

INTRODUCTION

Vicaima Ltd is one of Europe's leading interior door and doorset manufacturers. Fire doors manufactured by Vicaima are third party accredited under the BWF-Certifire and BM TRADA Q-Mark schemes, to ensure performance is independently verified. To provide a product with excellent performance, Vicaima uses the best manufacturing processes and materials available.

After delivery it is imperative that doors are handled with care; when unloading, storing, installing and subsequent maintenance. It is also important to make sure there is not too much moisture in the air as this may adversely effect the product. Doors and doorsets need to be handled and protected in the correct manner, regardless of their surface finish. This good practice will avoid damage and maintain the quality, thus; prolonging their lifespan and saving money.

DELIVERY

All components should be checked at the time of delivery to ensure everything is in accordance with your order requirements and to establish that there is no visible damages. If any damage or discrepancies are noticed, the driver must be advised and it should be noted on the signed delivery paperwork. In addition all product damage must be reported to the Vicaima Commercial Department within three days from receipt of goods.

UNLOADING

Care must be taken unloading with mechanical trucks, to ensure safe handling. Note: Maximum weight is 1.5 tons. Check doors thoroughly on delivery. It is essential that you make sure all components are present and that the door(s) are in optimum condition. If your door is packaged (shrink wrapped, cardboard etc.) please keep the wrapper on for as long as possible to prevent surface damage.

STORAGE & INSTALLATION

We recommend that doors are stored flat (not on their edges), upon at least three level bearers. The bearers should be longer than the width of the doors. Do not stack more than twenty five doors high. Doors and doorsets should be protected from dust, abnormal heat, extreme dryness, humid conditions, sudden changes in temperature, ultra violet light exposure and damage without restricting air circulation.

For satisfactory performance of doors and product finishes, it is essential that appropriate moisture content is maintained during storage on site and during the construction process (Moisture content requirements BS EN 942).

If possible, store doors in the sequence they will be needed to avoid double handling. Also avoid dragging them across each other in the stack, regardless of the fact that the doors are wrapped. The protective packaging provided should be left in place as long as possible. Doors should not be stored or fitted in the building until the wet trades (application of windows, plaster, flooring, wall painting etc) are finished and dried out.

Self-adhesive tape (whether low-tac or otherwise), used in the course of adding site protection to door faces and edges during installation; must not come into direct contact with the actual face or edge of the door. This has the potential to cause damage and so Vicaima doors would not be covered under our normal guarantee should this have occurred.

Notes: As we are constantly improving our product range, we reserve the right to make changes without prior notice.

HANDLING

Doors and doorsets should be handled and fitted as prescribed in the BS Code of Practice, CP 151. The handling of doors and doorsets must be carried out with the upmost care to avoid damage. It is important that doors are fully sealed and any gaps must be filled. Vicaima doors are heavy, especially fire doors; therefore they should be handled by at least two people.

INSTALLATION – FIRE DOORS

If, when installing doors, an alteration in the overall size is required, it is important that equal measurements are taken from opposite edges. The top of the door should remain untouched, as the code, label and plug must remain visible. When making alterations, Vicaima advises that a maximum of 25mm from the bottom rail (FD30) and 3mm from either lipping (FD30 or FD60).

Fitting fire doors and doorsets correctly is a skilled operation that should only be performed by competent and qualified installers. Before installation takes place, check that the door / doorset match the requirements for its intended location (i.e. dimensions). Never fit an external door into an interior space and vice-versa.

Frames and linings should be made in accordance with the specification established by the third party accreditation scheme i.e. BWF-CERTIFIRE. Hardwood materials should have a density value no greater than 650kg/m³ and softwood 420 kg/m³ for doors up to FD30 rating. The frames make provision for a 12mm stop with an approved intumescent seal. The stops are sent separately and will be fixed by screwing, gluing, and pinning. Frame or lining thickness must be a minimum of 30mm to ensure the fixtures hold securely.

When fitting locks and latches in doors, it is important to ensure that the construction and performance of the door is not affected. Essential ironmongery must be CE marked to ensure it complies with the standards. The fitting of ironmongery (such as latches and letter plates) should be done before hanging. Mortise, tubular, cylinder rim night latches and knob sets should be tailored centrally at mid-height on the door. It is important these accessories do not cut through the mid reel, steel joint or the solid construction designs as this will be detrimental to the structural stability of the door. All routing into the door leaf must be kept at an absolute minimum and should in all cases be accompanied by the use of intumescent sealant.

All fire doors must be hung using 3 number 100mm hinge per leaf. No modifications (i.e. cutting glazing apertures) can be made onsite. All doors and doorsets are governed by strict test criteria stating that all adjustments can only be performed within the manufacturer's facility or under strict third party license agreements. Only approved tested glass must be used, while following the glazing instructions from manufacturers. Hardwood timber beads should be used and securely mitred at the corners. Any fixing should be done with 38mm pins and inserted so that they cross under the glass; angled between 30 and 40 degrees.

If smoke seals need to be fitted, they need to have been tested to the relevant British Standard. Specification of the seal itself depends upon the fire door / doorset design and classification. Typical dimensions would be 15X4mm wide (FD30) and 2 X 15 X 4 mm wide (FD 60). Combined smoke and intumescent seals are available, however if separate seals are fitted these must be incorporated into parts of the assembly (i.e. smoke seal indoor leaf and intumescent seal in doorframe or viceverse).

If the fire doors or doorsets need to be painted or stained, care must be taken when applying treatment to both faces and all four edges (do not obscure markings on top edge) equally to prevent moisture ingress. Please follow the manufacturers' instructions.

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MAINTENANCE

In new buildings, heating should be introduced gradually and over a reasonable period of time. Initially, prior to the hand over. Closure arms should be left disconnected with the door open to allow even airflow. However, they should not be wedged open as this can cause distortion and damage to the closer.

Due to the importance of fire doors, regular maintenance must be carried out. Periodic checks should be carried out every 6 months and in recently occupied buildings more frequent checks may be required.

Clean the doors with a clean damp cloth(dry damp), gently wipe the door on both faces. To dry, just rub the door down with a soft dry cloth. Avoid the use of harsh abrasives, polishes, cleaners or cleaning chemicals of any kind, as they may damage the face of doors.

GUARANTEE

All doors and frames are guaranteed for 10 years against faulty materials or manufacture, provided that doors are maintained according to our recommendations. Please see the Vicaima [Guarantee Certificate](#) for further details.

CONDITIONS AFTER SALE

Vicaima will not accept responsibility for any incidental work or costs as a result of bad handling or incorrect fitting and treatment of finishes.

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