# Method Statement for Fitting 2 point panic device XDB5760SV and external access Device XSA 5003 SV to a steel door

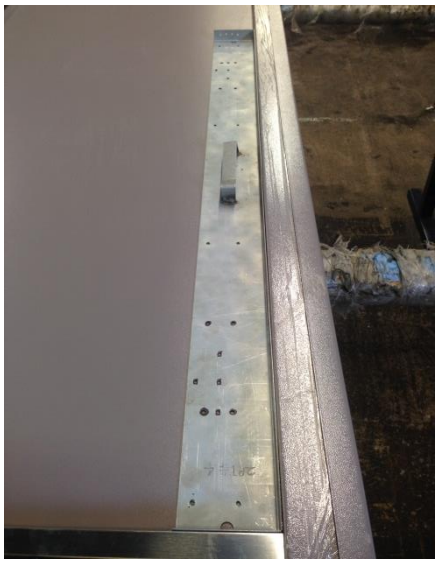
This document is to outline the method for how to install a 2 point panic device (XDB5760SV) onto a blank steel door and also work in junction with an external access device (XSA5003SV). This work should be carried out by a trained technician and checked by another technician once completed. This document should be used in accordance with the risk assessment for the same task.

## Method

1. Using the folk lift truck collect the correct door from the ware house and place the door onto the trestles in your work area.

2. Remove all of the outer packaging from the product, make sure to put the cardboard and bubble wrap to one side as you will need this later to re-package the door. Put the strapping into the bin.

3. Remove all of the clear film from the door leaf on the inside and outside and make sure that the door is in perfect condition. If there are any imperfections or marks on the door leaf you must swap it or bring it to the attention of the manager for assessment/approval.



4. Move the door set to the edge of your trestles with the outer face of the door facing down. You must check that the door leaf is sitting flush in the frame and tight up to the seal.

5. Place the 2 point template onto the door leaf so it sits inside the frame. Move the template towards the hinge side of the door and make sure it is sitting flush with the threshold and hinge side of door frame.

6. Using a felt tip pen mark out the 4 holes in the middle of the template. These 4 holes should create a rectangle shape and this is where the hinge side mechanism box is fitted.

7. Move the template over to the opening side of the door frame and make sure that the template is tight into the corner.

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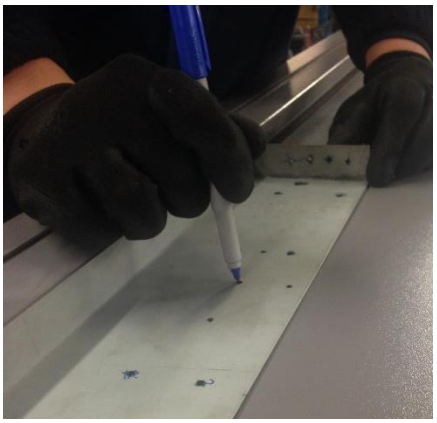
8. Using a felt tip pen mark out the 4 holes in the middle of the template. These 4 holes should create a rectangle shape and this is where the lock side mechanism box is fitted. You also need to mark the top of the central 2 holes in the middle of



9. Using a felt tip pen mark the stainless steel threshold. You only need to mark the central 2 holes. The outer 2 holes are for the top of the door frame only.

10. Use a felt tip pen to mark the holes for the plain guides, these are the holes directly above the threshold and midway between the centre of the door and threshold. These holes should have a different colour on the template.

11. Move the template towards the top of the door frame on the opening side. Make sure that the template it tight into the corner of the frame and mark the 4 holes into the head of the frame. You need to make 4 holes as the top keep needs to be fitted.

12. Use a felt tip pen to mark the holes for the plain guide/top tripper guide, these are the holes directly below the head of the frame and midway between the centre of the door and top of door frame. These holes should have a different colour on the template.

13. You are now finished using the template so can put this away back to where it is stored.

14. Using a steel ruler and pencil measure how far in the from the door seal the central hole is. (this should be around 65mm)

15. Use the measurement you have just taken to make a mark above and below the central spindle hole. Use a pencil and steel ruler to join the 3 markings to create a straight line.

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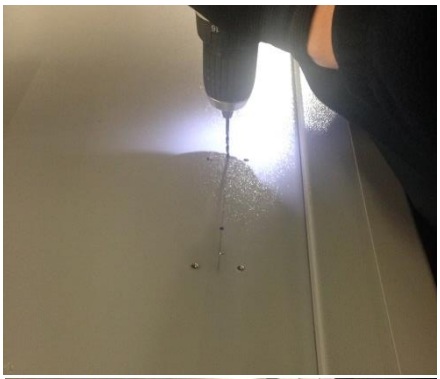
16. Use the instructions to mark out the top and bottom fixing holes for attaching the external access device. The top hole should be marked 27mm above the centre of the spindle hole and the bottom fixing hole should be 95mm below the centre of the spindle hole.



17. Use a 3mm drill bit and cordless drill to drill out all 3 holes you have just marked out.

18. Use a 5mm drill bit and cordless drill to drill out all 3 holes you have just marked out.


19. Use a hand brush to clear any debris off the door blade.

20. Use a 5mm drill bit, cordless drill and drill guide to drill straight through the door so the drill goes through the opposite side of the door blade. The drill guide will make sure you drill a straight hole.

21. From the underside of the door leaf use a 7mm drill bit and cordless drill to drill out the top and bottom fixing holes. Make sure not to push too hard as you don't want to push through to the opposite side of the door blade.

22. Use a 20mm hole saw and cordless drill to drill out the central spindle hole. You need to make sure to push all the way through the door so the hole saw goes through both sides of the door blade.

23. Use a hand brush to clean any debris off the door blade.

24. Use a file or de burr tool to remove any rough edges where you have drilled the door.

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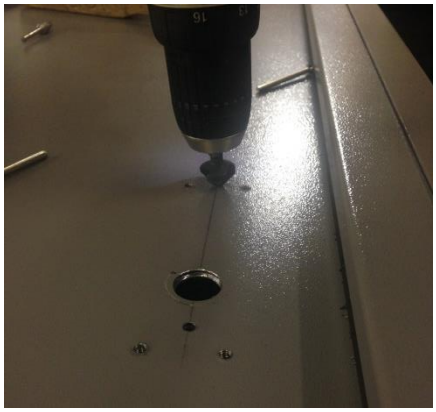
25. Use a cordless drill and countersink drill bit to countersink the top and bottom fixing holes for the access device. You need to do this on the side that will be the inside of the door only.

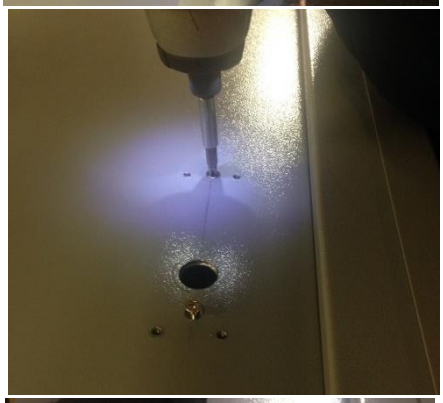


26. Use a hand brush to clear any debris off the door blade.

27. Take the 2 fixing screws out of the XSA5003SV fixing pack and mark them 10mm from the top. Use an angle grinder to cut them down.

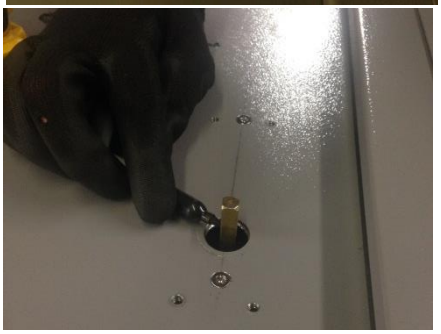
28. Insert the outside handle onto the XSA5003SV unit. Use a machine screw and impact driver to fix the handle into place.

29. Place the access handle into place on the outside of the door leaf. Put the 2 machine screws through the door and use an impact driver to fix the unit, make sure the screws are tightened up fully.



30. Look through the door and test that the handle rotates the spindle drive when operated.

31. Insert the spindle into the door so it sticks out the inside of the door. Use a felt tip pen to mark the appropriate cutting line on the spindle so once installed the panic bar and access device work together.



32. Use an angle grinder to cut down the spindle to required length and place inside the door. Now we need to work on mounting the panic bar.

33. Using a cordless drill and 3mm drill bit, drill out all of the holes you previously marked on the door leaf. Do not use the 3mm drill bit on the stainless steel threshold as this will break. Leave these holes until later

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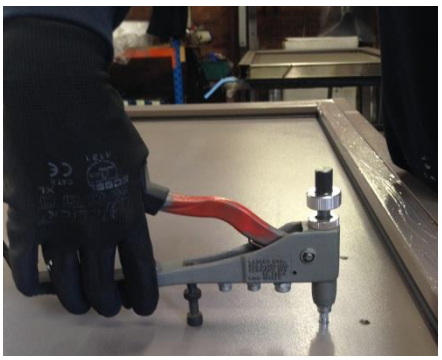
34. Using a cordless drill and 4mm drill bit, drill out all of the holes for the lock side mechanism box and hinge side mechanism box. You also need to drill the holes in the top of the door frame and 2 marked holes on the stainless steel threshold.

35. Using a cordless drill and 7mm drill bit, drill out all of the holes for the hinge side mechanism box. You do not need to drill out the holes for the lock side mechanism box. You also need to drill out the holes in the stainless steel threshold and head of the door frame.

36. Using a cordless drill and 12mm drill bit drill out the holes in the stainless steel threshold and head of the door frame.

37. Using a cordless drill and Garrison Burr (acorn shape) drill out the holes in the stainless steel threshold and head of the door frame. This should create an oval shape big enough for the shoot bolt to locate. Use a file to remove any rough edges.



38. Using a cordless drill and 5mm tap drill out the holes for the lock side mechanism box.

39. Lift the door frame and use a hand brush to clean any filings or debris off the door leaf. Make sure the door is clean and put the door frame back in place.

40. Using a nut insert gun add nut serts into the 4 pre drilled holes on the hinge side of the door for the hinge side mechanism box.

41. Remove all components from the XDB5760SV box and place on the side of your work station. Remove all components from their induvial packaging and discard all packaging into the correct bin.

42. Use a 5mm drill to drill out the holes where the fixings locate on the hinge side mechanism box and lock side mechanism box. This is done so the m5 x 40mm screws fit easily.

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43. Using the Allen key provided release the grub screw on both the hinge side mechanism box and lock side mechanism box. This makes it easier to slide the push bar in place once the boxes are fitted onto the door.

44. Using the same Allen key remove the bolts from the lock side mechanism box. This will allow you to add the tubular rods onto the mechanism.

45. Using a cordless drill and 2 of the screws provided, insert the top keep into the head of the door frame.

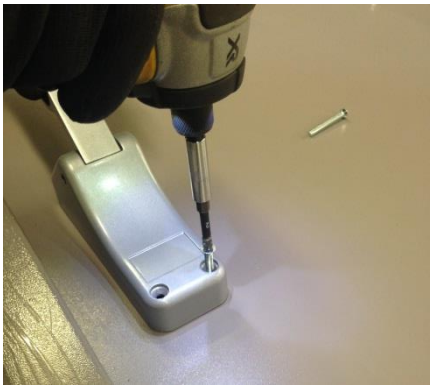
46. Using your personal template mark out the top and bottom tubular rod to the correct size.

47. Use an angle grinder to cut down the tubular rods to the correct size.

48. Use a rubber mallet to add the knurled plugs and shoot bolts onto the end of the tubular rods. Make sure to add them onto the correct end (without the fixing hole) as one end has the holes for the fixing onto the central bar.

49. Attach the top and bottom tubular rods onto the lock side mechanism by using the Allen key bolts previously removed.

50. Slide the plain guides and the top tripper guide onto the tubular rods. Make sure that the top tripper guide is added so it is the top bracket on the upper rod. This is bracket with the latching mechanism on the end.



51. Using an impact driver and the M5 x 40mm machine screws attach the lock side mechanism box and hinge side mechanism box onto the door. Make sure that when you insert the lock side mechanism box you line up the spindle with the spindle hole on the lock side mechanism box

52. Adjust the top and bottom shoot bolts by twisting them as they are threaded. Twist it to the desired length so when it is in the set position the rod locates into the hole the in the threshold/head of the frame. (this can always be adjusted at a later date)

53. Using a cordless drill and the screws provided fix the 3 plain guides and top tripper guide onto the door leaf.

54. Using a rubber mallet insert one of the plastic end caps onto the push bar.

55. Insert the push bar into the hinge side mechanism box and lock side mechanism box. On the side without the plastic end cap fitted mark where the push bar needs to be cut down to allow the plastic end cap to be fitted.

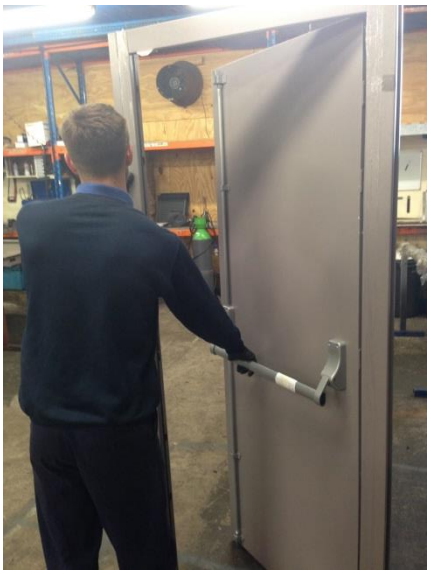
56. Remove the push bar from the hinge side mechanism box and lock side mechanism box and cut down using an angle grinder.

57. Insert the push bar back into the hinge side mechanism box and lock side mechanism box, use a rubber mallet to attach the plastic end cap.

58. Use the provided allen key to tighten the grub screw on the underside of the hinge side mechanism box and lock side mechanism box to hold the push bar in place.

59. Using masking tape attach the ‘push bar to open’ sign onto the push bar.


60. Insert the Easi Exit logo stickers onto the hinge side mechanism box and lock side mechanism box. The back of the plate is sticky.



61. Stand the door up and check that the operation of the panic bar is smooth and releases the door with little pressure. If the operation is not perfect then you need to tweak the fitting of the door until perfect.

62. Make sure that when using the outside access device it releases the panic bar and retracts the top and bottom guide rods smoothly.

63. Ask a fully trained member of staff to come and check your work and sign the job sheet where necessary.

64. Re-box the door using the previously removed bubble wrap and cardboard packaging.

65. Palletise the product making sure that it is safe and secure.

66. Add any spare parts, instructions or other accessories into a box and secure to the pallet with the door.

67. Record the batch number of the panic furniture onto the job sheet in correct place.