



## Suppliers of PVCu Windows, Doors & Conservatories

6 & 7 Brent Mill Business Park, South Brent, Devon TQ10 9YT

Tel: 01364 72988 Fax: 01364 73062

### Pvcu Bi Folding Doors Fitting Instructions.

**THE FOLLOWING INSTRUCTIONS ARE GIVEN IN GOOD FAITH AND ARE FOR GUIDANCE ONLY. NO RESPONSIBILITY WILL BE ACCEPTED FOR ANY MIS-INTERPRETATION. WHEN INSTALLING PLEASE OBSERVE ALL RELEVANT HEALTH AND SAFETY REGULATIONS.**

Check that the door received is correct.

Before starting to remove or install your new door, please ensure that you first check the frame for size and style. Failure to do this will render any claim void. Ensure that you have the correct caps, clips and pins as per the enclosed parts list. Report any shortages within 24hrs by fax to us. Claims made outside this period for missing parts may incur a charge.

Remove old frame.

Carefully remove the old frame or if the opening is new, ensure the area is clean and free of debris.

### **INSTALLATION OF OUTER FRAME.**

**ON OPEN OUT DOORS THE RUNNING TRACK IS TO THE OUTSIDE.**

Depending on the size of your door it will either be fully assembled or in component parts for ease of handling. **IF FULLY ASSEMBLED** you will need to remove the opening doors, when done install the outer frame as below.

If you have an external cill, attach this first by applying a thin bead of low modulus silicone sealant to the back edge of the sill where the frame will sit. Fix through the sill to the frame (NOT the other way around) with suitable fixings (4.5mm x 50mm self tappers at 500mm intervals)

Offer the frame into the opening and position with packers so that the frame is level and upright. Use packers that will not deform and for the bottom use slate or metal shims. Take care not to twist the frame in the diagonal. **IT IS IMPERATIVE THAT THE HEAD AND BOTTOM ARE PERFECTLY LEVEL, WITH NO BOWS OR TWISTS.**

For fixing into brickwork, use 8mm x 140mm FISCHER bolts or similar. You will need to pre drill the frame with a suitable drill bit before drilling into the brickwork with a masonry bit. Hammer the fixing in and tighten. Ensure to pack around the fixing but do not over tighten. Fix at 500mm intervals with a minimum of four fixings but do not fix within 200mm of a corner.

To fix the bottom use the same method as above but silicone seal the screw head to prevent water ingress.

Fixing of the head is dependant on track detail. In all circumstances the frame should fix into a LINTEL (preferably steel) – **DO NOT FIX INTO UNSUPPORTED BRICKWORK OR UNSUITABLE LINTEL MATERIAL.**

For doors that are bottom running fix the head at 450mm to 650mm intervals.

Doors that are top running fix at 400mm intervals and once again not within 200mm of a corner.

**WE CAN NOT STRESS ENOUGH THAT PRIOR TO PROCEEDING THAT YOU ENSURE THAT THE THRESHOLD AND HEAD ARE LEVEL AND CHECK THE OUTERFRAME DIAGONALS TO ENSURE FRAME SQUARENESS.**

### **HANGING OF HINGED & FOLDING DOORS.**

Dependent on the door style you have ordered, you will either have all slide & folding doors or folding doors with a hinged adjacent door.

All doors have labels stating the door (sash) number. Sash number one is always the first door on the left viewed from outside.

All doors **MUST** be hung **UNGLAZED**.

For Ease of installation we suggest two people will be required.

Doors (sash's) **MUST** be hung in the correct order.

### **STEP ONE.**

Hang the hinged door of the folding set. This is the first of the stacked doors.

Take 2 x 6mm pins from your box of parts.

Offer up the first door to the outer frame and locate the female bottom hinge onto the 6mm male pin.

Then locate the top and middle hinges of the sash into the corresponding parts on the frame.

Using the pins provided secure the hinges together.

Knock the middle hinge pin down and the top hinge pin up.

**DO NOT FIT THE COVER CAPS.**

The first door is now hinged.

### **STEP TWO.**

Fully open the first door.

Take 3 x 8mm pins from the parts box.

Offer the second door up to the first door so that the hinges locate together.

Using the pins provided secure the hinges together.

Knock all pins down.

Carefully fold the doors flat against the frame and lock the first door.

In the parts box will be bogie wheel (s) and rubber covered guide (s). The number is dependent on the scheme choice (the number of folding sliding doors and how they fold)

The method of fitting the bogie or guide is the same for top or bottom running doors. The method described is bottom running.

Take the bogie wheel and offer it at an angle to the large track so that it will fit and slide up to the connecting part on the door. Push the wheel set fully home into the U section. Insert a 5mm allen key into the top of the wheel set. **DO NOT WIND THE ALLEN KEY IN ANY DIRECTION.** Tighten the locknut, which is located directly below the 5mm allen key with a 17mm spanner.

Take the rubber covered guide and offer up to the hinge part on door two, which is adjacent to the small guide track. Push the guide fully into the U section and tighten with a 13mm spanner.

Door two is now fitted.

### **DO NOT FIT ANY COVER CAPS.**

If you have a scheme 220 / 202 this is the last door before proceeding to step five. If you have a scheme 321 or 312 proceed to step four.

### **STEP THREE.**

Take 3 x 8mm pins from the parts box.

Offer door three up to door two so that they lay flat against each other, so that the hinges locate.

Using the pins secure the hinges together.

Knock the pins for the bottom and middle hinge down and the top hinge up.

Fold the doors back against the frame

If you have a scheme 330 / 303 this is the last door proceed to step five.

For all other schemes with 4,5,6 and 7 doors follow steps one through three until complete and proceed to step five.

#### **STEP FOUR.**

If you have a scheme with a main hinged door this now needs to be fitted. It is the same procedure as step one.

#### **STEP FIVE.** - Refer to **APPENDIX TWO** – Glazing.

Your door is now ready to glaze, before removing the glazing beads from each door sash number their position and location.

Start with the first hinged door of the folding set. The sealed unit has to be glazed into the sash using a method of toe and heeling, this transfers the weight of the glass unit onto the hinged side of the door. **INCORRECT GLAZING IS THE MOST COMMON CAUSE OF DOORS NOT WORKING CORRECTLY.**

Referring to appendix 2 door one is the left hand door. Place 30mm wide packers at the bottom left and top right corners to form a corner brace.

It is important that the thickness of the packers is exactly the same in all locations. Pack the sealed unit until it is tight – the weight of the door is now balanced on the hinge point. This prevents the door from catching on the handle, threshold and other sash.

If you need to lift the side opposite to the hinge by a few mm add additional packing to the top packer (s) **NOT ANY OF THE SIDE ONES.**

Therefore if you need to lift the handle side by 2mm slip an additional 2mm packer in using a glazing shovel if required. **ALL PACKERS MUST BE GLUED IN POSITION WHEN DONE.** If packer move or slip re packing may be required in the future.

Fit the top and bottom bead first using a rubber mallet. When fitting the side beads you may need to bow them into position and then press in the centre, before tapping the bead into place working each way from the centre.

Repeat the procedure for each door.

#### **STEP SIX.** - Refer to **APPENDIX TWO** – Hardware adjustment

All doors are now glazed and should be operating correctly. The doors are factory set and should need no adjustment.

If you feel that they do require adjustment we strongly suggest waiting for 5 days to allow the doors to settle. This may stop you having to do the process twice.

#### **STEP SEVEN.**

Your doors are now operational and you should finish the frame sealing and clean down the protective tape.

Lastly fit all hinge cover caps and trickle vents if ordered.

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# APPENDIX 2 BI-FOLDING DOORS

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## GLAZING

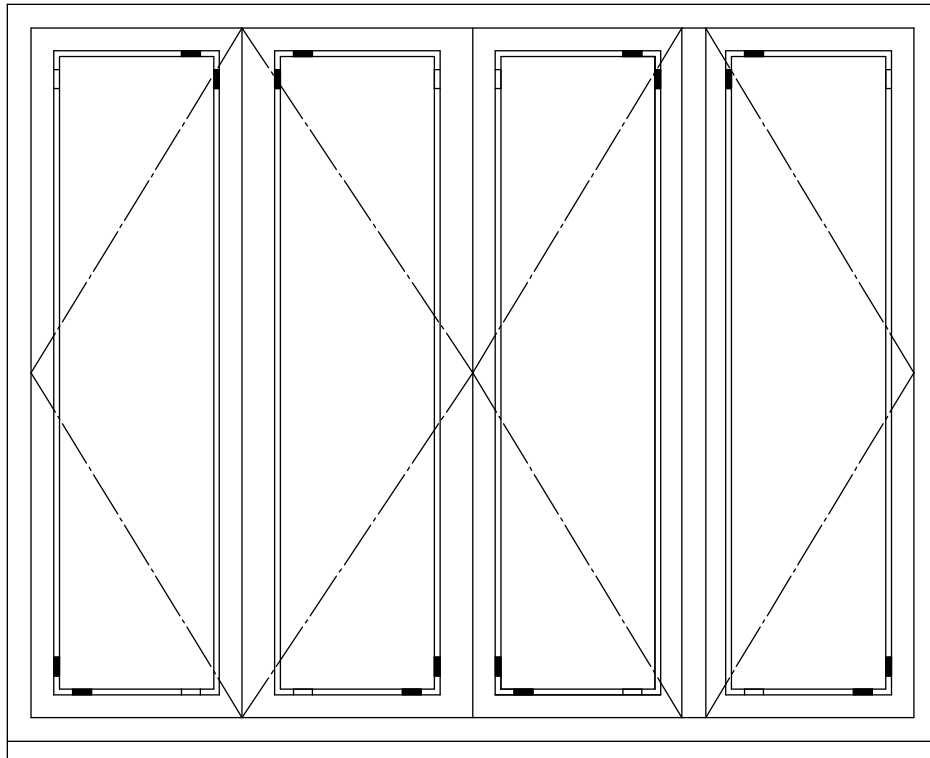
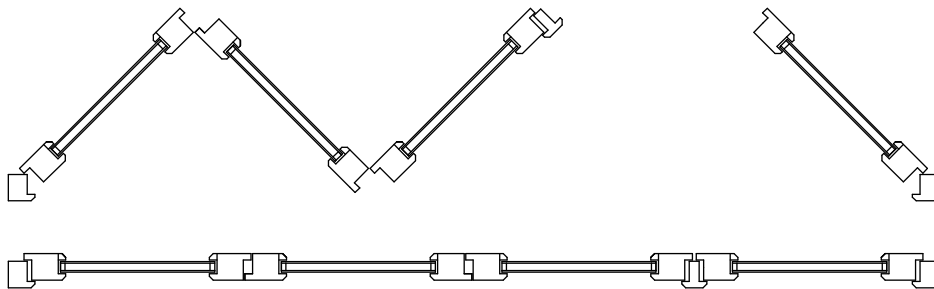
### GLASS PACKING

All glazing should be in accordance with BS6262 and all current codes of practice.

Position the glazing packers as shown below.

**Note:** 'Toe and heel' the packers to ensure good operation of the door.

The illustration below shows a scheme 431 configuration. The same glass packing arrangement must be followed for other configurations.



□ Spacer

■ Glazing Packer

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# APPENDIX 2 BI-FOLDING DOORS

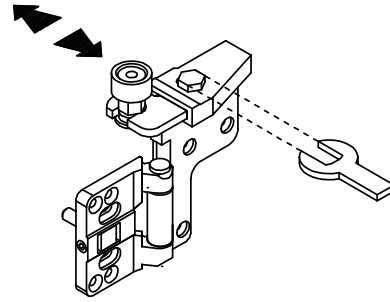
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## HARDWARE ADJUSTMENT

### SASH PRESSURE VIA THE TOP HINGE

- A) Loosen the locking nut as shown
- B) Firmly press the sash against the frame
- C) Tighten the locking nut

Maximum adjustment +/- 3mm

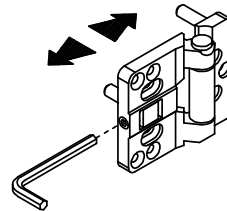


### VENT GAP VIA THE SASH HINGES

Tip: Slacken sash hinges in order, adjust and re-tighten

- A) Slacken both set screws
- B) Adjust the gap with an allen key
- C) Re-tighten the set screws

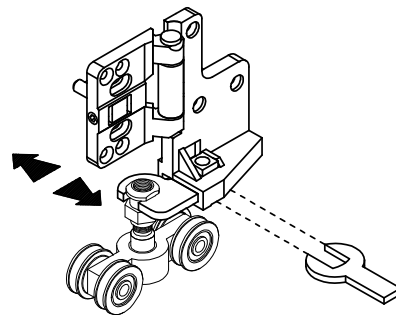
Maximum adjustment +/- 2.5mm



### SASH PRESSURE VIA THE BOTTOM HINGE

- A) Loosen the locking nut as shown
- B) Firmly press the sash against the frame
- C) Tighten the locking nut

Maximum adjustment +/- 3mm



### SASH HEIGHT VIA THE BOTTOM WHEELS

- A) Slacken the lock nut on the bottom wheels as shown.
- B) Adjust the height of the sash by using the allen key whilst holding the lock nut in place with the spanner.
- C) Then re-tighten the lock nut keeping the allen key firmly in place.

Maximum adjustment +/- 3.5mm

