

# EJW

# Information Pack



## Company Contact Information:

Essexford Joinery Works Ltd  
Stradeen,  
Carrickmacross  
Co. Monaghan  
Ireland

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## Contained in this information Pack are the following:

1. Notification Letter of Hinge Location and consideration of Q-Mark Plugs.
2. Notification Letter of Halspan Door Fixing Requirements.
3. Notification Letter for External Joinery Requirements.
4. The Essexford Joinery Standard Terms and Conditions of Sale.
5. Instructions for Safety, Care and Maintenance of all Products + Notification Letter regarding Beech Joinery.
6. Contact Details & Information Sheet.

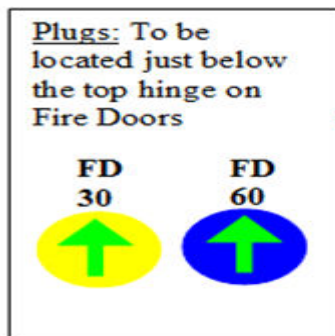
# Notification Letter

## Re: Hinge Location – Plugs must be considered when hanging Fire Rated Doors

To Whom It Concerns:

The purpose of this letter is to communicate the Customer & Site Responsibility when hanging all Fire Rated doors. Non Pre-Hung Fire Doors will arrive on site with Plugs installed on one edge. These Plugs are specific to our Q-Mark certification and their purpose is to provide door information in relation to fire rating and glazing.

It is the responsibility of Customer & Site to ensure that the door hinges are taken on the same side as the installed plugs. It is also the responsibility of the Customer & Site to ensure that the plugs are located just below the top hinge when the doors are being hung. The diagram below is a visual representation of where the plugs should be located when Fire Rated doors are being hung on site:



Thank You

*Niall Mooney*

Niall Mooney  
Quality Manager

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# Notification Letter

## Re: Fixing Requirements For Halspan Doors

To Whom It Concerns:

The purpose of this letter is to communicate the fixings requirements below for all Halspan doors. These requirements are specific to fire rating certification and also to prevent the doors falling from frame hinges due to lack of grip on the screws.

It is the responsibility of Customer to ensure that the fixing requirements are read and instructions followed when hanging Halspan Doors.

### Halspan Fixing Requirements (Certification Detail)

Steel screws, as recommended by the hinge manufacturers, but in no case smaller than No 10 x 32mm long, and having thread for the full length with parallel shank. For satisfactory fixing, the use of Twinfast type screws is recommended. **For Severe Duty, it is recommended to use No 10 x 44mm long screws.**

### Determining Halspan Doors

The Essexford Joinery door label distinguishes Halspan core doors from others – See below.....

Halspan			Not Halspan		
<b>essexford joinery</b> works ltd			<b>essexford joinery</b> works ltd		
Customer Name Here		7256A	Customer Name Here		7256A
1	00.02.09	DT9	2	00.02.09	DT9
MAPLE	60 halspan	TS	MAPLE	60	TS
V.P	787	2062	~	331	2062
Tel:(042) 9661541 Fax:(042) 9663032			Tel:(042) 9661541 Fax:(042) 9663032		
<a href="http://www.essexfordjoinery.ie">www.essexfordjoinery.ie</a>			<a href="http://www.essexfordjoinery.ie">www.essexfordjoinery.ie</a>		

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# Notification Letter for External Joinery Requirements.

To Whom It Concerns:

The purpose of this letter is to communicate Essexford Joinery's requirements in relation to all External Goods provided by our Company. It is the responsibility of Customer to ensure that the requirements are read and understood.

Requirements:

1. It is the responsibility of the Customer to ensure at least one coat of primer/sealer is applied immediately upon delivery to site.
2. It is the responsibility of the Customer to apply and maintain Paintwork or other protective surface finishes of external joinery in service, and to ensure moisture is not allowed to penetrate into the timber.
3. It is standard practice to provide Non-Pre-Hung joinery doors to site with joggles (legs). It is the responsibility of the onsite carpenters to cut off the joggles to suit as part of the hanging process. It is the responsibility of the Customer to ensure moisture is not allowed to penetrate the timber as a result of onsite minor adjustments. Essexford Joinery as a company is not responsible, liable or counter chargeable for issues resulting from such minor adjustments.

Thank You



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Quality Manager

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EJW	<b>Standard Terms and Conditions of Sale</b>	
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In these terms and conditions “Company” means Essexford Joinery, which trades as a domestic supplier, and “Customer” means the person or company that purchases the goods. “Goods” means the goods specified in the Company’s invoice.

These terms and conditions apply to all contracts for the sale of goods to, or provision of work for, the Customer. These conditions shall override any standard or other terms or conditions stipulated by the Customer, and no variation or addition to these conditions shall be effective, unless confirmed in writing by one of our directors or our general manager.

The Customer shall ensure understanding of the terms and conditions of sale as outlined in this document prior to submitting an order confirmation acceptance. The statutory rights of the customer, outlined in the Sale of Goods and Supply of Services Act, 1980 (Ireland), or The Sale of Goods Act 1979 (UK), shall apply to this contract in no way prejudiced by these terms and conditions.

Any typographical clerical or other error or omission in any sales literature quotation invoice or other documentation issued by the Company shall be subject to correction without any liability on the part of the Company.

## 1. Prices:

- 1.1 The details of tender shall be submitted in writing to the Customer by fax, post or email.
- 1.2 Prices quoted exclude Value Added Tax or any other taxes, and delivery (all orders shall be collected at Essexford Joinery, Stradeen, Carrickmacross, Co. Monaghan).
- 1.3 The price and details quoted are valid for three months from the date of tender, subject to clause 1.4.
- 1.4 The Company reserves the right, from the date of tender until production begins on the order, to increase the price of the Goods to reflect any increase in costs to the Company, which is due to any factor beyond our control. With fluctuating material costs, the Company also reserves the right to increase the price of Goods in line with increases in material costs. The legally binding ‘Letter of Intent’ does **NOT** waver or impinge on the right of the Company to increase the price of the Goods during the stated period.
- 1.5 Catalogues, price lists and other advertising literature or material used by the Company are intended only as an indication of price and range of Goods offered and no price descriptions or other particulars contained therein shall be binding on the Company.
- 1.6 The Company reserves the right, at any time before delivery, to alter the Price of the Goods resulting from changes in delivery dates, quantities, or specification requested by the Customer, or from any instructions of the Customer or from any failure by the Customer to give the company adequate and accurate information or instructions.

## 2. Orders:

- 2.1 The lead-time for delivery of the Goods shall be specified at the tender stage. Once the Company receives an order confirmation acceptance, a request shall be made to the Customer for all information, measurements and drawings pertaining to the manufacture of the Goods. The Customer will be notified by fax and/or email that all relevant information has been received, at which time the quoted lead-time begins. If more than 8 weeks has lapsed between the Pre-Award meeting and the Company confirming that all information pertaining to the order has been received, the lead-time quoted at the Pre-Award stage may need to be reviewed.
- 2.2 Quoted Lead Times are estimates only. Lead Time may change according to season or Essexford Joinery holidays.
- 2.3 The Customer must submit design alterations in writing. Minor alterations in design, quantity and materials shall be allowable between the date of tender and the start of manufacture, but may be subject to a delay in delivery date and an increase in price. If changes are required once manufacture of the Goods has begun, the delivery date shall be delayed by a minimum of 1 week, and the Customer shall also be liable for any extra costs incurred in amending the order.

- 2.4 In the event of items (e.g. sample locks) or information being withheld from the Company that is specific to the Customer order but would not compromise the overall product, the Company reserves the right to proceed with production of the Customer order without inclusion of the withheld items or information, and the Company will not be liable or counter-chargeable for any resulting loss from this action.
- 2.5 If the circumstances or status of the Customer changes, for whatsoever reason (e.g. bankruptcy or receivership change of name, litigation by the Company or other parties etc.), the Company reserves the right without prejudice, to cancel or suspend trading with the Customer, including orders in progress, and to demand immediate settlement in full of all outstanding invoices.
- 2.6 Cancellation or re-schedule of any order must be made in writing by the Customer. Then the Customer shall indemnify the Company against all loss costs (including the cost of labour and materials used and overheads incurred), damages, charges and expenses arising out of the order. For example, if cancellation occurs after the order has been completed in full then the Customer shall be liable for the entire loss costs of the order through all stages in the production process.
- 2.7 The Company will not provide storage of Goods manufactured. The Customer must receive the total quantity of Goods ordered within 5 days of notification by the Company that the manufacture of the Goods has been completed. Goods will not be supplied to the Customer in stages unless specified in writing as part of the Goods pre-manufacturing terms.
- 2.8 Where storage of Goods has been pre agreed between the Company and the Customer, a cost of €3 per square metre per year will be applied to the Customer starting commencing from the Goods manufacturing completion date to the date of collection or delivery of the Goods to the Customer.
- 2.9 Where the Customer cancels, or wants to return part of an order that includes 'specially ordered items', then the Customer shall indemnify the Company against all loss costs (including labour and materials used and overheads incurred), damages, charges and expenses arising out of the order. For example, if the Company delivers an order to the Customer who then decides that they want to send any order left overs back to the Company, then it is the Customer who shall be liable for the entire loss costs of the order.

### **3. Payment:**

- 3.1 Credit accounts may be opened in the Company's sole discretion, and may depend on historical trading and financial transactions with the company.
- 3.2 Payment for credit approved Customers is strictly 30 days from the date of invoice. Payment for Goods supplied on a credit account shall be made at the not later than 30 days from date of invoice.
- 3.3 In the case of credit accounts, credit limits are negotiable between the Company and its Customers, but are subject to change at the Company's discretion.

In the event of the credit limit on a project being exceeded, the Company reserves the right to withhold the release of Goods from the Company's premises until the Customer has made outstanding payments.

- 3.4 The Company may, at the Company's sole discretion, decline to sell any Goods under a credit account.
- 3.5 The Company may close credit accounts on giving not less than 7 days notice to the Customer and upon the giving of the notice no further Goods may be ordered under the account and on its expiry all sums outstanding become immediately due and payable.
- 3.6 In the absence of credit facilities having been granted by the Company, 50% of the value of each order is required at the time of order, and the full balance on collection of the Goods. Payment shall be made to Essexford Joinery at the address Stradeen, Carrickmacross, Co. Monaghan, unless expressly agreed by the Company to the contrary.
- 3.7 Unless agreed to the contrary in writing, the Goods shall not be released from the Company's premises until the Customer has made payment in full of any balance of the purchase price. Release of goods is also conditioned by clearance of the made payment in full by the bank. For example, a cheque will require clearance confirmation prior to Goods being released.
- 3.8 Where it is expressly agreed that the price is payable in foreign currency, all banking and similar charges shall be for the account of the Customer.

- 3.9 If the collection date changes from that quoted at the time of order, the Customer will be notified by phone, fax or email. In the case where the Customer fails to collect the Goods, and payment in full is not made, within 30 days of the original or revised collection date, the Customer shall forfeit the deposit paid at the time of order and the Goods shall be treated as the sole property of the Company.
- 3.10 Interest on overdue payments shall accrue from the date when payment becomes due from day to day until the date of payment at current bank lending rates. Interest shall become due and payable notwithstanding the fact that the account or part of it is subject to any dispute or query.
- 3.11 Overdue Payments or outstanding issues with a site may affect deliveries dates or supply of goods to other sites of the same Customer. The Company reserves the right to withhold the release of Goods from the Company's premises until the Customer has made outstanding payments in accordance with the criteria set out in section 3.6, and has resolved the outstanding issues.

#### **4. Collection/Delivery:**

- 4.1 Lead Times quoted for collection/delivery of the Goods shall be treated as estimates only. Whilst every effort shall be made to meet these estimates for completion, they shall not be treated as contractually binding on the Company. Any delay in collection/delivery date shall not entitle the Customer to any right to claim damages or rescission of this contract. For example, down time on machines occur from time to time; which in turn can affect quoted lead times. The Company will not be liable or counter-chargeable for such issues that affecting quoted lead-times.
- 4.2 The Customer shall collect all Goods. Under no circumstance shall the Goods be delivered to the Customer unless the Company has granted permission in writing prior to manufacture or when agreed and documented as part of a Pre Award meeting.
- 4.3 The Customer shall be notified by phone, fax or email that the Goods are ready for collection. If the Goods are not collected within 30 days of notification, storage costs will apply.
- 4.4 The Company reserves the right to select the method of shipment and shipping agent up to the time at which the goods come under the control of the Customer.

#### **5. Quality:**

- 5.1 Company Installation Instructions (QC043) should be strictly followed if the door or doorset supplied is to achieve the it's stated fire resistance rating. If you intend to deviate from these recommendations you should first consult the Company to ascertain if the desired alteration is likely to have an adverse effect on the fire performance.
- 5.2 The quantity, quality, and description of the Goods shall be as set out in the Company's quotation (if accepted by the Customer) or the Customers order (if accepted by the Company).
- 5.3 Where the Goods are manufactured or supplied in accordance with a description or specification provided by the Customer, the Customer shall be responsible for ensuring the accuracy and adequacy of the description or specification, and for giving the Company all necessary information relating to the Goods within a sufficient time to enable the Company to perform the contract in accordance with its terms.
- 5.4 The Company uses the assumption that latest Customer information relating to orders or products supersedes all other information. The Customer will be liable for any remedial works or replacement Goods required as a result of deviation from this assumption.
- 5.5 The Company may from time to time make changes in the description or specification of the Goods which are required to comply with any applicable safety or statutory requirements or which do not materially affect the quality or fitness for purpose of the Goods.
- 5.6 In the case of a contract for sale by sample, the Company shall guarantee that the bulk of the Goods provided correspond to samples presented to the Customer.
- 5.7 It is the responsibility of the Customer to inspect the quantity, quality and conformity to description and specification of the Goods:

- 5.7.1 At or within 2 days of delivery or collection, or
- 5.7.2 In the case of a defect arising after delivery resulting from timber movement occurring within 3 months of delivery, within 14 days of the defect becoming apparent and to notify the Company in writing within these periods and to supply full details of any defects or failure to conform or timber movement
- 5.8 The Company shall be under no liability whatever to the Customer for any indirect loss and/or expense (including loss of profit) suffered by the Customer arising out of a breach by the Company of this contract. For example, any work or additional work to be carried out due to late delivery from the Company will be the liability of the Customer and no counter-charge can be applied.
- 5.9 In the event of any breach of this contract by the Company the remedies of the Customer shall be limited to damages. Under no circumstances shall the liability of the Company exceed the Price of the Goods.
- 5.10 Instructions for care and maintenance will be sent to the Customer prior to the first delivery. Doors, doorframes and screens manufactured by Essexford Joinery carry a seven-year manufacturing warranty, providing the Goods are maintained according to these instructions over the warranty period. The warranty does not cover wear and tear, damage from impact after delivery, acts of vandalism and goods that have been modified or repaired by the Customer. This warranty specifically excludes Delamination, bows, or twists and is not covered by the warranty. External doors or joinery is not covered by the warranty and does not hold any guarantee from Essexford Joinery.
- 5.11 The Company will not accept responsibility for defective goods that have not been handled, stored, finished, installed and maintained in accordance with the Instructions for Care and Maintenance supplied to the Customer.
- 5.12 Post installation of the doorset into the corresponding Site Opening (in accordance with the Instructions for Care and Maintenance), Pre Hung doorsets may need minor onsite adjustments to achieve the Companys Pre Delivery doorset clearances. **These minor adjustments will be the responsibility of the Customer. The Company is not responsible, liable or counter chargeable for the minor adjustments.**
- 5.13 Pre Hung Paired Doorsets may have Square Edge meeting stiles as specified by the Architect. Post Installation minor adjustments may be required to the Square Edge doorsets to allow for Door closing i.e. a chamfer up to 4mm can be planed off the leading edge to achieve required clearance for door closing. This chamfer will not affect either the overall size of the door or the Fire Rating. These adjustments will be the responsibility of the Customer. The Company is not responsible, liable or counter chargeable for the Square Edge minor adjustments.
- 5.14 Upon receipt of the Goods, the Goods shall be stored until ready for installation. The storage shall be dry, enclosed, and sheltered. The temperature of the storage area shall be within 15 to 20 degrees Celsius and the Goods packaging must remain for protection from direct sunlight, ultraviolet light or artificial lighting. Moisture content range in the storage area must also be within the range limits of 10-13%.
- 5.15 For Health and Safety Reasons, Goods with Glass equal to or greater than 2 metres squared will be sent to site without fitted glass. The glass will be sent to site and fitted separately within 4 weeks of the Goods being sent to site.
- 5.16 The Customer should ensure that the moisture content of the Goods is checked immediately upon delivery with an accurately calibrated moisture meter and any complaint concerning the moisture content must be made by telephone and confirmed in writing within 48 hours of the date of delivery. In the event of a complaint being made the Goods should be thoroughly re-wrapped and stored in appropriate conditions to preserve the moisture content at the date of delivery. Failure to comply with this condition shall absolve the Company from all further liability on the claim.
- 5.17 With the exception of external timber, the Company will endeavour to supply the Goods with moisture content levels under 14%, but the amount of such moisture content may vary and the Company shall be under no liability for such variation.
- 5.18 The Customer shall ensure that the Goods once delivered to the Customer shall be stored in appropriate conditions to preserve the moisture content at the time of delivery and the Company shall not be responsible for any change in the moisture content of the Goods due to storage/installation in unsuitable conditions.
- 5.19 Before storing, installing, or finishing goods delivered from the Company, make sure to read and strictly follow the Instructions for Care and Maintenance of all Products contained in the Company's Information Pack (QM003). The Company can provide further telephone advice or seek professional to help clarify regarding a particular situation. The Customer should not store, install, or finish goods from the Company if unsure of the appropriate instructions or have any complaints regarding the goods.



- 5.20 It is the responsibility of the Customer to ensure the goods and the environment in which the goods will be stored/installed is suitable for the goods. As a precaution to exposure to excessive heat or moisture, prior to installation of the goods, the Customer must condition the goods in the installation area and be able to provide evidence of the conditioning through recorded readings from a moisture meter over regular and appropriate date stamps.
- 5.21 It is the responsibility of the Customer to ensure that doorstops are fitted and correctly positioned to prevent strain and damage to the frame, door and hinge mechanisms. The Company shall not be liable or counter-chargeable for damage resulting from the absence of doorstops or incorrectly positioned doorstops.
- 5.22 As a good supply practice, it is strongly recommended that Essexford Joinery provide a sealer / primer coat on all External Joinery Goods supplied to our Customers. For jobs where a sealer / primer has not been requested by the Customer, it is the responsibility of the Customer to ensure at least one coat is applied immediately upon delivery to site.
- 5.22 It is standard practice to provide Non-Pre-Hung joinery doors to site with joggles (legs). It is the responsibility of the onsite carpenters to cut off the joggles to suit as part of the hanging process. This work is considered minor adjustments and will be the responsibility of the Customer. The Company is not responsible, liable or counter chargeable for the minor adjustments.
- 5.23 It is the responsibility of the Customer to ensure moisture is not allowed to penetrate the timber as a result of onsite minor adjustments. Essexford Joinery as a company is not responsible, liable or counter chargeable for issues resulting from such minor adjustments.

## **6. Customer Returns:**

- 6.1 On receiving Goods, the Customer shall inspect them for defects or nonconformity, and if any, the Company shall be notified within 2 working days of receipt of the Goods (which shall be deemed to be 2 day after collection by the Customer). Notification shall be made by fax or email by the Customer outlining details of the damage or defects discovered. No repairs are to be undertaken by the Customer without prior authorisation from the Company.
- 6.2 The Customer, on delivery or collection, must inspect all Glass including Vision Panel Glass. Signature approval must be obtained from the Customer that all Glass has passed Customer inspections i.e. that the glass has not been broken, cracked, scraped, or damaged prior to inspections. Once the Customer signature has been obtained, the Customer forfeits all rights to claim Glass damages to the Company. Thus, the Company is not liable for Glass damage once the Glass inspection signature on the delivery docket has been obtained.
- 6.3 If a claim is made in respect of defective goods, the Company may travel to the premises of the Customer to inspect the Goods. Otherwise the Company shall arrange for the Goods to be collected and returned to the Company, where they shall be inspected. In the event the Company finds the Goods defective because of faulty maintenance or poor workmanship, the Company may, at our sole option, repair or replace the defective parts. If, however, it is concluded that the damage in question occurred after collection of the Goods, the Customer shall incur the cost of replacement and carriage costs.
- 6.4 The customer shall ensure that returned Goods are packaged and transported with due care, as the Company shall not be liable for any additional damage caused during removal and transportation.
- 6.5 In the case of Goods not of the Company's manufacture, the Company will extend the Customer the benefit of any guarantee, warranty or condition that may be granted to the Company by the supplier of the Goods, and will take such steps as the Customer may reasonably require enforcing such rights.
- 6.6 Except in respect of death or personal injury arising from the Company's negligence, the Company shall not be liable to the Customer for any consequential loss or damage, whatsoever or howsoever arising.
- 6.7 Under no circumstance, with exception of the Company grants permission in writing, is the Customer allowed to carry out remedial works on Goods supplied by the Company. If this circumstance is found to have occurred without permission being granted in writing by the Company, any resulting counter-charge by the Customer on the Company remedial works will become null and void. Any remedial works carried out by the Company as a result of Customer remedial works is chargeable to the Customer.

**7. Title and risk**

7.1 Risk in the Goods shall pass to the Customer at the moment the Goods are loaded into the vehicle collecting the Goods on behalf of the Customer or from the moment the Goods are being offloaded from the delivery vehicle.

7.2 In spite of delivery/collection having been made property in the Goods shall not pass from the Company until:

7.2.1 the Customer shall have paid the Price plus VAT in full; and

7.2.2 no other sums whatever shall be due from the Customer to the Company.

7.3 In the event of the Customer having accepted delivery and/or incorporating the goods into any works/product, the Company reserves the right to remove or dismantle the end product or item in order to recover the goods. The Company shall under no circumstances be liable in any way for any damage caused to the Customers works/product as a result of such a removal.

7.4 The retention of title clause does not entitle the Customer to return goods, refuse or delay payment on the grounds that the title in such goods has not passed to the Customer.

**8. Force Majeure**

8.1 Neither party shall be liable for any default due to any act of God, war, strike, lockout, industrial action, fire, flood, drought, tempest or other event beyond the reasonable control of either party.

**9. Proper law of contract**

9.1 The contract between the Company and the Customer shall be governed by and construed in accordance with Irish Law.

EJW	<b>Instructions for Safety, Care and Maintenance of all Products</b>	 essexfordjoinery
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## Safety

### **Handling:**

When handling with mechanised handling equipment, such as fork trucks and pallet trucks, care should be taken to observe the weight restrictions of the equipment and safe working practices. When manual handling, care should be taken to avoid the product sliding through hands, wearing gloves if frequent handling of products. Whenever possible, store doors and doorsets in the sequence they will be needed with labels visible to avoid double handling. Avoid dragging them across each other in the stack. All door or doorsets should be handled by a minimum of two people at all times, and carefully handled to avoid physical damage and to keep them clean. Weights of FD60 & FD90 door or doorsets should be assessed and may need up to four people.

### **Transport Considerations:**

Ensure that material is adequately packed and properly secured on the transporting vehicle to prevent any movement. Goods should be conveyed in such a manner as to avoid movement and slipping.

### **Health Hazards:**

Care should be taken to ensure adequate ventilation and control of the environment to ensure prevention of exposure for persons likely to be particularly sensitive to the effects of dust i.e. asthma sufferers or those likely to contract skin rashes. It should also be noted that Essexford Joinery use Urea-formaldehyde adhesives for bonding a variety of veneers to wood based panels. It is possible that products that have been recently pressed or when being cut/worked may out-gas formaldehyde. It is important to have adequate controls in place to prevent exposure by employees to formaldehyde and/or dust.

### **Fire and Explosion:**

There is no risk of explosion with Essexford Joinery products, but users should be aware that airborne wood dust produced during processing could present a fire hazard. Do not smoke.

### **First Aid:**

#### *Inhalation of wood dust*

- Remove person to fresh air. Clean nasal passages.

#### *Wood dust in eyes*

- Flush eyes with tepid water for 15 minutes.

#### *Affected by formaldehyde*

- Remove person to fresh air.
- Drink copious volumes of fluid.
- If no recovery is made, immediate medical advice should be sought.

## Pre Installation

### **First or second-fix:**

Second fix operation is recommended as best practice with openings prepared as construction proceeds and pre-hung door assemblies installed later. The advantages are:

1. Operating gaps (which may contain edge seals) can be maintained.
2. Doors are delivered when site conditions are suitable.

Using first-fix method, doorframes are built in during construction and door leaves are fitted later. This can be unsatisfactory because:

1. Construction operations and wet trades can damage finishes and cause distortion and/or swelling. The cost of remedial work and protection can be very high.
2. Door leaves may have to be tailored to each opening.

### **Prepared openings:**

Prepared openings must be plumb, square, built to the coordinating dimensions subject to a tolerance of +5/-0 mm at each jamb and +5/-0 mm at the head and be of constant coordinating thickness around their perimeter within a tolerance of +/- 3 mm. It is vital to control partition thickness if architraves are to be fitted without excessive trimming and scribing.

Check accuracy of prepared openings as early as possible so that any remedial work can be completed before any attempt is made to install doors.

### **Door frame size and fitting in margin:**

The overall doorframe dimensions should be the coordinating height and width -5mm (+/-2) on each jamb and -7mm (+/-2) at the at the head to allow doorframes to be packed up a few millimetres if necessary for the door leaf to swing over high spots or floor coverings.

### **Storage area:**

The store must be clean, level, and suitable for stacking doors and provide sufficient space for doors to be moved around, sorted, and re-stacked as installation proceeds. The floor should be suitable to allow the use of pallet moving equipment.

## *Installation, Care and Maintenance*

All Goods manufactured by Essexford Joinery are designed and manufactured using the best available techniques to produce performance rated components. After delivery it is vital that Goods are correctly treated to ensure that the correct moisture content is retained and that they are not physically damaged during unloading, storage and installation.

### **Delivery:**

- Where possible, deliveries should be scheduled in order that the Goods are not kept on site uninstalled for longer than necessary.

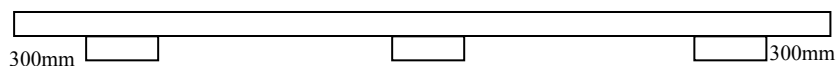
### **Handling:**

- Whenever possible, store doors and doorsets in the sequence they will be needed with labels visible to avoid double handling. Avoid dragging them across each other in the stack.
- All door or doorsets should be handled by a minimum of two people at all times, and carefully handled to avoid physical damage and to keep them clean. Weights of FD60 & FD90 door or doorsets should be assessed and may need up to four people.

### **Stacking & Storage:**

#### *Door Leaves*

- Do not store leaves standing upright or leaning as this causes bowing.
- Stack horizontally on level supports that extend across the full width of the bottom door leaf. Provide support at the centre and at 300mm from each end. If over 2.2m in height, provide a second intermediate support.



- Cover the supports with cardboard or similar to prevent marking.
- Stack with the largest door leaf at the bottom with size reducing up the stack. Plain flush door leaves can be stacked to a maximum of 20no door leaves. When door leaves have projections such as glazing beads or pre-fitted hardware, provide level intermediate battens between door leaves to allow clearance.
- Storage should be in a cool dry environment, away from radiant heat.

#### *Assemblies*

- The same principles apply when storing door assemblies. Stack with the door leaf lying in the closed position on the doorframe or doorstep. Separate each assembly with level battens to ensure that projections such as hinge knuckles do not cause damage.

#### *Covering*

- When door leaves are delivered to site already protected by shrink-wrapping or other packaging, this should be kept in place as long as possible. Where possible, pre-finished doors should retain their protective packaging until after internal decorations have been completed.

- Exposure to light will fade timber. Cover stacks with opaque sheeting to prevent fading and keep doors clean. This is very important for veneered doors.

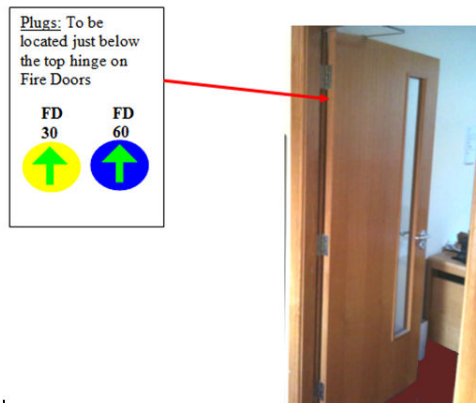
#### **General Instructions:**

- Each door, frame and doorset carries a label displaying the door number, fire rating and measurement details. This label should not be removed.
- Goods purchased exclusive of factory-applied sealer or lacquer should be sealed or knotted and primed on all faces and edges within 24 hours of being on site, before hanging. Further coats should be applied at regular intervals during the life of the product.
- The Goods should be covered and protected from dust and damage, but without restricting air circulation.
- Natural finish doors should be stacked so that they are not partly exposed to daylight or artificial lighting and wrapping must not be torn.
- Exposure of the Goods to ultra violet light can cause fading or discolouration of timber veneers.
- Ensure that the moisture content of the wood is kept close to the level at which it was when the door was manufactured.
- Interior doors must be conditioned to the service environment before installing.
- Goods should not be exposed to sudden changes in temperature, extreme heat, high humidity or extreme dryness.
- In case of fire, use water to extinguish.
- The Goods must not be stored or fitted in until all the wet trades are finished and dried out.
- If it is necessary to separate the doors and the frames, ensure each door and frame has identification mark so that the correct door is returned to the frame.
- See attached notification letter regarding Beech Joinery.

#### **During Installation:**

- Before installation check the label to ensure that the correct door for the opening is being fitted.
- Only skilled tradesmen should undertake installation, as correct fitting of fire rated doors in particular is imperative to meet fire safety requirements.
- Doors should be installed square, true and plumb and fixed in accordance with the manufacturer's instructions or the project specification.
- For second-fix, pack between the doorframe and the prepared opening immediately above each fixing position. Ensure that the door assembly when in position is perfectly plumb and square. The best practice is to use the hung leaf as a template. Avoid later shrinkage by using packing that is durable, hard and stable.
- Three hinges should be fitted to all doors weighing more than 20kgs and doors where large differences of temperature or humidity on opposing faces can be expected, such as bathrooms and airing cupboards. Four hinges should be fitted if the door is more than 2.2m in height and/or more than 60kgs in weight.
- For all FD30, FD60 and non-rated doors, it is recommended to use hinges that are BS EN 1935 Grade 13 or higher.
- Mortices for locks must not be cut through joints in the door framing, as this will impair performance of the rail joints.
- Doorstops should be fitted (where appropriate) to prevent strain and damage to the frame, door, and hinge mechanisms.
- Where doorstops are fitted, they must be correctly positioned to prevent strain of door stile or hinge mechanism.
- The recommended hinge position is: centre line of the top and bottom hinge 250mm from the top and bottom of the door leaf with third hinge centre line 200mm below the top hinge.
- For fire rated doors, the gap between the door and frame should not exceed 3mm and the maximum allowable gap between the leaf and cill is 10mm.
- Fire rated doors should not be altered on site.
- Resizing or trimming is typically restricted to 3mm per edge. When necessary to trim door leaves, remove equal amounts from each vertical edge and make all height adjustments to the bottom of the door leaf. Apertures must not be added.
- Pre Hung doorsets may need minor onsite adjustments to achieve the Companys Pre Delivery doorset clearances.
- Pre Hung Paired Doorsets may have Square Edge meeting stiles in order to achieve the Companys clearances in line with Fire Certification. Post Installation minor adjustments may be required to the Square Edge doorsets to allow for Door closing.
- Pre Hung paired doorsets will have labels (both printed and marker) on the bottom of the doors and head of the frames. Essexford expect the customer to match the correct doors with their respective frames when on site and install the doorsets into the correct opening. Responsibility for rework or costs resulting from failure to adhere to this expectation lies with the customer.
- If glazing beads are added to doors on site, glazing rebates and backs of beads should be sealed with the appropriate sealant and must be correctly fitted using compound or glazing tapes to both sides of the glass. For fire rated doors, glazed panels must satisfy the requirements in respect of safety glass and compound or glazing tapes must meet fire safety requirements.

- With exterior locations, the doorframe should be set well back from the outer face of the wall or else be protected by a canopy. If not, the head of the frame should be provided with a projecting head drip. Exterior doors opening outwards should be particularly well protected.
- If any part of an exterior door or doorframe is cut or drilled, swab the newly exposed timber with a suitable preservative material and re-coat with primer or stain.
- For Halspan doors, steel screws should be used for fixings. The screw should not be smaller than No 10 x 32mm long, and having thread for the full length with parallel shank. For satisfactory fixing, the use of Twinfast type screws is recommended. For Severe Duty No 10 x 44mm long screws.
- Fixings within 25mm from edge of masonry (excluding any plaster) should not be attempted. Make fixings to each jamb spaced 100mm from top and bottom with others a maximum of 500mm apart.
- It is the responsibility of Customer & Site to ensure that the door hinges are taken on the same side as the installed plugs. It is also the responsibility of the Customer & Site to ensure that the plugs are located just below the top hinge when the doors are being hung. The diagram below is a visual representation of where the plugs should be located when Fire Rated doors are being hung on site:



#### After Installation:

- In new buildings, heating should be introduced gradually and over a reasonable period. Initially, prior to hand-over, door closers should be left unconnected, with the door ajar, to aid even airflow. When connected door closers adjust to the required tension.
- Regular maintenance must be carried out on all Goods, particularly for fire rated doorsets, at least every six months. Check that the door and frame remain square and have not distorted. Ensure gaps are maintained at the optimum 3mm.
- Any minor facial damage that occurs after installation can be repaired, however any major structural defects will necessitate total replacement.
- Cracked or broken glass on fire rated doors should be replaced immediately.

#### Finishing:

- All products delivered without sealer/primer should be sealed or primed fully immediately after delivery, with a further two coats of paint or lacquer to be applied immediately after fitting. Denibbing with fine grit sand paper should be carried out prior to finishing. Do not use steel wool on door surfaces.
- Applying water based stains, paint or latex primers on veneered surfaces should be avoided whenever possible as these products raise the grain, may cause veneer splits and have a tendency to highlight veneer joints.
- All products with factory applied primer or base coat stain should have at least one of the finishing coats applied as soon as possible after delivery or installation. The back of external frames should be coated before installation.
- Ensure surfaces and edges are in good condition before applying finishing coats.
- If the primer or base coat stain has deteriorated it should be re-coated before further finishing coats are applied.
- Finishing of exterior doors and frames should be carried out in dry weather using exterior quality paint or 'high build' stain. 'Low build' types of stain should not be used on exterior doors.
- The use of dark coloured paint or stain finishes is not recommended on exterior doors, particularly if located on the south or south west elevations of buildings, as it will result in high surface temperatures on the door and can increase the risk of distortion and resin exudation through the finish.
- Ensure all surfaces and edges are finished. For exterior doors or other doors subject to wetting or take up of moisture, it is especially important that the full finishing system is applied to the top and bottom edges of the door leaf. The bottom edge should be coated before fitting the door.
- Paintwork or other protective surface finishes must be maintained regularly during the life of the product to prevent the penetration of moisture into the product.

- Decorative laminated finished doors should be maintained by cleaning with water and mild detergent, harsh scouring powders should be avoided. Remove persistent marks using non-abrasive cream cleaner. Further information on laminate care is available from the laminate manufacturer, which is available on request.

Essexford Joinery may disclaim responsibility for any defect or failure that may subsequently occur, which is attributable to non-compliance either wholly or in part with the advice given in this information sheet.

# Notification Letter

## Re: Beech Joinery

Dear Sir / Madam,

In recent times Beech is being used extensively in the manufacture of joinery. We as Manufacturer's feel that it is our duty to point out the hazard connected with the use of Beech.

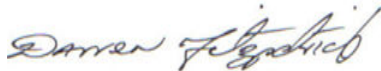
### SEASONING

Beech dries fairly rapidly, but is classed as moderately refractory, tending to warp, check, split and shrink. Care must be taken in storage and handling of joinery and it should be stored in a conditioning area. Before installation, central heating temperatures should be controlled for a period of at least 2 months.

All the necessary precautions will be taken at the point of manufacture to ensure moisture levels are correct and timber is stored in the right conditions.

We regret that in spite of the precautions taken at this end, we cannot give any guarantee whatsoever with Beech joinery.

Yours faithfully



Essexford Joinery Ltd.,  
Stradeen,  
Carrickmacross,  
Co. Monaghan,  
Republic of Ireland.  
(353) 42 966 1541 Ph  
(353) 42 966 3032 Fax  
[www.essexfordjoinery.com](http://www.essexfordjoinery.com)





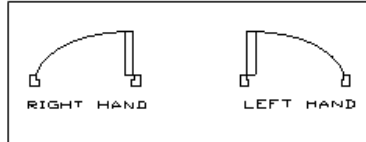
## Contact Details & Information Sheet



		Tel. No.	Ext. No.	Fax No.	Email	
Quantity Surveyor	Darren Fitzpatrick	042 967 1035	211	042 966 3032	dfitzpatrick@essexfordjoinery.com	For commercial, financial & all pre-start enquiries
Quantity Surveyor	Gerard Kelly	042 967 3026	226	042 966 3032	gkelly@essexfordjoinery.com	
Processor	Aidan McCoy	042 967 1039	208	042 966 3032	amccoy@essexfordjoinery.com	For processing/manufacturing details & delivery schedules after job start
Processor	Mark Sewell	042 967 1038	209	042 966 3032	msewell@essexfordjoinery.com	
Production	Bruce Leathem	042 966 1541	213	042 966 3032	bleathem@essexfordjoinery.com	For all production enquiries
Quality	Niall Mooney	042 967 3025	225	042 966 3032	nmooney@essexfordjoinery.com	For all quality enquiries

**Supply of Manufacturing Information:**

1. Please supply frame manufacture sizes
2. Please specify handings of all doors



**It is the responsibility of the Customer (site) to ensure that all information pertaining to the manufacture of goods is received by Essexford Joinery in time to meet the desired delivery dates. A confirmation fax/email will be sent to confirm receipt of all relevant information, at which time the quoted lead time will begin.**