

Client: ABC Primary School Somewhere Road Townsville Countyshire AB12 3CD	Site: ABC Primary School Somewhere Road Townsville Countyshire AB12 3CD
Tel: 01234 567890	Ref: SV1111
Fax: 01234 567891	Date Due: xx/xx/xxxx

Door Service Reminder

Over 80% of urgent calls to our office for repairs to commercial aluminium doors are faults caused by lack of regular maintenance.

Typical faults are – Doors that are slamming dangerously, doors that will not close correctly, doors that cannot be locked, doors that have fallen out of their frames.

The following doors are due for an annual service

Door locations: Main entrance doors

Commercial centre pivot and hinged aluminium doors are generally very robust and reliable. The nature of use for commercial aluminium doors i.e. that of high levels of use will cause the operating parts to wear in time. The servicing of commercial aluminium doors should be part of your building maintenance action plan.

Having your door regularly serviced will:

- Provide peace of mind that the door is in safe working order and can be predictably secured.
- Maintain working tolerances which will prevent the door from binding or dragging which would cause further damage.
- Highlight any potential problems with the door or hardware.
- Advise you of any heavy wearing of parts.
- Advise you of any worn out parts that require replacement.
- Extend the working life of the door.

Service schedule

Service and overhaul commercial aluminium doors including removing door leaf from frame, checking, cleaning and adjusting bottom pivot and top drive arm assemblies together with re-fixing as required. Check hydraulic transom closer fixings and adjusting for correct operation. Re-hanging aluminium door back into frame and realigning to allow door to close correctly into frame without binding or dragging. Clean and re-lubricate all locks, bolts and panic bolts for correct operation.

Please note that this service does not include for any new parts, apart from fixing screws and lubricants.

Costs: Service Single door - £xxx Ex VAT and mileage to site @ £xxx per mile
Service Double door - £xxx Ex VAT and mileage to site @ £xxx per mile

Discounts available for multiples of doors on the same site, Prices are correct until xx/xx/xxxx and do not include for emergency same day attendance calls.