



# Bespoke Complete Services Limited

SPECIALIST JOINERY & DOORSET MANUFACTURERS

## Storage, Handling & Maintenance

### Storage

Doors must be stored in a clean dry area away from extreme temperature changes, water or direct sunlight. Lay doors flat on three bearers equally spaced with adequate distance from floor level. Never stack doors face to face without protection, in the case of beaded door leaves use packing pieces with enough space between to prevent beading or door faces becoming damaged. Ensure that all packing pieces and bearers are in line to avoid distortion

### Handling

Door assemblies are internal joinery products and should not be installed whilst the area is undergoing wet work. All joinery work should be carried out prior to installation. Lifting or carrying doors should always be done by at least two people. Never stand doors on their edges as this could lead to veneer damage and or distortion.

### Damage Prevention

Much damage to doors is caused by abusive use of the building. This may be unintentional and result from inadequate planning or briefing of personnel on the correct operation of the door system. Those who use equipment that is potentially damage-causing can be trained to prevent this. Personnel using the building can make an important contribution to maintaining the quality and the safety of the door installation if they are encouraged to use the installation in a caring manner.

### Maintenance

Exterior doors should have all edges and faces sealed as soon as possible. Veneered doors in the white should have finishing operations done as soon as possible and should never be left unprotected against ultra violet light as this could fade the veneer. Pre finished doors can be cleaned by giving a wipe over with a lightly damp cloth. Never use solvents or silicon based polishes. Laminated faced doors can be cleaned using soap and water. Surface scratches on veneered doors can usually be rubbed out using a 240 grit sand paper or wire wool then filled with colour filler and if necessary lightly re-lacquered using granite ac lacquer. Laminate faces with scratches again depending upon severity can be filled using matching colour paints available. Applied carefully can produce a reasonable finish.

### Inspection

Fire doors and frames should be regularly inspected for damage to intumescent or ironmongery. Any damage should be corrected immediately to maintain the fire integrity.