



## MAINTENANCE & OPERATING INSTRUCTIONS

### **Maintenance – Door Gear**

Immediately upon installation and no less than twice a year (or 2000 door cycles) thereafter all springs, latches, wheel spindles and pivot points should be lubricated using a light lubricating oil (e.g. 3 in 1) taking care not to allow oil to drip onto the face of the door. Lock cylinders however should only be lubricated with graphite dust. Track runners must be kept clean and free of obstacles at all times, do not grease.

Tighten screws, nut and bolts as required. Inspect at regular intervals (at least once a year).

Every six months (or 1000 door cycles) check all wear items (including lifting cables of canopy doors over their full length). If any wear is detected contact your local Cardale door specialist and arrange for a replacement. Non-replacement of worn items will invalidate your Cardale guarantee.

Check operation and adjustment of all latches at least every six months. Too slow or too rapid opening indicates a need to adjust spring tension. This must be done in accordance with the instructions supplied with your door.

Springs are designed and specified to provide many years of trouble free operation however they should be inspected for adverse wear at least once each year and replaced if necessary. If in doubt consult your local garage door specialist for advice.

Every ten years (or 20,000 door cycles) the complete installation should be checked over by a suitably qualified garage door specialist.

Do not paint springs or any moving parts.

### **Maintenance – Door Panel**

#### **Door Finishing**

Primed steel and timber doors must receive a suitable exterior quality finishing topcoat immediately after installation. Timber doors must be finished inside and out. Surface finishes should be applied and maintained in accordance with paint manufacturer's instructions.

Maintenance free doors do not require any additional surface treatment.

#### **Door Cleaning**

The exterior surfaces of your garage door should be thoroughly cleaned monthly using warm water and soft cloth or sponge. Never use detergent, abrasive, caustic or solvent-based cleaners. Allow to dry naturally. Bird droppings are particularly caustic and should be removed immediately upon detection.

Doors must not be allowed to come into contact with any form of caustic or corrosive material e.g. acids, alkalis, salts, etc.

#### **Alterations**

Never attempt to alter or modify Cardale products in any way. Any attempt to do so will invalidate the product guarantee.

## Overhead (Canopy) Gear

### To open the door from the outside

Standing central to the garage door and facing the door lock, insert key and unlock the door, remove key if required.

Turn lock handle clockwise to disengage the retaining latches and gently push on the handle to open the door, at the same time step backwards to enable the door to swing outwards and upwards. (The door will swing outwards by up to 965mm (38")).

The door should open under its own power to approximately chest height.

When door has come to rest, push upwards at the centre on the bottom edge to push door fully open so that the wheel spindles are tight against the track stops.

### To open door from the inside

Stand central to the garage door and facing the door lock mechanism.

Turn the internal release lever anti-clockwise to disengage the latches and pull gently on the lever to cautiously open the door just a few inches.

Ensure there are no obstructions outside, then carefully proceed to allow door to open under its own power to approximately chest height.

Step through the door aperture and open door fully, until wheel spindles are tight against track stops, by pushing upwards centrally on the bottom edge of the door.

### To close door from the outside

Ensure no persons are allowed near the side mechanism or the reducing gaps between the door panel and surrounding structure during the full closing cycle.

Standing central to the garage door and facing into the garage grasp the bottom edge of the door, central along its length, and pull downwards to shut the door. If you are unable to reach the bottom edge of the door when it is in the fully open position then pull downward on the pull cord until the bottom edge of the door comes within your reach.

Continue with the downward movement changing your hand positions as required, until the door is fully closed.

Give a final tug on the door handle to ensure the latches are engaged and then lock the door, if required, using the key.

### To close door from the inside

Standing central to the garage door and facing outwards grasp the handle on the pull cord.

Pulling downwards and towards you, proceed to carefully close the door. You will need to bend slightly and step backwards as the door progresses downwards in order to :-

- a. Avoid banging your head on the door panel
- b. Obtain better pulling action on the pull cord

Ensure door is fully closed and latches are engaged.

## Slideaway (Retractable) Gear

### **To open the door from the outside**

Standing central to the garage door and facing the door lock, insert key and unlock the door, remove key if required.

Turn lock handle clockwise to disengage the retaining latches and gently pull on the handle to open the door, at the same time step backwards to enable the door to swing outwards and upwards. (The door will swing outwards by up to 1350mm (53")).

The door should open under its own power to approximately chest height. When door has come to rest, push upward and inward at the centre on the bottom edge to push door fully open so that the wheel spindles are tight against the track stops.

### **To open door from the inside**

Stand central to the garage door and facing the door lock mechanism.

Turn the internal release lever anti-clockwise to disengage the latches and push gently on the lever to cautiously open the door just a few inches.

Ensure there are no obstructions outside, then carefully proceed to allow door to open under its own power to approximately chest height.

Step through the door aperture and open door fully, until wheel spindles are tight against track stops, by pushing upwards and backwards on the centre bottom edge of the door.

### **To close door from the outside**

Ensure no persons are allowed near the side mechanism or the reducing gaps between the door panel and surrounding

structure during the full closing cycle.

Standing centrally to the garage door and facing into the garage, grasp the centre of the bottom edge of the door, and pull towards you and downwards to shut the door. If you are unable to reach the bottom edge of the door when it is in the fully open position then pull toward you and downwards on the pull cord until the bottom edge of the door comes within your reach.

As the exterior handle comes within reach, grasp it and continue to pull down and push inward until the door is fully closed.

Give a final tug on the door handle to ensure the latches are engaged and then lock the door, if required, using the key.

### **To close door from the inside**

Standing central to the garage door and facing outwards grasp the handle on the pull cord.

Pushing outward whilst pulling downwards, proceed to carefully close the door. You will need to bend slightly and step forwards as the door progresses downwards taking care to avoid banging your head on the door panel. As the door approaches the fully closed position, step backward and use your other hand to push forward on the central vertical bracing at shoulder height whilst pulling backward on the pull cord to complete the closing action.

Ensure door is fully closed and latches are engaged.

**CARDALE**<sup>®</sup>

**GARAGE DOORS**

Strong • Stylish • Secure



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### **IMPORTANT**

#### **Manual operation of door**

Before opening or closing your garage door check that the area through which the door will travel is free from obstructions, especially children and pets, both inside and outside the garage, during the full opening and closing procedure. Take special care to ensure all persons are kept well clear of the closing edges between door and frame and also the side mechanisms.

Exercise particular care when opening or closing your garage door in high winds or where you do not have full control of its operation throughout the opening/closing cycle.

If you feel unable to operate this door yourself please seek assistance. Electric operators are available for greater convenience (at extra cost).

#### **Power operation**

Your garage door can be fitted with an electrically powered opening/closing device for greater convenience and ease of operation. Details are available from your supplier. If your door has been automated please ensure that you refer to the operator manufacturers instruction manual for advice as to the correct and safe method of operation.

IN THE EVENT OF DIFFICULTY

CONTACT YOUR LOCAL CARDALE AGENT- SEE YELLOW PAGES,  
REFER TO YOUR INSTALLER, OR VISIT [WWW.CARDALE.COM](http://WWW.CARDALE.COM)

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