

Fitting & Operating Guide plus Maintenance Test Record



This is an important document provided for the correct installation and maintenance procedures pertaining to the installation and usage of the Dorgard device.

These instructions must be read and fully understood before you start installation. This guide must be kept in a safe place such as your Fire Risk Assessment File.

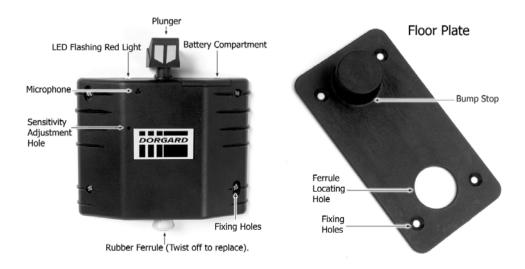


Keep this guide in a safe place. You may need it for reference.

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Introduction

Dorgard is a device designed to safely hold open a fire door and automatically release upon the sound of a fire alarm. It can be used to hold the door in any position between open or closed.

IMPORTANT:

Dorgard must be used only for the purpose for which it is designed. It is not suitable for external use. Read this guide and follow the instructions carefully. Keep the guide in a safe place eg: - Your "Fire Risk Assessment" File, for future reference.

Prior to Installing Dorgard and the Floor plate Ensure:

- 1) The fire door is self-closing (i.e. has a door closer fitted);
- The fire door closes tightly against the door jamb;
- 3) Where Dorgard is to be fitted, the door surface is perfectly smooth and flat.
- 4) You have determined the closing force of the door closer (see note below)
- 5) The fire alarm system is working correctly, i.e.: the sounders work when activated.
- Dorgard forms part of your Fire risk assessment. (As required by the Fire Precautions [Workplace] Regulations 1997).

Note about floor plate: Fire doors weighing more than 120kg, which have a closing force in excess of 120 Newton Metres (that's a closing force of about 15kg, 800mm from the hinge) must have the Floor plate installed in combination with the Dorgard unit. Dorgard can hold a fire door open safely without the Floor plate installation if the fire doors weight and closing force are less than those listed above.

When Dorgard is holding a fire door open it listens for the continuous sound of a fire alarm. It needs to hear a fire alarm that exceeds 65dB (sound level) for longer than 14 seconds. At a general noise level of 80 dB (Sound level) Dorgard will release to all sounds. This facility has been built into the unit as a safety feature. Should the noise level in your premises exceed 80dB it is unlikely that you would hear a 65dB alarm.

Supplementary information about the sound of a fire alarm:

The British Standard for fire alarm installation, BS 5839:Part 1, states that:

"A minimum sound level of either 65dB(A), or 5dB(A) above any noise likely to persist for a period longer than 30s* (seconds) whichever is the greater, should be produced by the sounders in all accessible parts of the building.....If the fire routine for the premises requires the audible alarm to arouse sleeping persons, then the minimum sound level should be 75dB(A) at the bedhead with all doors shut......." (Clause 9.4.1)

- "......The note of the fire alarm sounders should be distinct from any other sounders likely to be heard......All fire alarm sounders within a building should have similar sound characteristics......." (Clause 9.4.2)
- * It is understood that there are some noises in everyday life that may be louder than the fire alarm and persist for longer than 30 seconds, notably the vacuum cleaner. Although required in the British Standard it is often found that the alarm is not 5dB(A) louder.

Installation Tips

Dorgard can be mounted temporarily to the door with "Blu-Tack". You can then move the unit up/down left/right to suit the best position for permanent mounting.

Enter the Serial No: - (Back of Dorgard Unit) into the Maintenance Record at the back of this guide prior to commencing installation.

Tools Required to:

Fit Dorgard:

A screwdriver (either a Phillips / Pozidrive size No. 2 or a flat blade, parallel tip, 6.5mm wide). A bradawl (a sharp pointed tool for making holes in wood). A 2mm HSS drill bit and electric drill may be very useful.

Fit Floor plate:

A pencil, a 6 mm Masonry drill bit (for masonry type floors) electric drill and a Phillips screwdriver (Pozidrive size No. 2)

Automatic Night Time Release

During normal operation Dorgard can be used to hold Fire doors open 24 hours a day. It is however recommended that Fire doors are closed at night, as most buildings are unoccupied during these hours. The chance of a fire spreading undetected is therefore higher than during daylight operations.

Should you determine that your fire doors must be closed at night, Dorgard can be selected to release at a pre-set time each night. Dorgard will release at this pre-set time and then will not operate as an hold open device (Rework) until a pre-set time the following morning, at which time it resets itself and is then ready to commence operation as a hold open device.

Prior to installing Dorgard the "Night time release" selection must be made at the back of Dorgard. When viewing the back of the Dorgard unit a square cut-out houses 4 small white dip switches. For normal operation they are all selected to the off position. Use the small screwdriver enclosed to select a predetermined dipswitch to the "On" position. This will activate the "Automatic Night Release" option (see Fig 1.1).

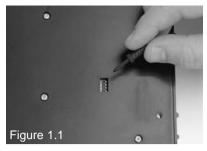
The available dip switch functions are:

Dip switch 1	ON = Release at 20:00 hrs – Rework 08:00 hrs
Dip switch 2	ON = Release at 21:00 hrs – Rework 07:00 hrs
Dip switch 1 & 2	ON = Release at 22:00 hrs – Rework 06:00 hrs
Dip switch 3	ON = Disable Night time release warning tone (See Important Note page 3)
Dip switch 4	No function available

Automatic night time release

— contd:

Important Note: It is recommended that the warning tone' is NOT disabled. The 'warning tone' is to alert persons using the building that the door is about to close and is therefore considered a safety feature. It is recognised however that in some locations the warning tone at night may cause a disturbance and it is for this reason alone the provision of disabling the night time tone has been made.



After installing the batteries (see batteries-below) Dorgard sounds a long tone, followed by a "whirring" sound (Dorgard setting), then 3 x single tones. These 3 x tones indicate the dip switch selection, Low tone = Off, High tone = On. For example: the dip switches are selected; No:1 = On, No:2 = Off, No:3 = Off. The tones will then sound High, Low, Low.

To set Dorgard's internal clock to 12.00 hrs (noon) the Dorgard must be powered up at 12:00 hrs (noon). It will then operate at the times indicated opposite. Dorgard does not take into account winter or summer time and therefore does not adjust automatically for daylight savings. To reset Dorgard's internal clock, remove the 2x C batteries, wait 10 seconds and reinsert them at 12:00 hrs (noon)

Batteries-Alkaline only

(Do Not Use Rechargeable Batteries)

The 2 x "C" Size Procell (Duracell) Alkaline batteries (supplied) should last for at least 12 months. Dorgard continuously checks the battery life ensuring safe operation.

Important insert the batteries into the battery compartment (+) positive side facing up. Inserting the batteries the wrong way could cause internal damage. When closing the Battery compartment use a Phillips / Pozidrive No.2 screwdriver, take care not to over tighten.

We recommend you install / change batteries during daylight hours and preferably at 12:00 hrs (see Figure 1.2). This will set Dorgard's internal clock to 12:00 hrs and will ensure that the 'Weekly self test' is conducted during the night. It will also ensure the time is correct for the 'Night time release' (if selected on).

When the batteries require changing Dorgard will "Fail to Safe", this means that it will no longer work as a hold open device. An audible warning bleep will be sounded (see trouble shooting page 10 point 5 – Trouble Shooting) until the batteries are exhausted, removed or replaced with new ones. It is most important that flat batteries are replaced immediately as failure to do so could affect the fire safety plan for your premises!

Battery life may be reduced in noisy environments!

Install batteries at noon



Figure 1.2

Self tests automatically at midnight

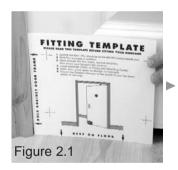
Installation of Dorgard DG1328-A01

(Follow Illustrations Fig 2.1 – 2.6 below)

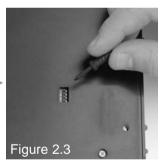
Have you considered the "Installation tips" on page 2?

- Close the fire door. Place the template (provided) against the door on the side that shuts against the door frame. Ensure the drawing on the template resembles the swing direction of your door (Fig 2.1).
- 2) Please make allowance for differing floor surfaces (see note:- Page 5).
- 3) Make pilot holes or mark the position for the holes through the template. (Fig 2.2)
- 4) If required select the relevant Dip switch 'ON' for Night time release (Fig 2.3)
- 5) Using 2 of the 4 screws fix Dorgard to your Fire Door, at screw points A + B (see fitting template). This will allow Dorgard to be moved up and down slightly for fine adjustments. When Dorgard is in the correct position fasten down all 4 screws (Fig 2.4)
- 6) Open battery compartment using a Phillips / Posidrive No.2 Screwdriver. Insert the 2 "C" size Alkaline-batteries supplied, (+) positive side up. (see page 3) Close the battery compartment by tightening the screw down firmly (Do not over tighten). (Fig 2.5)
- 7) The Dorgard will bleep and the LED (small red light) will flash several times.
- 8) Affix fire door (sticker) supplied at eye level and on the same side as the Dorgard (Fig 2.5).

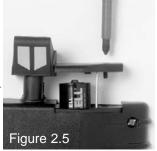
Now install the floor plate. If the floor plate is not to be installed now consider "Operating Dorgard" (see page 6) and then carry out a "Fire alarm test" (see page 7)













Installation of Floor plate DG 1328-FP

(Follow illustrations Fig 3.1 – 3.4 below)

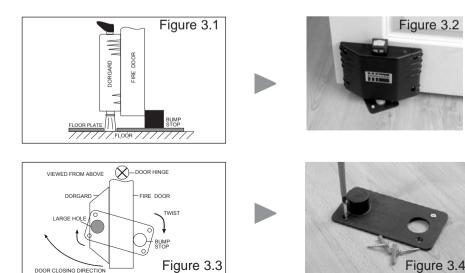
- 1) Fully open the fire door that has a Dorgard fitted, slip the floor plate under fire door. The 'bump stop' must be on the other side of the fire door to the Dorgard. (Fig 3.1)
- 2) Depress the plunger on Dorgard so that the ferrule locates into the large hole of the floor plate. (Fig 3.2)
- 3) Twist the floor plate (radially) so that the bump stop is against the rear of the door and the Dorgard's ferrule is centred in the large hole of the floor plate. (Fig 3.3)
- 4) Mark through any holes that are visible and mark the position of the plate on the floor.
- 5) Close the door and mark through the remaining hole positions. Remove the floor plate.

Warning! Before drilling holes or fastening screws into the floor, check the location of water pipes, electrical points, gas pipes etc. Failure to do so could cause disruption to the buildings services and may result in serious injury or death!

- 6) If concrete floor, drill 4 x 6mm (approximately 40 mm deep) holes at the positions mark and insert masonry plugs (supplied).
- 7) Position the plate over the masonry plugs or marked points on wooden floor and fasten the plate to the floor using the 4 self-tapping counter-sunk screws (supplied). (Fig 3.4)
- 8) Open the fire door against the bump stop and press down the plunger. If you have positioned the floor plate correctly the rubber ferrule on the Dorgard should fit neatly into the large hole of the floor plate. If not go back to step 3 and reposition the floor plate.

Note: The floor plate prevents the door slipping closed on smooth floors when held open by Dorgard. Floor movement also allows Dorgard to slip (e.g.: a wooden floor may give slightly under a persons weight as they walk past the door).

Now consider "Operating Dorgard" (see page 6) and then carry out a "Fire alarm test" (see page 7).



Operating Dorgard

(Follow Illustrations Fig 4.1 – 4.4 below)

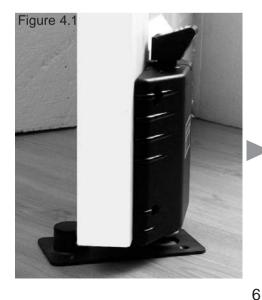
To hold the door open

- 1) Open the door to the required "Hold open" position, or open fully against the bump stop of the floor plate. (Fig 4.1)
- 2) Stand sideways to the door. (Fig 4.2)
- 3) Press the black knob down using your foot. Greater foot pressure may be needed depending upon the force from the door closer or the type of floor surface, when the door is held between closed and the full open position (where the floor plate is installed).
- 4) Whilst depressing the black knob pull the door gently in the direction of closing. (Fig 4.3)
- 5) Remove your foot and let go of the door.

To release Dorgard manually

- a) Lightly kick the black knob toward the door. (Fig 4.4)
- b) Or Push the door in the direction of opening

Note: — If the door has been pushed hard against the floor plate bump stop or a wall, then Dorgard will only release by method "a".





*

- IMPORTANT -

Testing Dorgard to the Fire Alarm

- 1) Fully open the fire door and <u>depress</u> the plunger. (See "**Operating a Dorgard**" Page 6). If the plunger is up Dorgard will not hear the alarm.
- Sound the Fire Alarm for a minimum of 30 sec's.
- The LED (small red light) on top of the Dorgard will flash every second if it is hearing your fire alarm.
- 4) Dorgard should release the door in approx. 20 sec's.
- 5) Should Dorgard not respond to your fire alarm, it is probable that your alarm is too quiet.

 Dorgard can be adjusted to compensate. (See "Adjusting a Dorgard Unit" page 8)
- 6) When Dorgard is ready to release the door, a warning tone will be heard before the door is released. After Dorgard has released the fire door, it will be 10 seconds before the plunger will stay down again.
- 7) **Dorgard self tests every 7 days.** During the self-test, if the Fire door is held open Dorgard will release the door. Should Dorgard detect an internal fault it will sound a warning tone. (See page 10 point 5)

Note: - Alterations to the premises i.e.: - new furniture, new carpets etc, may alter the audibility of the fire alarm. Following alterations a fire alarm test must be carried out to ensure that Dorgard responds. If it fails to respond to the alarm see "Adjusting the Dorgard unit" on page 8. Despite Dorgard self-testing every 7 days weekly bell tests are highly recommended. This will ensure that Dorgard is responding to the fire alarm.

* NB:- Figure 4.2 + 4.3 Show Dorgard in use without a Floor plate installed. Dorgard can hold a fire door any where between open or closed and may be suitable for use without a Floor plate - Refer to page 1 - Note about Floor plate.





Adjusting the Dorgard unit

DO NOT make any adjustments to the unit until you have read and understood the contents of this guide. Damage to the unit caused by abusive adjustments could void the warranty, and may render the Dorgard inoperative.

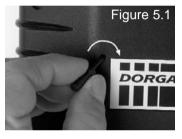
Use the small plastic screwdriver provided. Take care not to force the adjustment screw. The full adjustment, Min to Max is only 3/4 of a turn

IF DORGARD DOES NOT RESPOND TO THE FIRE ALARM. (See also page 9 point 1 - Trouble shooting).

- 1) Lightly insert screwdriver into the adjustment hole on the front of the unit (Beside the Dorgard label) DO NOT FORCE.
- 2) Turn the screwdriver clockwise 5° (Fig 5.1). Remove screwdriver.
- 3) Sound the fire alarm for a minimum of 30 seconds.and ensure the Dorgard releases to the fire alarm. The LED (small red light) on top of the Dorgard will flash every second if it is hearing your fire alarm
- 4) If the unit fails to hear the alarm repeat steps 1-3.
- 5) The adjustment screw has a mechanical stop!

If you reach this point -

DO NOT FORCE THE SCREWDRIVER FURTHER -Contact Fireco Ltd Customer Care 0870 8500085.



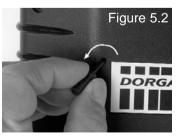
IF DORGARD RELEASES TO NO APPARENT SOUND.

(See also page 9 point 2 - Trouble shooting).

- 1) Lightly insert screwdriver into the adjustment hole on the front of the unit (Beside the Dorgard label), **DO NOT FORCE.**
- 2) Turn the screwdriver anti clockwise 5° (Fig 5.2). Remove screwdriver.
- 3) Sound the fire alarm for a minimum of 30 seconds.and ensure the Dorgard releases to the fire alarm. The LED (small red light) on top of the Dorgard will flash every second if it is hearing your fire alarm.
- 4) If it still responds to other sounds repeat steps 1-3.
- 5) The adjustment screw has a mechanical stop!

If you reach this point -

DO NOT FORCE THE SCREWDRIVER FURTHER -Contact Fireco Ltd Customer Care 0870 8500085.



Trouble Shooting

The following are the most frequently asked questions that our Customer Care Department receives. We ask that you read and consider the suggested actions prior to contacting us, as we are sure these suggested remedies would resolve the problem you are experiencing.

1. Dorgard is not releasing to the fire alarm?

- Possible Fault Fire alarm doesn't sound for 30 seconds
 Action Sound fire alarm for at least 30 seconds
- Possible Fault The closing action of the door is hindered by the carpet etc
 Action Ensure that the door is free to close unhindered
- Possible Fault Fire alarm is not a continuous sound Action - Refer -"Adjusting the Dorgard unit" page 8
- 4. **Possible Fault** The Fire alarm is not achieving 65dB, or is reduced by closed doors
 - **Action** The fire alarm must achieve 65 dB in all accessible parts of the building with doors shut. Contact the fire alarm supplier/installer to rectify the fault
- Possible Fault The Plunger is not depressed properly (min 8-10 mm of down travel), this activates the listening of Dorgard
 - **Action -** Move Dorgard up to ensure that the Plunger has at least 8-10 mm of downward travel before the rubber ferrule makes contact with the floor.

2. Dorgard releases to no apparent sound?

- Possible Fault Dorgard releases to: vacuum cleaners, spin dryers, washing machines, food mixers, etc.
 - Action These sounds may activate Dorgard. See "Adjusting the Dorgard unit" page 8.
- Possible Fault If the door is bumped in the opening direction Dorgard will release, e.g. by a wheelchair, etc.
 - **Action -** No action required this is not a fault. Dorgard mechanically releases when the door is pushed in open direction.
- Possible Fault Dorgard is installed on the incorrect side of the fire door (the opening side). The overhead door closer is causing Dorgard to manually release.
 Action Re-install Dorgard on the closing side (the side that shuts into the door frame).
- 4. **Possible Fault** Every week Dorgard releases to no sound. **Action** No action is required as Dorgard performs an automatic self test every 7 days. This will allow the plunger to release allowing the door to close.

Trouble Shooting- contd.

3. Door creeps closed with plunger fully depressed?

 Possible Fault - Dorgard is mounted too high above the floor. The rubber ferrule (foot) does not make good contact with the floor or does not locate into the hole of the floor plate

Action - Re-install Dorgard in a lower position. Ideally allow no more than 10 mm plunger down travel before the ferrule makes contact with the floor.

2. **Possible Fault -** The overhead door closer is set too strong.

Action - The door closer may require adjustment to reduce the closing force. Or fit DG 1328-FP Floor plate Kit (supplied).

Possible Fault - The floor surface is very smooth.
 Action - Install the DG 1328-FP Floor plate Kit (supplied).

4. Dorgard does not "retain" door in open position?

1. Possible Fault - Plunger will not stay down

Action - Depressing the plunger towards the door will cause the plunger to release. See "**Operating Dorgard**" page 6

Action - Ensure battery compartment is fully closed after batteries have been installed Action - Replace the batteries. Dorgard has detected the batteries are flat and has failed the unit to a 'Safe Condition'

Action - Dorgard may be fitted too low on the door. This does not allow enough travel on the plunger to allow for it to 'lock down'. Move Dorgard up slightly to allow at least 8-10mm of plunger down travel

Possible Fault - Dorgard is installed on the incorrect side of the fire door (the opening side). The overhead door closer is causing Dorgard to release manually.
 Action - Re-install Dorgard on the closing side (the side that shuts into the door frame).

5. Dorgard is not operating - Beeps all the time.

If a fault develops Dorgard will sound a series of beeps (tones). These tones are High (H) and Low (L) tones. The tones you may hear are listed below e.g. LHLL pause, LHLL etc In addition the LED will flash Short and long flashes - SLLL every 2 secs. Listen carefully to the tones, as the following will help you solve the problem

1. **Possible Beep** –HLLL, repeated every 17 mins, then HLLL x 5 every 1 hr 8 mins Dorgard's batteries are flat.

Action -Replace the batteries with new alkaline 'C' size x 2

Possible Beep – L every 2 secs. The battery compartment is open.
 Action - Ensure battery compartment is fully closed after batteries have been re-installed.

3. **Possible Beep** – HLLL every 2 seconds. It may be a fault caused by installation and may beep after only a few days of the batteries been installed.

Action - Ensure that the fire door surface where Dorgard is installed is smooth/flat and has no irregularities, bumps or bends etc. This can twist the Dorgard unit and may cause internal damage.

Trouble Shooting- Dorgard beeps? contd

4. **Possible Beep** – HHHH, pause, LLLL, pause 2 secs: contd: Plunger not releasing

Action – Check the plunger is free to travel fully up and does not foul on the door or its fittings. If fault continues fit the yellow **'DO NOT USE'** sign, REMOVE BATTERIES and ensure that the Dorgard is rendered safe (that is, it will not hold open in its current condition). Contact Customer Care.

 Possible Fault - The batteries are new and recently re-installed but the Dorgard still beeps.

Action - Fit the yellow 'DO NOT USE' sign, REMOVE BATTERIES and ensure that the Dorgard is rendered safe (that is, it will not hold open in its current condition). Contact Customer Care.

Note: - It is possible to reset Dorgard from a "bleeping" condition by re-installing the batteries. It is recommended that during re-installation the positive and negative faces of the batteries are wiped clean to ensure good electrical contact.

6. Ferrules are wearing out?

 Possible Fault - The doors are being dragged closed whilst the plunger is depressed.

Action - Install the DG 1328-FP Floor Plate Kit (supplied), and replace damaged ferrule (twist off to replace).

Possible Fault - Dorgard is mounted too high above the floor. The rubber ferrule does not make good contact with the floor.

Action - Re-install Dorgard in a lower position. Ideally allow no more than 10mm of plunger down travel before contact is made with the floor.

If a Fault Occurs

Should Dorgard stop working for any reason, the batteries must be removed and the unit rendered to a "Safe" condition ie: - it will not hold the

fire door Open. It must be left in a "Safe" condition until removed for repair or replaced. Contact Fireco Customer Care immediately. Fit the "DO NOT USE" sign (See Fig 6) over the black knob on the Dorgard unit. In the unlikely event of a fire alarm fault, all Dorgards must be manually released. Fit the "DO NOT USE" sign over the black knob on the Dorgard unit, until the fire alarm fault is rectified.

For Customer Care Call 0870 8500085



Maintenance Schedule

Preventative maintenance and regular testing will ensure that Dorgard is performing at its best at all times. Ensure you update the Maintenance Record!

Weekly

Check that the Dorgard plunger is pressed down and is holding the door open. Sound the fire alarm and within 4 seconds the red light on the top of the Dorgard should start flashing once every second. This indicates that the Dorgard is "hearing" the alarm. After the alarm has sounded for 20 seconds, the door must release to close. If the door does not release refer to -"**Trouble shooting**" page 9 point 1.

Monthly

Carry out the weekly test and in addition dust the unit checking that the "3" holes for the microphone are open and clear of any dust, dirt etc. Dorgard should be cleaned with a "damp" cloth. If fitted, check the floor plate is securely attached and has not been damaged.

6 Monthly

Carry out the weekly and monthly schedule and in addition, check:-

- 1) Under the unit for the condition of the rubber ferrule (foot).
- 2) The floor plate (if fitted) is fastened securely to the floor and shows no sign of damage.
- 3) The Dorgard unit is firmly attached to the door.

If any items are worn, torn or damaged then replace immediately. For further assistance contact Customer Care.

Yearly

Carry out the 6 monthly schedule and replace the batteries*.

Note and Warning

- The unit is designed to detect low battery power and will give a continuous warning (sounds a series of beeps) of this as well as fail safe i.e. will not hold the door open, until the batteries have been replaced (See page 10,point 5).
- Noisy environments may reduce Battery life. If this is the case then the replacement schedule should be altered accordingly.

See "**Trouble shooting**" page 10 point 5 for the different warning beeps that Dorgard makes.

Maintenance Record

This log sheet below is designed to cover a 12 month period and should be filled out after each test. This log is a formal record of the test and maintenance schedule carried out by a competent (responsible) person (s) throughout the history of the installation of the Dorgard unit. Further log books are available from Fireco's Customer Care Department **0870 8500085**.

Serial Number	Location:		
Serial Number is on back of			
Installation Date:	/	1	Installed By:

Key to symbols: W = Weekly, M = Monthly, 6M = Six Monthly and Y = Yearly

Test	Result	Date	Sign	Test	Result	Date	Sign
W	Pass	01/01/02	AJB	W			
W				W			
W				W			
M 1				M 7			
W				W			
W				W			
W				W			
M 2				M 8			
W				W			
W				W			
W				W			
М3				M 9			
W				W			
W				W			
W				W			
M 4				M 10			
W				W			
W				W			
W				W			
M 5				M 11			
W				W			
W				W			
W				W			
6M				Υ	Battery change due		

See these Fitting Instructions and Operating Guide

On our Website: www.dorgard.com

Warranty

Fireco Limited ("we" and "us") warrants to the customer ("you" and "your") that the product will be free from defects in material and workmanship for a period of 12 months from the date of purchase. If the product is defective whilst under warranty we will, at our option, repair the product or replace it free of charge.

If the product appears to develop a defect while under warranty please first check that the product is being correctly used in accordance with this operating guide and that the batteries are functioning. If this does not resolve the problem please contact us in writing at the address, fax number or email address shown below.

The warranty does not apply to any defect in the product arising from fair wear and tear, wilful damage, accident, negligence by you or any third party, abnormal working conditions, failure to follow the instructions in this operating guide, misuse or alteration or repair of the product without our prior approval. The warranty does not cover batteries and rubber ferrules which may need to be replaced within the period of the warranty. We will not be liable to you for any loss of profits, administrative inconvenience or indirect or consequential loss or damage arising out of any defect in the product.

Where the products are sold under a consumer transaction (as defined by the Consumer Transactions (Restrictions on Statements) Order 1976) your statutory rights are not effected by the terms of this warranty.



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