

## METHOD STATEMENT FOR INSTALLATION OF SIGNUM TIMBER DOORS AND TIMBER FRAMES

### INTRODUCTION

This method statement describes the Installation procedure of

- A. Door Frame
- B. Door Shutter
- C. Ironmongery/Hardware/Accessories.

It is vital that doors installed by competent tradesmen and it is strongly recommended that the installer should be familiar with good practice of fire door assemblies.

It is recommended that the frames be installed before final finishing/ painting of wall, as minor chipping for grouting purpose while installing frames shall need to be remedied by competent civil mason/ painter, which is not in scope of door manufacturer.

This Section provides the guidelines for particular method of installation of door.

Most Installers have their proffered methods but these should generally comply with the following advice.

### TOOLS & EQUIPMENT – RESOURCES

1. Hammer Drill Machine
2. Rotary Drill Machine
3. Standard Tool box including level pipe, screw driver, plier, spanner, drill bit set, tap set, Chisel, Hammer, etc.
4. Personal safety equipment's - safety helmets, safety shoes.

### PROCEDURE

1. Check opening size to ensure suitable clearance is available to install the door at the intended location with +/-10 mm clearance from all sides. If not then inform buyer for arranging correct opening size prior to installation of the frames.
2. Ensure sufficient space exists for moving door to fixing location. Space must be at least the size of door to be fixed. In case such space is not available, then inform buyer to arrange proper space prior to moving the door to the location to avoid damage to door in moving through insufficient space.
3. Shift door and frame in packed condition to location of installation.
4. Align Frame vertically and position as mentioned in the drawing while maintaining desired opening direction of the door.
5. Fix wooden/steel wedges/plastic/ rubber or any soft load bearing material wedges at the vertical and top jambs. Adjust the level of the top jamb by fixing wedges below the door frame bottom edges. Adjust wedges at all positions one by one to achieve proper elevation & alignment of the frame using plumb/ water level.
6. Drill into the wall for fixing of anchor fastener with 8/10/12/13 mm drill bit (based on anchor size) through hole given in the frame.
7. Engage the Hold fast/ Anchor bolt through the frame vertical & top jamb to fasten the frame firmly & permanently at the required location. Anchor must penetrate the structure/wall to a minimum depth of 40 mm.
8. Recheck the frame alignment, if not aligned properly then make it correct by adding or removing wedges.
9. Remove all unwanted and projecting wedges from the fixed frame.
10. Fix the Hinges on the shutter.
11. Place the shutter in front of the location and fix to the frame using screws through hinges with proper alignment.
12. Hardware shall be installed as per provisions made on the door. Extra hardware items will not be fixed without factory-made provisions in the door, unless agreed by manufacturer.
13. Check the door and hardware operation in presence of site supervisor from buyer end after each installed door to ensure smooth functioning of all hardware items. Greasing / lubrication can be applied in small qty. to get smooth movement of keys, lock, flush bolt, etc. if desired.
14. Handover keys to authorized representatives of buyer and take signature in handing over protocol.
15. In case of Access Control door type, during installation of Frame and Shutter, the other accessories for access control system shall be fixed simultaneously along with door hardware, so that operation of all hardware along with access control gets checked once for all components. The installation of externally supplied access control devices is not in door manufacturer scope of work and must be done by knowledgeable technician from supplier of such devices.

16. If malfunctioning of hardware or dents on door shutter / frames is observed after installation due to mishandling, worker movement or any reason not attributable to door manufacturer, then the rectification of the same is not included in door manufacturer scope.
17. Cleaning site location by disposing Protection film, Packaging film, Empty Hardware boxes (Housekeeping) shall be performed by door manufacturer. Removal of other construction related debris is not in door manufacturer scope.
18. Housekeeping doesn't include cleaning of stains of sand and cement mortar on walls or floor. It also doesn't include cleaning of door manufacturer supplied door frames & shutters when splattered with cement / Paint / POP/ dust etc. attributable to other workers / works being done at site.

#### **INSTALLATION PROCEDURE OF HARDWARE**

1. Fix all the hardware like Door Closer, Door stopper, Tower bolt, Flush Bolt, It is recommended that the frames be installed before final finishing/ painting of wall, as minor chipping for grouting purpose while installing frames shall need to be remedied by competent civil mason/ painter, which is not in scope of door manufacturer.
2. Fix Vision Panel, Panic Bar, Dead lock, Sash Lock, D pull Handle, etc. with the help of appropriate screws and as per provision made.
3. Mount hardware items one by one at locations as per approved drawings or provisions made.
4. Install each hardware item in compliance with manufacturer's instructions or recommendations.
5. Align the hardware as necessary for its operation. Mark the fixing position / holes for mounting as necessary.
6. Drill and fix the ironmongery items fitted /ready.
7. Fix other hardware items at position & locations as per the provisions made.

#### **CERTIFICATION & HANDING OVER**

1. Upon completion of the fire door and /or fire door assembly installation, the buyer is required to sign the appropriate certification like handing over protocol for the installation.
2. In case it is not possible for buyer to sign, photographs taken of installed doors shall be deemed sufficient as proof of successful work completion.

**DISCLAIMER:** All functionality, features, specifications and other product information provided in this document including, but not limited to design, components, performance, availability and capabilities of the product are subject to change without notice or obligation.

# SIGNUM