

## **SUBJECT: OPERATION & MAINTENANCE / COSHH DATA**

### **DETAILS FOR PROFAB ACCESS PANELS**

#### **Fitting Tolerances**

Allow 5mm all round the outer frame for the structural opening generally. For 4000 series 3-point lock panels, allow 10mm all round. For 4000 series 3-point lock multiple doors (e.g. double door) allow 15mm on the width ('X' dimension) & 10mm on the height ('Y' dimension).

#### **Operation**

Panels should be operated using clean gloved hands.

**Budget Lock (BL):** - Remove the white plastic bung from the collar. Insert the plastic 'T' shaped budget lock key and turn through 90 degrees maintaining friction between key and lock body to open the door. Closure is a reversal of this procedure ensuring that the door is firmly pushed closed prior to turning the key.

**Sealed Lock (SL):** - Using the Castellated key, insert key and lightly push into the lock body whilst turning through 90 degrees at the same time to captivate the key. To close the door is a reverse of this operation.

**Push Catch (PC):** - Lightly push the door face at the position of the push catches (two catches per door). The door will 'click' & release with a light spring action.

**3-Point Lock (3PL):** - Remove the white plastic bung from the collar. Insert the steel 'T' shaped 3-Point lock keys provided with the panels and turn through 90 degrees maintaining friction between key and lock body and open the door. 3-Point europrofile locks require a 'two handed' operation to unlock the panels. To do this - turn the Europrofile key fully clockwise in the lock. Hold the key in this position, & with the other hand open the 3-Point lock with the 'T' shaped 3-Point lock key. Note the small screw at the rear of the lock needs to be removed before the Europrofile cylinder will operate. Additional guidance on the 3-point lock operation & installation is available on request.

## **Materials used**

- Doors & frames etc are manufactured from Zintec; which is mild steel sheet in various thicknesses, zinc galvanised to offer corrosion resistance.
- Various grade stainless steel sheet is also used at customer request - for example external usage, or usage in wet areas & areas of high humidity.
- Some acoustic panels incorporate a Zintec & thin rubber membrane laminated sheet.
- Access panels are painted with a heat cured polyester powder coat finish, various colours & gloss levels are used.
- Fire rated & acoustic panels use additional gypsum sheet materials: -
  - GRG board (Class 'O', non combustible Glass Reinforced Gypsum)
  - EN 520 Type 'A' plasterboard (e.g. Gyproc WallBoard)
  - EN 520 Type 'F' plasterboard (e.g. Gyproc FireLine)
  - EN 520 Type 'D' plasterboard (e.g. Gyproc SoundBloc)
- Fire rated & acoustic panels use additional rock mineral wool sheets within the door trays (e.g. Rockwool RW60)
- Full length hinged panels incorporate mild steel piano hinges manufactured in house to suit panel sizes. Adjustable cupboard type hinges are also used on certain panels. Additionally, some panels incorporate a basic 'pivot pin' hinge.
- Various door furniture is also used, for example mild steel budget locks, radial pin tumbler locks, plastic & steel concealed push catches, plastic, mild steel & cast aluminium keys for various locks. Plus miscellaneous nuts, bolts, fixings etc.

Note additional components or materials may be used for bespoke access panels depending on customer &/or performance requirements.

## **Transportation**

Ensure the panels are protected from scratches & impacts during transportation. Profab access panels are not classed as hazardous for transportation.

## General Storage

**Packaging:** The access panels are supplied with protective polystyrene &/or card & are wrapped with logoed clear shrink wrap. The access panels should be unsecured from the pallet one at a time. Small units are supplied with polystyrene corner blocks & the whole unit is shrink wrapped with logoed clear shrink wrap.

**Storage:** The units can either be stacked horizontally or stood upright (Please note that individual pallets may not be stacked on top of each other). Trip hazards should be avoided. Packaging should be disposed of or recycled as soon as possible.

**Site Transit:** It is preferable to store the units as close to the final location as possible, and to store panels within their packaging until they are required for installation. Mechanised or manually operated transport is the most preferable form of transit. If the units are being manually handled then see 'Health & Safety' below.

## Maintenance

Open the door as above. Ensure panel door is closing flush with the surrounding wall or ceiling area, and inspect any seals/gaskets for signs of damage or perforation. If the door is not closing flush, adjustment can be carried out on the following items to bring back the door to a true plane.

**Locks:** Varies depending on lock type; generally needed are Phillips No.2 cross head screwdriver for Budget Locks & 3-Point Locks, or a Phillips No. 1 cross head screwdriver for Push Catches, and an adjustable spanner/grips for the nut at the rear of the Sealed Locks.

**Hinges:** Varies depending on hinge type. Generally needed are Phillips No.2 cross head screwdriver for 7000, 8000 & 9000 series with cupboard type hinges, and 4000 series NFR or 1FR Budget Lock panels. Alternatively a 10mm spanner/socket for large 4000 series 1FR/2FR type riser access panels with 3-Point Locks.

**Spare Parts:** Spare parts are generally kept in stock by Profab Access Ltd Tel: 01827 718222

## Cleaning

### **General:**

If cleaning is required to the frame and door tray on the inside of the access panel, then it is recommended that a dilute solution of common detergent is used, observing the manufacturers instructions.

It is important that all moisture is allowed to dry off prior to shutting the access panel door.

### **Site applied paint:**

Cleaning is dependent upon the final decorative finish, and should be carried out in accordance with the surface manufacturer's recommendations.

### **Stainless Steel:**

For stainless steel, please refer to the British Stainless Steel Association website at [www.bssa.org.uk](http://www.bssa.org.uk)

## Health & Safety

Only hand tools as mentioned are generally required to maintain the access panel. It must be taken into consideration that plant or services behind the panel may necessitate specific P.P.E. (Personal Protective Equipment). All risk Assessments and Method Statements must be read before accessing the plant or services through the access panel. If the access panel locks are situated high up in a wall then ladders/scaffold may be required to open the hatch easily.

Profab access panels are manufactured from sheet steel; therefore sharp edges & corners may lacerate the skin – Safety gloves are recommended.

Care should be taken when opening/removing doors (especially large riser type). Appropriate safety footwear should always be used, & care should be taken when removing doors. It is recommended that at least two people work together when removing or replacing large doors.

We believe the above information to be accurate to the best of our knowledge at time of printing. No warranty or representation in respect of this information is intended or given.

*Profab Access Limited, 26 March 2010*