

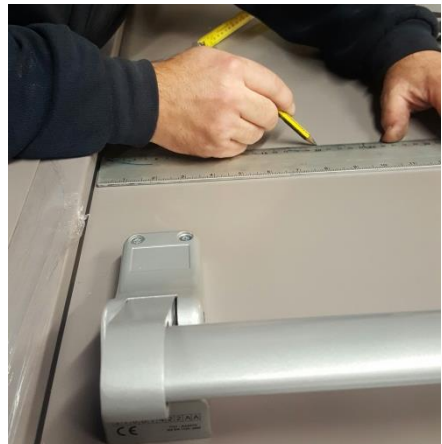
## Method Statement for fitting a drop bar system

### Method Statement for a drop bar system onto a single door

This document is to outline the method for how to install a drop bar system onto a single steel fire exit 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.

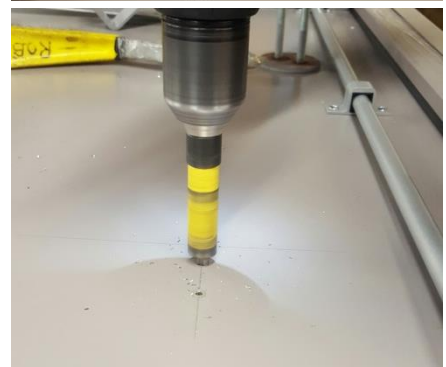
#### Method

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. A drop bar unit is usually fitted onto a fire exit door so before fitting the drop bar unit you would install a panic bar using the separate method statement for this process.
5. Use a tape measure and pen/pencil to mark 150mm upwards from the hinge side mechanism box and lock side mechanism box.
6. Use a steel ruler and pen/pencil to join up the marked points and draw a straight line horizontally across the door leaf.
7. Use a steel ruler and pen/pencil to mark 200mm in from either side of the door leaf by putting the ruler up against the seal. Extend this line vertically to create a cross with the horizontal line you have pervious made.



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8. set the brackets onto the door so the horizontal line you marked lines up with the middle section of the brackets.
9. Use the vertical line to centralise the bracket so the marked line is in the middle of the 2 holes on the drop bar bracket.
10. Use a pen/pencil to mark out the 2 holes on each bracket when you will fix the brackets to the door leaf.
11. Use a cordless drill and 3mm drill bit to drill out the 4 holes you have just marked on the door leaf.
12. Use a hand brush to clear any debris off the door blade.
13. Use a cordless drill, 3mm drill bit and drilling jig to drill straight through the door blade so the holes on the inside of the door line up perfectly with the holes on the outside of the door leaf. Make sure to keep the drill straight against the drilling jig so the holes are in the correct place.
14. Use a hand brush to clear any debris off the door blade.
15. Use a cordless drill and 18mm hole saw to drill through the 4 marked holes on the inside of the door leaf only. Make sure you do not go through to the outside of the door leaf.
16. Use a hand brush to clear any debris off the door blade.
17. Use a file or de-burr tool to remove any rough edges from the 18mm holes you have just created.
18. Insert a length of steel rod into one of the 18mm holes you have created making sure to push it right down to the outside of the door leaf. Use a pen/pencil to make a mark where the rod meets the surface of the door leaf and sticks through the door.



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19. Repeat this process on the other 3 18mm holes you have created on the inside of the door leaf.
20. Once all 4 steel rods have been marked out use an angle grinder to cut them down to the required size. Put the 4 pieces of steel rod to one side.
21. Use a cordless drill and 7mm drill bit to drill through the 4 holes on the outside of the door leaf. At this stage you can either choose to turn the door frame over or drill from the underside of the door.
22. Use a cordless drill and 12mm drill bit to drill through the 4 holes on the outside of the door leaf.
23. Use a file or de burr tool to remove any rough edges from the holes you have just drilled and if applicable use a hand brush to remove any debris from the door blade.
24. Insert the 4 sections of steel rod into the 18mm holes in the door leaf. These will act as a guide for fixings and also stop the door from flexing when the fixings are tightened up.
25. Insert the drop bar bracket fixing units from the outside of the door leaf. Push the fixings through the door so the threaded section sticks out through the inside of the door blade. Make sure to do this for the bracket on either side of the door blade.
26. Insert the drop bar brackets onto the door leaf through the threaded rods and put the washers over the threaded rods.
27. Add the nuts onto the threaded rods and use a spanner to tighten them so the fixings are tight onto the door and the brackets are firmly fixed in place.
28. Use a rubber or cleaning spirits to remove any pen/pencil marks off the door leaf.



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29. Insert the actual drop bar behind the brackets and make sure it fits neatly and is cut to the correct size so it lines up with the edge of each side of the door frame.
30. Stand the door up and check that the bar sits evenly and the door leaf sits tight into the door frame.
31. Ask a fully trained member of staff to come and check your work and sign the job sheet where necessary.
32. Re-box the door using the previously removed bubble wrap and cardboard packaging.
33. Palletise the product making sure that it is safe and secure.
34. Add any spare parts, instructions or other accessories into a box and secure to the pallet with the door.

