

1. Manual Aluminum Door – Service Checklist

General service checklist for non-automated commercial aluminium doors.

General Inspection

- ☐ Door leaf correctly aligned within the frame
- ☐ Drive arm, top and bottom pivots or hinges inspected and lubricated
- ☐ Frame checked for damage, distortion or fixings issues
- ☐ Opening and closing force tested (must be smooth and unrestricted)

Hardware & Ironmongery

- ☐ Locks and latches tested for correct engagement
- ☐ Handles checked for secure fixing and smooth operation
- ☐ Door closers adjusted and free of oil leaks or resistance issues
- ☐ Shoot bolts (if applicable) operate freely and latch correctly

Glazing & Seals

- ☐ Vision panels / glazing secure and undamaged
- ☐ Gasket seals inspected for damage or deterioration
- ☐ Beads or pressure plates firmly fixed
- ☐ Glazing cleaned and visually inspected for cracks or movement

Threshold & Floor Interface

- ☐ Threshold profile and cill securely fixed and undamaged
- ☐ Weather seals and brushes intact
- ☐ No tripping hazards at threshold area
- ☐ Correct toe and heel of door leaf where applicable

Functional Test

- ☐ Door opens fully and closes without resistance
- ☐ Check for binding or frame contact
- ☐ Closing speed and latch engagement confirmed
- ☐ Rebound test performed (door should not bounce open)

Final Checks & Documentation

- ☐ Service log completed and signed
- ☐ Any faults, worn parts, or adjustments noted
- ☐ End-user informed of service outcome and any recommendations
- ☐ Compliance with site safety/accessibility expectations confirmed