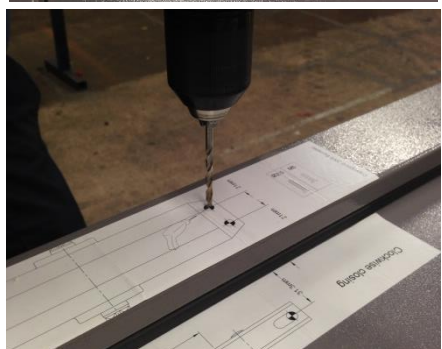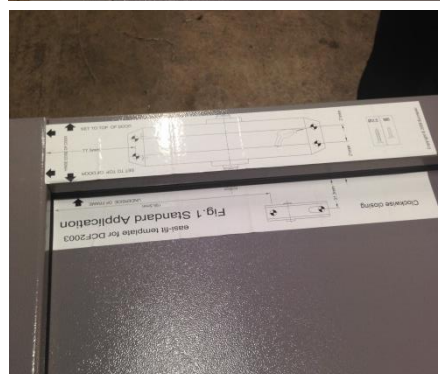Method Statement for fitting a door closer

<u>Method Statement for fitting a door closer onto a steel door</u>

This document is to outline the method for how to install a door closer onto a steel security door. 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.
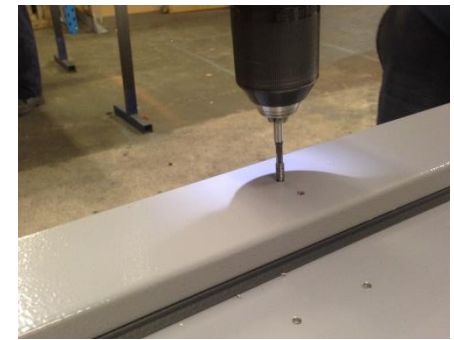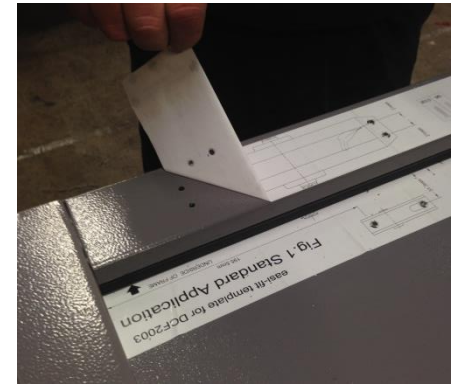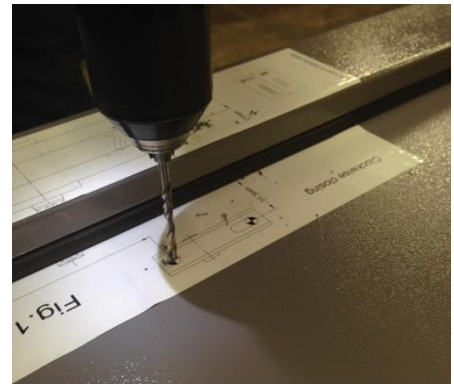
<u>Method</u>

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. Open the box containing the DCF2003SV door closer and neatly empty the contents of the box onto the door blade you are working on.

5. Peel off the template sticker for the door closer box and stick it onto the door. Make sure to stick it onto the hinge side of the door and line it up with the bottom line of the door frame and join where the frame leg and top section of the frame meet.

6. Peel off the template sticker for the door closer arm and stick this onto the door blade. Make sure to line up the arrows on this sticker with the arrows/guides on the door closer box template sticker.

7. Use a cordless drill and 4mm drill bit to drill out the 4 holes marked on the door closer box template sticker on the steel frame.
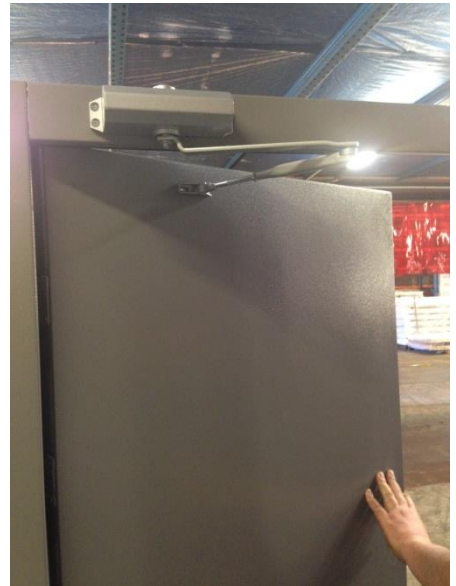
Method Statement for fitting a door closer

8. Use a cordless drill and 4mm drill bit to drill
    out the 2 holes marked on the door closer
    arm template sticker on the door leaf.

9. Use a hand brush to clean any debris off the
    door leaf and door frame.

10. Remove the sticker templates from the steel
    door leaf and steel frame by peeling them off.
    Once you have removed them you can put
    them in the bin.

11. Use a 5mm tap and cordless drill to drill out
    all 6 holes that you have just drilled for the
    door closer box and door closer arm.

12. Use a hand brush to clean any debris off the
    door leaf and door frame.

13. Offer the door closer box up to the 4 holes in
    the head of the door frame and make sure
    that they all line up. Use M5 x 40mm machine
    screws and an impact driver to fix the door
    closer box onto the door frame.

14. If you are shipping the door out to a customer
    please skip to step 21. When shipping a fitted
    door closer out to a customer we do not fit
    the door closer arm as this would get easily
    damaged in transit and also make the door
    very hard to package as to the level it
    protrudes away from the door frame.

15. Extend the pivot arm by twisting the threaded
    system. Adjust the arm to the required length
    and use the bolt to fix the arm firmly in place.

16. Push the door closer arm onto the door closer
    box. The arm locates on the underside of the
    unit onto the square fixing point.

Method Statement for fitting a door closer

17. Use a 10mm spanner and bolt provided to tighten the door closer arm onto the door closer box.

18. Set the door closer arm so it is just less than 90 degrees towards the door leaf. Use the 5mm threaded machine screws provided to fix the door closer arm onto the door using the 2 threaded holes you have drilled and tapped.

19. Insert the circular plastic cap onto the top of the door closer box.

20. Stand the door up and check that the operation of the door closer is smooth.

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

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

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

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

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