



Care &

Maintenance

## Manual

### Single Panels

Care and Maintenance is minimal on your **FoldDoor** operable partition to keep the factory fresh look and operation the partition should be part of your normal scheduled maintenance. All recommendations have been based on normal use of the partition once a day every working day of the year in a normal meeting room environment. Should any unusually heavy use occur immediate action might be required to avoid any further damage from happening, by adjusting periodic maintenance schedule.

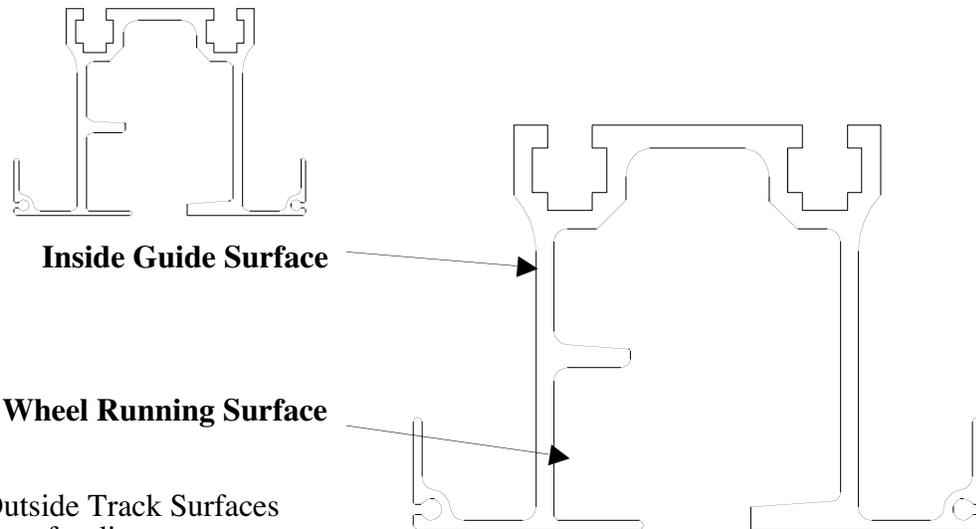
### Track:

*Frequency: Once a Year*

**Item:** Wheel Running Surface and Inside Guide Surface

- Inspect for wear & distortion
- Wipe runner & inside guide surface with cleaning solution on clean cloth
- Reapply a thin layer of **Lithium Grease** on the inside guide surfaces.

#### TRACK DETAIL



**Item:** Outside Track Surfaces

- Inspect for dirt
- Wipe outer anodized surfaces with cleaning solution on clean cloth.
- Lightly spray bottom surface with **Silicone**.

## Panels:

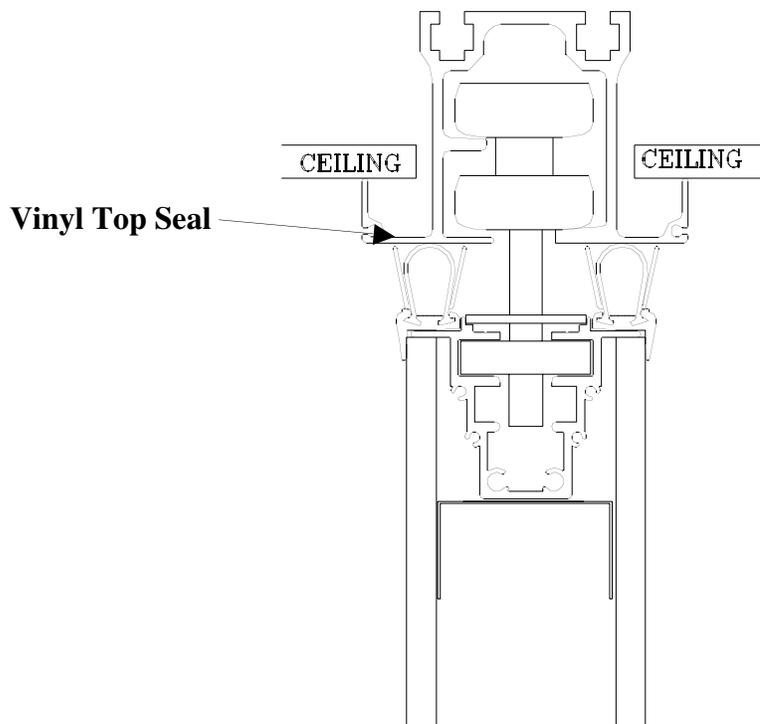
*Frequency: Twice a year*

**Item:** Aluminum perimeter

- Inspect for damage and dirt
- If damaged to the extent that it prohibits the proper fit of the partition in the opening contact the local **FoldDoor** representative or **FoldDoor** for replacement parts and service.
- With a fine tooth file remove any sharp edges or burrs that may exist. *Bronze finish* - small dings color with black marker, *Clear finish* - allow coloring naturally.

**Item:** Soft vinyl seals; Panel top and Male lead edge

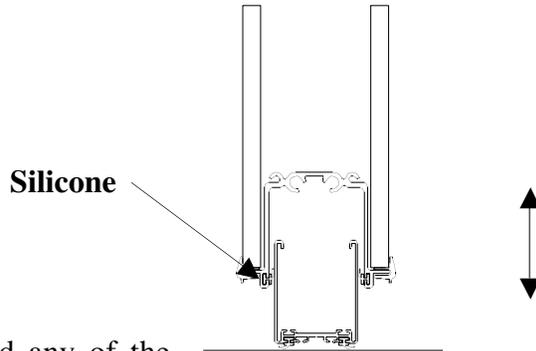
- Inspect for damage and dirt
- Wipe with strong household cleaning solution on clean cloth (first try solution on non exposed surface to test for any negative impact). Avoid any cleaners that say, "*Not recommended for plastics*".
- Lightly spray male lead edge vinyl seal with **Silicone**.



**Item:** Bottom mechanical seal aluminum

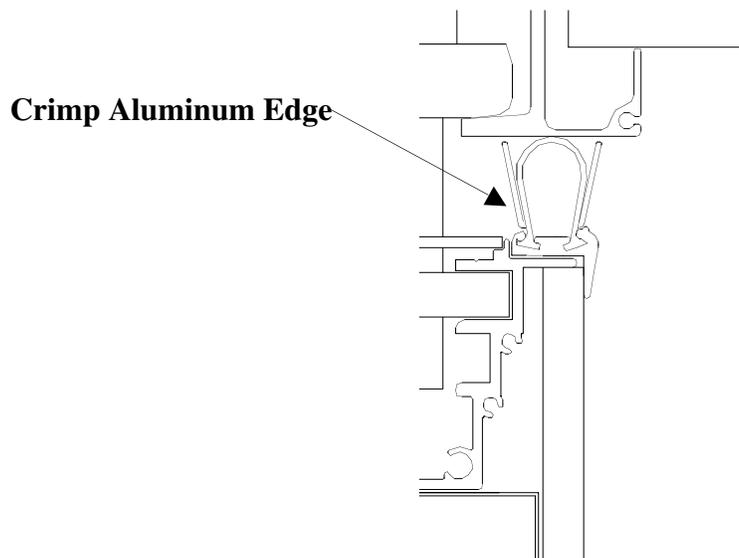
- Inspect for damage and dirt
- Extend seal with operating handle
- Wipe with strong household cleaning solution on clean cloth. Lightly spray exposed aluminum with **Silicone**. Operate seal a few times to assure proper operation, both ends should extend and retract smoothly and simultaneously.

**Lower Panel Detail**



- Should any of the \_\_\_\_\_ soft vinyls begin to slide out of the retaining pockets simply re-secure in place. Reposition and crimp aluminum pocket edge with pliers, channel lock type pliers, or hammer and center punch.

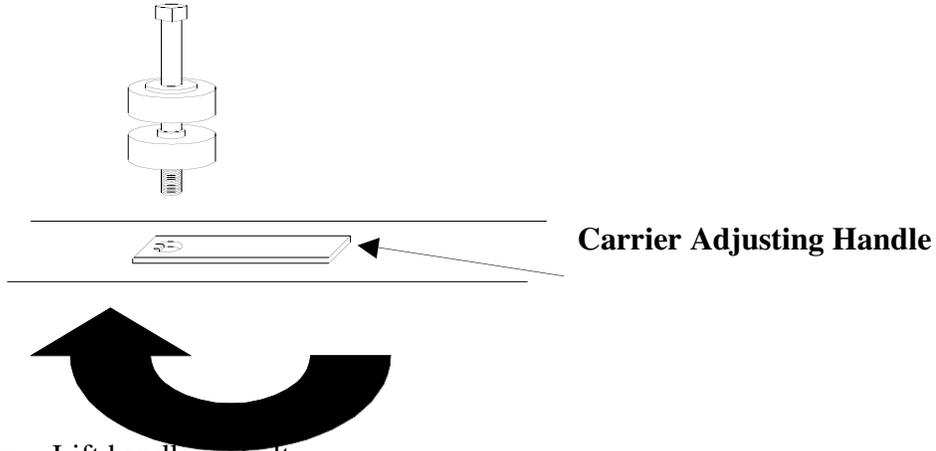
**Top of Panel Detail Showing Top Sweep Seal**



# Adjustments

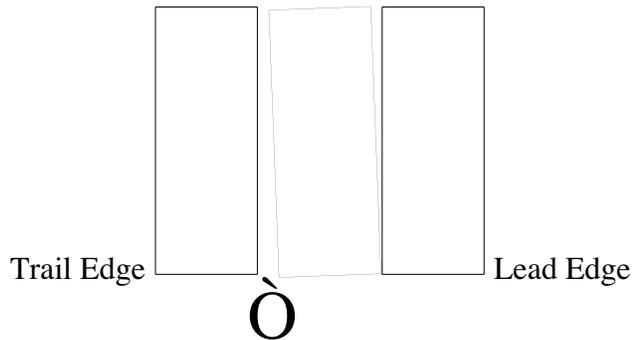
## Carrier

- In the event the panel pairs become out of plumb to each other the carriers in the tops of the panels can be adjusted with the self contained wrench.



- Lift handle on bolt
- Turn clockwise to **raise** the panel

## Raise Trail Edge of Middle Panel to Plumb Pair



## Expanding Panel

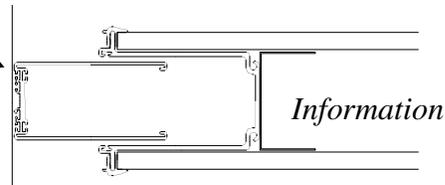
- The expanding panel is designed to fill a gap up to 4 inches. If it no longer closes the gap with the camming lock action fold panel pair to expose expanding member. Insert 5/16 Allen wrench into hole, approximately 3\_ feet from floor, and turn clockwise. Each turn adjusts the closure out 1/16th of an inch.

**Insert Allen Wrench**

## Vinyl Wall Coverings

*Frequency: Twice per year*

*Taken from Vinyl Manufacture's*



All vinyl wall coverings contain a chemical compound under the general heading of a "plasticizer". The plasticizer is necessary to soften the vinyl so it can be rolled and applied with ease. After dirt is allowed to stay on the surface for a long period of time, the plasticizer tends to absorb the dirt. For this reason we recommend the following cleaning procedures occur at regular intervals.

1. Scrub the wall covering with a sudsing detergent in warm water, lather should be worked upon the vinyl using a bristled brush.
2. Rinse thoroughly with clean water, changing the water frequently. You should give extra attention to removing suds and loosened dirt from depressed areas of deeply embossed wall coverings.
3. Dry wall covering with a soft, lint free towel.
4. Most stubborn surface stains can be removed by using isopropyl alcohol. **DO NOT** use carbon tetrachloride or lacquer solvents for cleaning vinyl wall coverings.

# Non-woven Carpet Wall Covering

*Taken from Non-woven Carpet Manufacture's Information*

## **Maintenance**

1. Occasional vacuuming is recommended. Use an upholstery attachment or a soft nylon brush to remove dry dirt and grime.
2. Most spots and stains can be removed with cleaning solutions commonly found around the house. The most important thing is to act quickly, as the stain will become more difficult to remove if it is allowed to dry.

## **Cleaning Methods**

Because olefin fibers absorb virtually no moisture, spots and stains stay on the surface of the yarns and can be easily removed. Bleach and harsh cleansers will not effect the yarn's color or performance. The hot water extraction method of stain removal can produce excellent results.

1. A solution of one tablespoon of dry powder detergent in one pint of lukewarm water is effective on many water-borne stains. If the stain is solid, first scrape off the excess, working from the edge to center so that the stain does not become any larger. If a liquid is spilled, blot up the excess with a paper towel or cloth, again working from the outside to the center. Use any wet solution sparingly to avoid soaking the backing and adhesive. The next step is to sponge with detergent solution, blot with paper towel, sponge with water and blot with paper towel. If the stain persists it may be necessary to sponge with a (all fabric, non chlorine bleach) bleach solution (for mustard), white vinegar and water solution (for tea) or dry cleaning solvent (for ice cream).

Some common stains that could be removed with the above method are milk, soft drinks, fruit juices, coffee, tea, mud, egg, catsup, mustard.

2. Any commercially available dry cleaning solvent can be used to remove stains such as grease, make-up, shoe polish, lipstick, or greasy foods. Either scrape or blot up excess, then sponge with dry cleaning solvent. When using a dry cleaning solvent it is important to "feather" the solvent from the center to the outside of the stain to avoid leaving a ring around the cleaned area.

The above method may need to be repeated to thoroughly remove the spot or stain. As long as the stain is worked on quickly these methods should be effective.