

bene

PARTITION WALLS

**INSPECTION AND
MAINTENANCE INSTRUCTIONS
FOR BENE DOORS**

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INSPECTION AND MAINTENANCE INSTRUCTIONS FOR BENE DOORS

We are pleased to provide you with some advice and instructions below on the care, inspection and maintenance of our products so that you can enjoy them for a long time. All doors are carefully tested in Bene's own testing centre. These extensive tests provide security to you, since they guarantee that your doors will work perfectly for years if properly maintained.

1. CARE

Gentle and proper cleaning of your door surfaces is especially important to retain their optimum condition. We recommend cleaning with a moist lint-free cloth dampened with pure water. There is no need for any cleaning agent, furniture polish or similar material.

Detailed care advice for your Bene furniture and walls can be found at: www.bene.com

Bene cannot assume any liability for damage to surfaces caused as a result of improper cleaning.

2. ADJUSTING DOORS

We provide doors to you that have been produced and assembled in accordance with regulations. In order to ensure that they work perfectly on a permanent basis, regular adjustments are required. This need is based on normal door use and is not a product defect. You can carry out this servicing work yourself or have a Bene service technician take care of it for you, subject to a charge.

3. INSPECTION

The inspection involves a visual and functional inspection. The frequency of inspections depends on how often you use the element. The following inspection cycles should be adhered to as a guideline depending on the applicable installation location:

- Doors in escape and rescue routes in special purpose buildings, such as: hospitals, schools, etc. should be inspected each month.
- Doors in buildings subject to normal usage, such as: tower blocks, places of assembly, etc. should be inspected every six months.
- Doors which are used to close spaces which are rarely used, such as: closures for installation shafts, should be inspected annually.

Any repair work that is identified in the inspections must be completed without delay.

3.1. Inspecting hinged doors

The most important steps in the inspection are:

- Check door for any damage.
- You must be able to open and close the door from both sides without any problems.
- The falling latch must snap into place in the striker plate, the latch insert or the recess.
- Seals must be tight and free from any damage.
- The lock bolt must be retracted fully by the handle.
- When closed, the retractable floor seal must completely seal the door leaf against the floor.
- If door closers are installed the door must close on its own from any opening angle.

3.2. Inspecting sliding doors

The most important steps in the inspection are:

- Check door for any damage.
- You must be able to open and close the door from both sides without any problems.
- When you lock the sliding door, the locking pin must fit properly into the hole in the sliding rail.
- The runner carriage must run evenly and smoothly.
- The sliding rail must be free from dirt.

4. MAINTENANCE

In order to guarantee the functional capability of doors over their entire useful life, components subject to high mechanical strain should be maintained at regular intervals. Provided that no visible defects are identified during inspections, the doors should be subject to detailed maintenance once a year; in the event of greater frequency of use then this should be done every 4 to 6 months. Any repair work that is identified during maintenance should be completed without delay.

4.1. Maintenance of hinged doors

4.1.1. Locks

- Check that they are fixed in position, retighten or replace screws if necessary.
- Check that the latch and bolt lock properly.
- You must be able to open the door from both sides without any problems.
- The standard mortise locks used by Bene are provided with life-time pre-lubrication and are therefore maintenance-free. If other locks have been used (special requests by the client) the relevant maintenance regulations of the manufacturer must be observed.
- Replace any damaged locks which may no longer be viable.

4.1.2. Hinges and floor and ceiling support

- Check that they are fixed in position, retighten or replace screws if necessary.
- Check that they have been set correctly and readjust if necessary.
- In the case of hinged doors with a continuous hinge profile (Bene R-Platform hinged doors, RF hinged doors and RG hinged doors with frame) the slide bearings must be checked for wear and replaced if necessary.
- For hinged doors with object hinges (Bene RF flush-mounted hinged doors and RF corridor doors) the object hinges used are maintenance-free.
- Replace any damaged or missing parts.

4.1.3. Fittings – handles

- Check that these are functioning properly.
- Check that all screws are fixed in position, retighten screws if necessary.
- Exchange or replace damaged or missing handle parts.

4.1.4. Rebate seals

- Remove any foreign bodies.
- Check that they are tight and check for any damage; replace if necessary.

4.1.5. Floor seals

- Check the seal and adjust if necessary.
- Replace the floor seal completely in the event of functional defects or if there is damage to the seal profile.
- Observe the manufacturer's instructions on settings. These can be downloaded from the manufacturer's homepage (www.planet.ag).

4.1.6. Door closer

- Check that the closing contacts and guides are fixed in position, retighten or replace screws if necessary.
- Check the settings for the door closer, readjust the closing strength or the end stop if necessary.
- Observe the manufacturer's maintenance regulations and instructions on settings. These can be downloaded from the manufacturer's homepage (www.dorma.com).

4.1.7. Electronic door opener

- Check that they are fixed in position, retighten or replace screws if necessary.
- Carry out a functional inspection, adjust if necessary.
- Observe the manufacturer's instructions on settings. These can be downloaded from the manufacturer's homepage (www.effe.com).

4.2. Maintenance of sliding doors

4.2.1. Sliding rails and runner carriages

- Check the sliding rails for dirt, particularly the running surface and the castors of the carriages, and clean with a damp cloth if necessary.
- Never lubricate sliding rails!
- Check the carriage for damage if it is running unevenly and replace if necessary.

4.2.2. Lock

- Check the position of the door stop; the locking pin and ratchet must slide easily into the opening provided for them. Readjust the doors if necessary.
- Check the functionality of the lock.
- Replace any damaged or missing parts.

4.2.3. Floor guide

- Check that the floor guide is firmly supported. Retighten the screws if necessary.

5. FINAL REMARK

We must expressly point out that Bene accepts no liability or warranty for the consequences of lack of or improper care and maintenance. Documenting inspection, maintenance and repair work is recommended. It is also recommended that you replace components with original components if a replacement is required.

Please contact your Bene customer adviser if you have any further questions on care and maintenance.



BENE WORKS SUSTAINABLY

Bene plays a leading role in responsible environmental management. It is practiced throughout all company divisions - from product development, procurement, production and logistics to product recycling. Bene considers ecology to be a central element of its responsible and sustainable corporate strategy. Bene sees the legal regulations as minimum requirements and strives for better and more sustainable environmental protection throughout the group.

The Bene principle in environmental policy is: Avoidance - Minimisation - Recycling - Disposal.

