



# Bespoke Complete Services Limited

SPECIALIST JOINERY & DOORSET MANUFACTURERS

## Operation and Maintenance of Door Sets

### Door Leaf Adjustment

All adjustments should wherever possible be carried out to frame fixings / ironmongery. If door lips require any 'shooting in' this should not leave less than 4mm of lip and should be carried out equally on any 2 opposing edges.

### Moisture

Internal quality flush doors are manufactured from specially selected kiln dried materials and as such are generally not suitable for exposure to excessive moisture and high humidity levels. This could cause the doors to bow or twist in extreme cases.

### Vision Panels

Glazing ring replacement

Where rings may be fixed both sides with pins the glazing ring is removed by using a parallel punch to push the pin through the bead. The ring can then be removed in the normal way. Replacement rings, if required, may be obtained from us, normally within a few days.

Glazing bead replacement – replacement beads can be obtained from Bespoke. Remove faulty beads as described above

### Finishes

Hardwood solid frames and timber veneered door faces, when finished with BCSL lacquer may be kept clean with a wipe down with warm water and detergent sparingly used. All surfaces must be thoroughly dried with a soft cloth. Severely damaged areas should be made good with a compatible brush applied cellulose based lacquer or returned to Bespoke for sanding and polishing.

### Formica Faced Doors – Maintenance & Cleaning

Formica decorative laminates do not easily scratch or chip and will withstand normal wear & tear, but should never be used as a cutting or chopping surface. They will resist the effect of vandalism and properly fabricated to the correct core materials with adhesives, provide very durable surfacing suitable for public areas. They do not, however, lend themselves to being repaired by filling, stopping, re-staining, etc. Repairs of this nature are best not attempted.

Laminate surfaces are best kept clean by cleaning with water and a mild detergent. Persistent marks can be removed by using a mild abrasive cleaner. On no account, however, should harsh abrasive cleaning agents be used to remove stubborn markings. After cleaning, the surface must be washed thoroughly with clean water, polishing dry with a soft cloth. Window cleaning agents such as a few drops of vinegar on a wash leather or the use of proprietary agents such as 'windowlene' are excellent on removing and avoiding smears to the final finish, as also are modern spray-on-car windscreen cleaners, although these are expensive when used on large areas.

### Plywood or MDF Faced Doors for paint finish

Lightly wash with warm water and detergent applied sparingly. For more stubborn deposits, lightly rub with wire wool in the direction of the grain, rinse with a little warm water and allow to dry.

Worn areas may need a further coat of primer and it is prudent to check compatibility on a small unseen area. Any wax or grease may be removed prior to application of the new paint. Apply paint strictly in accordance with the manufacturer's recommendations. Minor surface damage may be repaired using proprietary filler, followed by sanding.

### Hinges

Should any screw fixings become loose, they should be attended to immediately, as extensive damage may be caused to door leaf and frame in extreme cases the fire resistant capabilities of the doorset may be impaired. If a screw position fails due to over tightening a longer screw should be used or the hole filled and re-drilled. Periodic lubrication of the hinges, if required, should be carried out sparingly with a very light oil. Surplus oil on hinges will discolour the finish of the doorset and attracts dust and should be removed immediately.