



# Automatic folding door operating & maintenance manual

For power-operated doors to EN 16005

Important warranty, user information  
and service record for your automatic door

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## Service and maintenance

### Why the necessity?

All doors, whether manual or automatic, are complex components subject to punishing wear and tear. Therefore to ensure that they continue to function properly, regular service and maintenance is imperative.

Regular door maintenance helps prevent accidents, reduces breakdowns and the accompanying inconvenience, and prolongs the life of the door operator.

There are also legal implications regarding the servicing of all door types which must be adhered to, to ensure the safety of users at all times. All safety requirements for power operated doors are stipulated in EN 16005:2012 Power operated pedestrian doorsets - Safety in use. All dormakaba service engineers are trained to comply with this standard through the Automatic Door Suppliers Association (ADSA) examination of competency.

dormakaba provides a tailored, local resource for the servicing and maintenance of all brands of:

- automatic swing
- sliding and revolving doors
- manual doors
- fire doors
- access control systems
- industrial doors
- roller shutters
- gates & barriers

For more information visit [www.dormakaba.com](http://www.dormakaba.com)

## Warranty statement

Thank you for purchasing a dormakaba product which has been designed and manufactured to provide many year's problem-free operation.

All products sold by Dorma UK Ltd are warranted against defect in materials and workmanship for a period of 12 months from the date of purchase on a return to factory basis.

If you believe this product has a defect or has failed during normal use within the warranty period, please contact the authorised agent from whom you bought the product and who will make arrangements for its return.

Alternatively, if your product was installed by dormakaba please contact us directly as detailed below to discuss the return of the unit, with the product serial number. dormakaba standard terms and conditions will apply at all times and are available on request.

### Limitations

This warranty does not apply to defects resulting from Customer actions, such as mishandling, improper installation, operation outside of design limits, misapplication, attempted repair, or unauthorized modification.

Any additional warranty provided by the selling agent does not imply or transfer any additional obligation to dormakaba regarding this product.

dormakaba standard terms and conditions will apply at all times and are available on request.

dormakaba are not liable for the consequences of any third party claim on its products, which are sold in the knowledge that installation is carried out by competent staff and maintained in accordance with current safety standards.

### Service and maintenance

Please note the legal implications regarding the installation and servicing of automatic doors which must be adhered to, so as to ensure the safety of users at all times as stipulated in EN 16005:2012 Power operated pedestrian doorsets – Safety in use.

### Product registration

Any decision to register your product does not affect your statutory rights under the UK Sale of Goods Act 1979.

If you would like to register your product with dormakaba please visit [www.dormakaba.com](http://www.dormakaba.com) Alternatively, you can contact the dormakaba UK Service Hotline on:

**0800 212 380**  
**[service.uk@dormakaba.com](mailto:service.uk@dormakaba.com)**  
**[www.dormakaba.com](http://www.dormakaba.com)**

# Door system data

**In order that an automatic door operator may comply with the requirements of EN16005:2012 a risk assessment should be carried out prior to installation which assesses the risk to users. It is the responsibility of the installer to ensure that a door system is compliant.**

**To be completed by a qualified technician at installation**

Manufacturer: DORMA UK Ltd, Wilbury Way, Hitchin, SG4 0AB

Type of operator/door: Folding Door

To be completed by a qualified technician at installation

Product name: FFT/FFT Flex Green/Other (please state below):

(delete as applicable).....

Sales Order No.: .....

Asset No.: .....

Year of construction.....

Commission date: .....

Installed by: DORMA UK Ltd / Other (please state company)

Doorset location / reference: .....

Additional information:

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# Report for initial inspection

## To be completed by a qualified technician at installation

The following list of components and functions to be inspected is only a reference and shall help the inspector during inspection. From case to case, the inspection can be more or less comprehensive. In principle, the inspector has to perform a visual inspection and functional tests to check the system for completeness. In addition, the system status and the efficiency of the components and the respective safety equipment require inspection. Please consider the separate inspection instructions supplied with the individual door types.

### 3.1 General

- Functionality of door system
- Proper mounting
- Connections/Power supply
- Guide rails and base sections
- Force transmission/Incremental encoder
- Bearings
- Glazing, Cover
- Coating, Corrosion protection
- All documentation complete

### 3.2 Check safety equipment according to risk assessment to EN 16005

- Finger protection (crushing, shearing and drawing in)
- Safety sensors/Sensor monitoring
- Reversing/Stop equipment
- Safety screen
- Safety contact strips (SCS)
- Force limitation
- Emergency pushbuttons
- Safety sensors
- Fire alarm connection
- Batteries

### 3.3 Control elements

- Pushbuttons/switches
- Contact mats
- Radio controls/Remote controls
- Card readers
- Motion detectors

### 3.4 Function

- Friction clutch
- NC contact (limit switch)
- NO contact (limit switch)
- Locking device, Deactivation
- Deactivation of safety equipment
- Emergency manual operation
- Emergency Opening/Rubber cord/Auxiliary drive

### 3.5 Check door system for proper functioning in all operation modes

- OFF
- AUTOMATIC
- PERMANENT OPEN
- PARTIAL OPEN
- EXIT ONLY
- LOCKING DEVICES

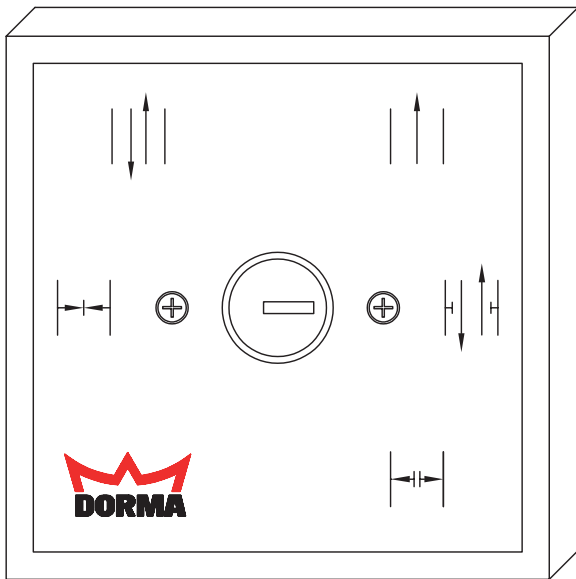
Date of inspection: .....

Name of inspector (in block letters): .....  
(Qualified technician)

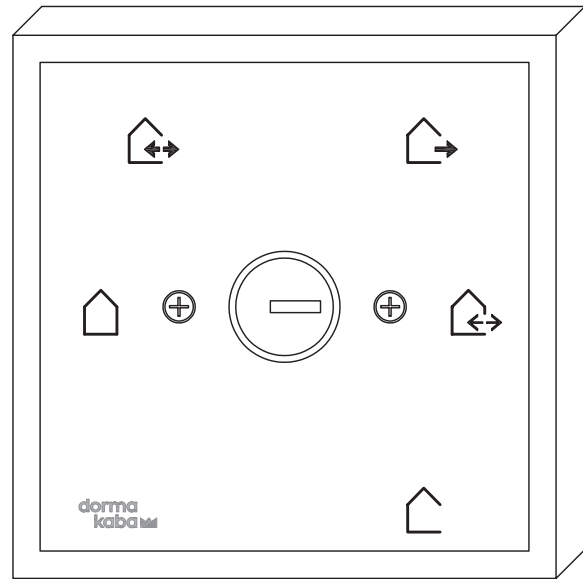
**Note:** The safety compliance of an automatic door system is dependent on the appropriate choice and combination of other safety equipment with the operator and must be assessed as the whole system.

# User guide

## Old Program Switch



## New Program Switch



### Program switch settings:

	Old	New	
1			OFF
2			AUTOMATIC
3			EXIT ONLY

The unit is switched off. In the case of units with the optional locking mechanism, the door is electro-mechanically locked.

Door may be opened using first entry - last exit switches if fitted.

If a person or object comes within range of the radar detectors, the door opens to full opening width and closes at the end of the preset hold-open time.

The external sensor is deactivated, the door may only be used from the inside (e.g. one way function on close of business).

If a person or object comes within range of the internal sensor, presence sensors or light barriers, the door opens to its full opening width and closes the end of the preset hold-open time.

The operator can be programmed to lock or unlock in the 'EXIT ONLY' position by a dormakaba Service engineer.



If a person or object comes within range of the detectors or presence sensor, the door opens to the preset partial opening width and closes at the end of the preset hold-open time.

The opening width of the door can be adjusted individually. To do this:

- Close the door using the OFF switch setting
- Set the program switch to PERMANENTLY OPEN
- The door opens at low (check) speed
- As soon as the door reaches the desired partial opening width, set the program switch to PARTIAL OPENING
- The door stops and the control unit stores the desired position
- The door commences a closing cycle



The door opens in check speed to its full opening width and remains in the position until another function is selected.

#### In the event of power failure

- If the program switch is in the AUTOMATIC position, the door will fail open.
- If the program switch is in the OFF position, the door will remain closed. To open the door, turn the program switch to AUTOMATIC. After a short delay the door will open at reduce speed and remain open until power is restored or the program switch is turned to Off.
- Alternatively, if FIRST ENTRY - LAST EXIT is fitted, operate button once or key once to open the door. To close the door, operate either button or key once.

This sequence can be carried out as required until power is restored.

## First entry last exit procedure (if fitted)

The purpose of this system is to allow an opening of the door when the Program Switch is in the OFF position and the sensors are not operable.

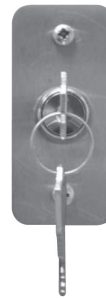
This means that people should not open or close the door MANUALLY which could result in a major failure of the operator and potentially damage components.

There will be a GREEN BUTTON near to the door on the inside of the building.



### To EXIT the building:

1. Turn the program switch to the OFF position and let the door close (stand away from the door to ensure the sensor does not detect you).
2. Set the building alarm (if you have one)
3. Operate the GREEN BUTTON to open the door
4. Exit and allow the door to close (stand away from the door to ensure the sensor does not detect you), then lock the door in the centre with the key when closed.



### To ENTER the building:

There will be a KEY SWITCH or other access control near to the door on the outside of the building

1. Unlock the door, before using the KEY SWITCH
2. Operate the key switch on the outside of the building, this will open the door
3. Enter the building (stand away from the door to ensure the sensor does not detect you), the door will then close behind you
4. Turn off the building alarm (if you have one)
5. Put the program switch into the required position, or leave it in the OFF position
6. If required to admit staff members before opening hours, simply press the GREEN BUTTON. The door will open then re-close.



## Daily checks - facility operator

**A safety check should be performed daily by the facility operator on each automatic door.**

### Activation

Walk toward the door at a normal pace. The door should start opening before you reach a minimum of 1000mm from the door. If the door is an escape route, a minimum of 1500mm applies in the direction of escape.

If the door opens towards you, the measurements are taken from the front edge of the door in the fully open position.

Repeat for the other side if the door has two-way operation.

### Safety

Note: In order to test the safety sensors we recommend using an approved test object measuring 200mm x 300mm x 700mm high to test the door safety as detailed in EN16005.

Activate the door to open, place the test object in the threshold, move away from the threshold and verify that the door stays open.

Remove the test object from threshold area, after a short time delay the door should close.

### General Observations

- Check there are no hazards due to crushing, shearing, impact and drawing-in
- Check that the opening and closing speed are not likely to increase the risk of impact
- Check that finger guards are secure and in good condition
- Check the door area does not present tripping or slipping hazards
- Check all door panels for broken/cracked glass
- Check all doors have correct warning and information signs displayed
- Check the position and security of barriers
- Check operation of manual or remote activation
- Check for distractions and obstructions in the vicinity of the doors
- Check all equipment and cabling is securely fixed

If you have questions about any of the above items, please contact dormakaba UK Service. Safety devices for all doors should be checked by an ADSA qualified technician at least once a year.

**If you have a problem you cannot correct, turn off the door and call your local dormakaba on 0800 212 3800.**



ADSA Occupier Safety Check  
Videos

# Regular inspection and maintenance

## To be undertaken by a qualified technician.

The following list describes what has to be done during the maintenance of dormakaba door systems. Always consider the mounting and operation instructions during maintenance.

Please observe the requirements for fire doors, emergency exits and escape routes during inspection, if applicable. The current state of technology has to be taken into consideration when assessing the door system with regard to safety-related questions.

Note down any safety-relevant error/deficit in the log book and on the performance sheet. **The inspector must note down the scope, results and date of the inspections and the facility operator has to keep these documents for at least one year.**

## Complete folding door systems

1. Clean and check the track section, retension/repair/replace as required
2. Check toothed belt and retension/replace as required
3. Check escape route function of escape route systems (check rubber cord and retension/replace as required)
4. Check door suspension and adjust/repair/replace as required
5. Check floor guide and adjust/repair/replace as required
6. Check all fixing components and retension as required
7. Check all settings and readjust as required
8. Check all safety equipment and adjust/repair/replace as required
9. Check and readjust all safety clearances as required (finger protection, crushing and shearing edges, drawing-in)
10. Check all control elements and adjust/repair/replace as required
11. Check wear parts such as toothed belt, motor, pulley, hinges and pivots and locking device once a year and replace as required (see complete wear part list)
12. Write down inspection and maintenance report the log book  
**Please note we recommend that folding doors which are emergency exits or escape routes are inspected twice a year**
13. Replace rechargeable battery packs approximately every two years

# Inspection reports

The **facilities operator** should ensure that this log book is available for the qualified technician on his arrival at site. If it is not available then it is the responsibility of the **facilities operator** to record the visit.

Signature						
Name Company name (of qualified technician)						
Test report, defects if any and required action						
Service information / Work carried out						
Work Order / Asset number						
Visit date						

Visit date	Work Order / Asset number	Service information / Work carried out	Test report, defects if any and required action	Name Company name (of qualified technician)	Signature

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Visit date	Work Order / Asset number	Service information / Work carried out	Test report, defects if any and required action	Name Company name (of qualified technician)	Signature

## CENTRAL LOCATIONS

dormakaba  
DORMA UK Ltd  
Wilbury Way  
Hitchin, Herts  
SG4 0AB

dormakaba  
Kaba Ltd  
Lower Moor Way  
Tiverton, Devon  
EX16 6SS

## SERVICE BRANCHES

SCOTLAND  
Unit 1, Almond Road,  
Middlefield Industrial Estate,  
Falkirk  
FK2 9HQ

LONDON NORTH & SOUTH  
Wilbury Way  
Hitchin  
Hertfordshire  
SG4 0AB

NORTH EAST  
Unit 32 Crowther Road  
Crowther Industrial Estate  
Washington  
Tyne & Wear  
NE38 0AD

IRELAND  
PO Box 1050  
Maynooth  
Co. Kildare

MIDLANDS  
The Courtyard  
John Harper Street  
Willenhall  
West Midlands  
WV13 1RE

SOUTH WEST  
Lower Moor Way  
Tiverton  
Devon  
EX16 6SS

NORTH WEST  
Unit 10, Meadow  
Business Park Meadow  
Lane, Bolton  
BL2 6PT

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