

## SS 3.1 - AUTOMATIC DOORS

<b>Address:</b>			
<b>Provided by (name):</b>			
<b>Equipment Register</b>			
<b>No.</b>	<b>Make</b>	<b>Model</b>	<b>Location</b>
1			
2			
3			
4			
5			
6			
<b>Performance/Installation Standard:</b>		<input type="checkbox"/> NZS 4239:1993 <input type="checkbox"/> AS 4085:1992 <input type="checkbox"/> Specifically Designed Alternate Solution	
<b>Inspections &amp; Maintenance Standard:</b>		<input type="checkbox"/> Comp. Schedule Handbook and NZS 4239:1993 <input type="checkbox"/> Comp. Schedule Handbook and AS 4085:1992 <input type="checkbox"/> Specifically designed solution provide details separately	
<b>As a minimum these inspections and maintenance procedures will be carried out:</b>		Planned preventative maintenance and responsive maintenance will be carried out in accordance with the nominated performance and inspection standard or document to ensure the system will operate as required. See below.	
<b>Buildings Requiring daily maintenance:</b> If ticked daily inspections are required as stated below		<input type="checkbox"/> CS Purpose group <input type="checkbox"/> CL Purpose group <input type="checkbox"/> CO Purpose group <input type="checkbox"/> CM Purpose group <input type="checkbox"/> Building undergoing Building Work affecting an Auto Door	
<b>Inspection frequency and responsibility:</b>		<input type="checkbox"/> Daily	<input type="checkbox"/> Owner <input type="checkbox"/> IQP
		<input type="checkbox"/> Monthly	<input type="checkbox"/> Owner <input type="checkbox"/> IQP
		<input type="checkbox"/> Annually	<input type="checkbox"/> Owner <input type="checkbox"/> IQP
<b>Inspections and Maintenance:</b>		<p><i>Monthly Inspections (and Daily if applicable)</i></p> <ul style="list-style-type: none"> <li>• Doors should be inspected to ensure they can be opened and that they are not:             <ul style="list-style-type: none"> <li>• locked</li> <li>• barred</li> <li>• blocked</li> </ul> </li> </ul> <p><i>Annual Inspections</i></p> <ul style="list-style-type: none"> <li>• Auto door controller operation</li> <li>• Activation devices</li> </ul>	

## SS 3.1 - AUTOMATIC DOORS

### *Annual Tests*

- Safety devices
- Hanger brackets and bolt fixings
- Wheels
- Anti rise rollers
- General condition of door leaves and hardware
- Alignment and clearance of doors
- Glazing and vision panel to door leaves and over lights
- Floor guides
- Operation of any doorway illumination
- Visibility of strongly contrasting visual strip to leading edge
- Electrical and mechanical lock
- Battery back up
- Brake settings
- Panic breakout or fail-safe devices
- Interface between the automatic doors and the buildings emergency warning system(fire alarm)
- Motion pick up of sensors at shallow angles
- Door timing ( it should remain open for at least five seconds)
- Adjust belt or chain tension
- Adjust brake settings
- Replace sticky, noisy or non round wheels
- Clean track and wheels
- Recharge back-up batteries when power is below specified levels

### **Reporting:**

The owner must keep records of all inspections, maintenance and repairs undertaken in the previous 24 months. The records must be kept with the compliance schedule and as a minimum, include:

- Details of any inspection, test or preventative maintenance carried out. Include dates, work undertaken, faults found, remedies applied, and the person who performed the work.
- A Form 12A provided by an IQP annually
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The information above is used to help generate the compliance schedule. If you are unsure of how to fill in this form please consult an IQP who is registered for the system above.