation. Ensure the key can be inserted and turned easily (Fig.9) throwing the bolt fully.

In the event that the cylinder is not working efficiently, lubricate lightly in and around the cylinder, key and turn with Allgood cylinder spray (Fig.10). To order the spray, please contact Allgood on 020 7387 9951. Do NOT use any other lubricant as this may cause the small intricate internal components within the cylinder to stick together and malfunction.

## annual checks





Fig.11



Fig.12

The majority of Allgood hinges are designed to work on high frequency doors providing optimum performance. Provided it has been installed correctly, your Allgood hinges should require only occasional checking and cleaning.

- Check the hinge for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).

**Visible Bearing hinges only**

Oil the bearings with light machine oil (Fig.12). Do NOT use any type of lubricant spray.

monthly checks

- Check that all the fixings of the hinge are tight. If the fixings of the hinge are loose then tighten the screws (Fig.11).
- Check that the hinges are working smoothly. If not, lubricate the working parts of the hinges with light machine oil. Do NOT use any type of lubricant spray.

**Rising & Falling hinges only**

Check that the hinges are working smoothly. If not, lubricate the cam of the hinges with good quality grease.

annual checks



Fig.13



Fig.14

All Allgood door closer mechanisms are sealed for life and require little maintenance. However, a frequent check should ensure that the door closes freely and positively into the frame.

• **NOTE: Do not use power drivers on closer adjustments.**

- Check the door operation by releasing the door from the fully open position and ensure that it closes fully into the frame and that the latch (if fitted) engages fully into the strike plate. Repeat the process a few times from different opening angles to ensure door closes fully each time.
- **If the door closes too fast**, take the cover off and turn the closing speed valve (Valve 1 - Fig.13) anticlockwise with an allen key to attain desired speed.
- **If the door closes too slowly**, take the cover off and turn the closing speed valve (Valve 1 - Fig.13) clockwise to attain desired speed.
- **If the door cannot overcome the latch and close**, take the cover off and turn the latch action control valve (Valve 2 - Fig.13) anticlockwise to attain the desired action.
- **If the door slams as it comes to a close**, take the cover off and turn the latch

biannual checks

action control valve (Valve 2 - Fig.13) clockwise to attain the desired action.

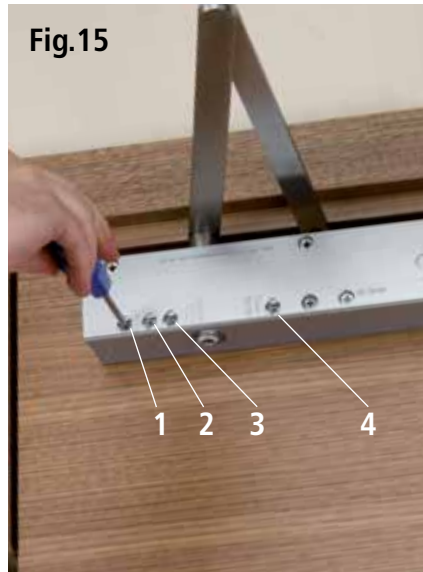
- If the door fully opens and hits a wall, take the cover off and turn the backcheck valve (Valve 3 - Fig.13) clockwise until a satisfactory condition is reached.

**If the door is too difficult to open**, take the cover off and turn the power control (Fig.14) anticlockwise with an allen key to attain desired speed.

**If the door is too light to open** and is affected by wind and air pressures, take the cover off and turn the power control (Fig.14) clockwise with an allen key to attain desired speed.

- The fixings of the closer body and the bracket are subject to stress and should be carefully checked to make sure they are tight.
- Apply a little machine oil to the moving joints of the arm and bracket.
- Check the door closer for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).

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Allgood delayed closing devices provide all of the same features as the standard closers but with the added benefit of a delayed closing function.

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- Check the door operation by releasing the door from the fully open position and ensure that it closes fully into the frame and that the latch (if fitted) engages fully into the strike plate. Repeat the process a few times from different opening angles to ensure door closes fully each time.
- **If the door cannot overcome the latch and close,** take the cover off and turn the latch action control valve (Valve 1 - Fig.15) anticlockwise to attain the desired action.
- **If the door slams as it comes to a close,** take the cover off and turn the latch action control valve (Valve 1 - Fig.15) clockwise to attain the desired action.
- **If the door closes too fast,** take the cover off and turn the closing speed valve (Valve 2 - Fig.15) anti-clockwise with an allen key to attain desired speed.
- **If the door closes too slowly,** take the cover off and turn the closing speed valve (Valve 2 - Fig.15) clockwise to attain desired speed.
- To adjust where the delayed action function will hold the

door open, take the cover off and turn the delayed action valve (Valve 3 - Fig.15) clockwise for a more acute angle or anti-clockwise for a more obtuse angle.

- If the door fully opens and hits a wall, take the cover off and turn the backcheck valve (Valve 4 - Fig.15) clockwise until a satisfactory condition is reached.
- **If the door is too difficult to open,** take the cover off and turn the power control (Fig.16) clockwise with an allen key to attain desired speed.
- **If the door is too light to open** and is affected by wind and air pressures, take the cover off and turn the power control (Fig.16) clockwise with an allen key to attain desired speed.
- The fixings of the closer body and bracket are subject to stress and should be tighten if loose.
- Apply a little machine oil to the moving joints of the arm and bracket.
- Check the door closer for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).



Fig.17



Fig.18

As electrohydraulic door closers hold a door open until the fire alarm is sounded, it is important to test the device **weekly** to ensure correct function of the item.

• **NOTE: Do not use power drivers on closer adjustments.**

- Check the door operation by releasing the door from the fully open position and ensure that it closes fully into the frame and that the latch (if fitted) engages fully into the strike plate. Repeat the process a few times from different opening angles to ensure door closes fully each time.

**If the door closes too fast,** take the cover off and turn the closing speed valve (Valve 1 - Fig.17) anticlockwise with an allen key to attain desired speed.

**If the door closes too slowly,** take the cover off and turn the closing speed valve (Valve 1 - Fig.17) clockwise to attain desired speed.

- Check the force required to open the door.

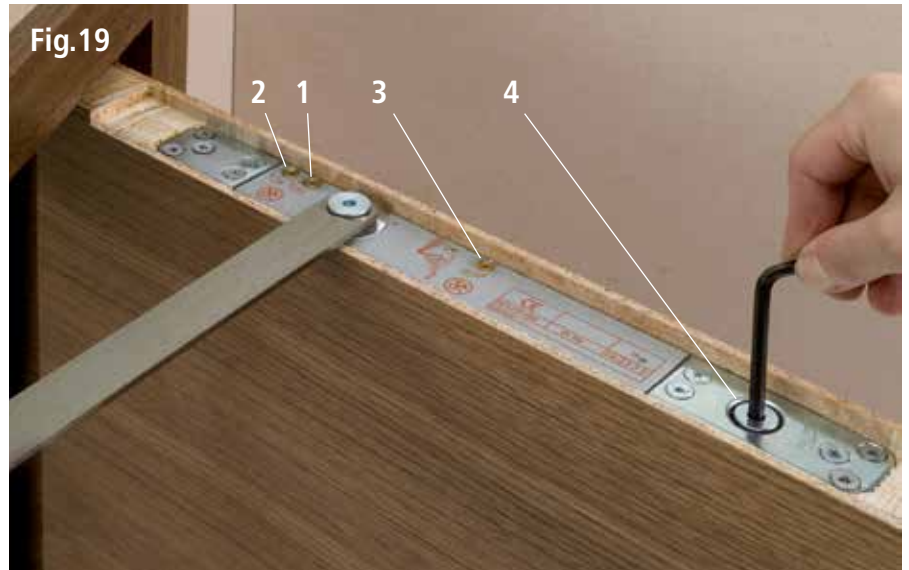
**If the door is too difficult to open,** take the cover off and turn the power control (Fig.18) anticlockwise with an allen key to attain desired speed. The indicator (Fig.18) will show what power level the door closer is currently set.

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**If the door is too light to open** and is affected by wind and air pressures, take the cover off and turn the power control (Fig.18) clockwise with an allen key to attain desired speed. The indicator (Fig.18) will show what power level the door closer is currently set.

- The fixings of the closer body and the bracket are subject to stress and should be carefully checked to make sure they are tight.
- Apply a little machine oil to the moving joints of the arm and bracket.
- Check that the electric cable from the closer is securely fastened and that it is not damaged or snagging on anything when in use.
- Check the door closer for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).

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All Allgood door closer mechanisms are sealed for life and require little maintenance. However, a frequent check should ensure that the door closes freely and positively into the frame.

• **NOTE:** Any adjustments to concealed door closers should be undertaken with serious care. Adjust slowly and do not overtighten.

- Check the door operation by releasing the door from the fully open position and ensure that it closes fully into the frame and that the latch (if fitted) engages fully into the strike plate. Repeat the process a few times from different opening angles to ensure door closes fully each time.
- **If the door cannot overcome the latch and close,** turn the latch action control valve (Valve 2 - Fig.19) anticlockwise to attain the desired action.
- **If the door slams as it comes to a close,** turn the latch action control valve (Valve 2 - Fig.19) clockwise to attain the desired action.
- **If the door closes too fast,** turn the closing speed valve (Valve 1 - Fig.19) anticlockwise with an allen key to attain desired speed.
- **If the door closes too slowly,** turn the closing speed valve (Valve 1 - Fig.19)

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clockwise to attain desired speed.

- **If the door fully opens and hits a wall,** turn the backcheck valve (Valve 3 - Fig.19) anticlockwise until a satisfactory condition is reached.
- **If the door is too difficult to open,** turn the power control (Valve 4 - Fig.19) anticlockwise with an allen key to attain desired speed.
- **If the door is too light to open** and is affected by wind and air pressures, turn the power control (Valve 4 - Fig.19) clockwise with an allen key to attain desired speed.
- The fixings of the closer body, arm and the guide rail are subject to stress and should be carefully checked to make sure they are tight.
- Apply a little machine oil to the moving joints of the arm and bracket.
- Check the door closer for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).

biannual checks





All Allgood floor spring mechanisms are sealed for life and require little maintenance. However, a frequent check should ensure that the door closes freely and positively into the frame.

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- Floor spring covers should be removed to inspect the mechanism to ensure that there are no oil leaks and that fixings are tightened.
- Ensure that the door closes smoothly and firmly into the fully closed position overcoming any latches or seals.
- **If the door closes too fast**, take the cover off and turn the closing speed valve (Valve 1 - Fig.20) anticlockwise with an allen key to attain desired speed.
- **If the door closes too slowly**, take the cover off and turn the closing speed valve (Valve 1 - Fig.20) clockwise to attain desired speed.
- **If the door cannot overcome the latch and close**, take the cover off and turn the latch action control valve (Valve 2 - Fig.20) anticlockwise to attain the desired action.
- **If the door slams as it comes to a close**, take the cover off and turn the latch action control valve (Valve 2 - Fig.20) clockwise to attain the desired action.

- **If the door is too difficult to open**, take the cover off and turn the power control (Fig.21) anticlockwise with an allen key to attain desired speed.
- **If the door is too light to open** and is affected by wind and air pressures, take the cover off and turn the power control (Fig.21) clockwise with an allen key to attain desired speed.
- Ensure that the cover plate is fixed firmly and sits with edges flush to the floor to prevent tripping hazards. If the cover plate is distorted in any way, the cover plate should be replaced.
- Apply a little machine oil to the moving joints and exposed pivot points.
- Check the floor spring for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).



Fig.22



Fig.23

All Allgood floor spring mechanisms are sealed for life and require little maintenance. However, a frequent check should ensure that the door closes freely and positively into the frame.

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biannual checks

- Floor spring covers should be removed to inspect the mechanism to ensure that there are no oil leaks and that fixings are tightened.
- Ensure that the door closes smoothly and firmly into the fully closed position overcoming any latches or seals.
- **If the door closes too fast**, take the cover off and turn the closing speed valve (Fig.22) anticlockwise with an allen key to attain desired speed.
- **If the door closes too slowly**, take the cover off and turn the closing speed valve (Fig.22) clockwise to attain desired speed.
- **If the door is too difficult to open**, take the cover off and turn the power control (Fig.23) anticlockwise with a wrench to attain desired speed.
- **If the door is too light to open** and is affected by wind and air pressures, take the cover off and turn the power control (Fig.23) clockwise with a wrench key to attain desired speed.

- Ensure that the cover plate is fixed firmly and sits with edges flush to the floor to prevent tripping hazards. If the cover plate is distorted in any way, the cover plate should be replaced.
- Apply a little machine oil to the moving joints and exposed pivot points..
- Check the door closer for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).

Fig.24



Fig.25



It is vitally important that the integrity of the fire door is maintained in the event of a fire. All electromagnetic hold open devices must be tested to the following recommendations.

- With the door in the hold open position, simulate the fire alarm activation by pressing the test switch button (Fig.24). Check that the door releases immediately and closes into the frame, fully engaging the latch if fitted.
- With the door in the hold open position, check that the door can be pulled manually off the hold open unit.

weekly checks

- Check the door hold open device for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).
- Ensure that the fixings of the hold open device and plate are tightened (Fig.25).

monthly checks





Panic hardware is extremely important in the event of a fire, so it is imperative that regular checks are undertaken to ensure that the device operates correctly.

monthly checks

- Check the panic hardware for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).
- Check the operation of device with the door open several times then again with the door closed (Fig.26).
- Ensure that the strikers are free from obstruction and latches are fully extended when in the closed position.
- Remove covers taking care to keep fingers away from moving parts. Check that all moving parts of mechanisms and latches are lubricated (Fig.27).
- Check operation of device with covers removed for any obstructions.
- Check tightness of all fixing screws and replace covers.



Fig.28



Fig.29

Lever action flushbolts are used to lock or bolt a door (usually one of a pair of double doors). As the name suggests, they can be fitted flush with the face of a door or on the edge of the door.

- Check the flushbolt for dirt and grease and wipe clean as directed in the 'Care of finishes' section (page 18-19).

monthly checks

- Check that the operation of the flushbolt is smooth. If not, apply aerosol lubricant to the base of operating lever (Fig.28). If this does not rectify the problem, remove the flushbolt and re mortice to clear the full depth of the bolt.
- Check that the bolt throws to full depth in the socket. If it does not, check the socket and clear out any debris (Fig.29).

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### Satin Stainless Steel

Wipe clean with a medium strength detergent or white spirit using a soft cloth or sponge. Rinse and dry with a dry soft cloth. In the event of dirt having accumulated through neglect, application of aerosol lubricant prior to standard cleaning is recommended. A harsh brush should never be used.

**Finish prefixes:** SS • ST



### Polished Stainless Steel

Wipe clean with a medium strength detergent or white spirit using a soft cloth or sponge. Rinse and dry with a dry soft cloth. In the event of dirt having accumulated through neglect, application of aerosol lubricant prior to standard cleaning is recommended. A harsh brush should never be used.

**Finish prefixes:** PS • SP



### Anodised Aluminium

Wipe clean with a solution of washing-up liquid using a soft cloth or sponge. Rinse and dry with a dry soft cloth. Do not use solvent based or abrasive cleaning materials.

**Finish prefixes:** MA • AS



### Colour Coated

Wipe clean with a solution of washing-up liquid using a soft cloth or sponge. Rinse and dry with a dry soft cloth. Do not use solvent based or abrasive cleaning materials.

**Finish prefixes:** TA • BF • BS • BD • BL • BT • GT



**Contego Satin Copper**

Wipe clean with a solution of washing-up liquid using a soft cloth or sponge. Rinse and dry with a dry soft cloth. Do not use solvent based or abrasive cleaning materials.

**Finish prefix: CS**

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Antimicrobial Copper **Cu<sup>+</sup>**

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**Contego Polished Copper**

Wipe clean with a solution of washing-up liquid using a soft cloth or sponge. Rinse and dry with a dry soft cloth. Do not use solvent based or abrasive cleaning materials.

**Finish prefix: CP**

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Antimicrobial Copper **Cu<sup>+</sup>**

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**Bronze**

To protect and maintain the bronze items, a regular application of a mild cleaning agent and water should be used. Do not use an abrasive cleaner.

**Finish prefix: BR**



**Brass**

Polishing is the only way to prevent tarnishing. A weekly polish with a brass cleaner and a soft cloth will allow the brass products to maintain their original state.

**Finish prefix: PB**



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