

## OPERATION AND MAINTENANCE INSTRUCTIONS

**WARNING: Windy, wet, icy and all inclement weather conditions must be considered by the user of this door. Use caution at all times. Depending upon door size, configuration, and surrounding conditions, good judgement may suggest the use of two persons to operate the door. When the door is open, the opening shall be constantly attended by someone.**

### OPERATION

#### Opening from above:

With the key furnished, remove the slotted screw plug and insert the square shaft of the key through the door and into the latch. Turn key to withdraw latch tongue and lift the door by the key handle or its edge. Move door to its full open position (full open position is reached when the door will not travel any further in either direction). If double door, open the secondary door by grasping the leading edge of the door and lift to the full open position.

#### Closing from above:

Grasp the red vinyl grip and urge it toward the direction of closing while at the same time pull or push on the edge of the door. Close door onto the frame. If double door, close secondary door first as instructed above and then close the primary door. Replace the slotted screw plug.

#### Opening from below:

Turn latch handle and raise door to its full open position. (Full open position is reached when the door will not travel any further in either direction.) If double door, raise secondary door from above.

#### Closing from below:

Depending upon door configuration and size, its location and use, it may be desirable to begin the closing procedure from above (grasp the red vinyl grip and

urge it toward the direction of closing) and start door closure prior to descending. The procedure used is dependant upon the particular application and surrounding conditions. If double door, the secondary door shall be closed from above.

### MAINTENANCE

Clear any dirt or debris from the frame area which would prevent the door from seating on the frame when closed.

Channel-shaped frames (on doors so equipped) should be cleaned periodically to assure unobstructed flow of water to the drain outlet.

Occasional lubrication of all pivoting joints, latch, and rear portion of lower tubular spring housings (if applicable) is recommended.

#### Steel Doors:

An alkyd base red oxide primer has been applied at the factory to non-galvanized doors. It is recommended that an alkyd base enamel finish coat, in the desired color, be applied after installation. Additional coatings should be applied when needed to insure maximum service life.

#### Aluminum Doors:

Mill finish aluminum, no maintenance required. Aluminum can be washed periodically if needed or desired to maintain the appearance of the door.