

Dorchester County School District Two Door Installation Guidelines

*A Pre-Installation meeting is required to be held four (4) weeks prior to the installation of doors and hardware. Attendees shall include the Storefront Supplier, Access Control Supplier, Contract Hardware Distributor, General Contractor, Program Manager, Architect, Specification Writer, and Owner's Technology Consultant. The agenda shall include at a minimum the following items:

1. Review of Approved Door Hardware Schedule and corresponding drawings
2. Review of Approved Submittals
3. Review of Training Requirements
 - a. Overview of Training Process
 - b. Identification of Required Attendees
 - c. Identification of In-Place Training Mock-ups
 - d. Identification of Training Date
4. Installation Schedule

*ALL installers installing doors and hardware on a Dorchester County School District Two project are required to be trained by ASSA ABLOY. Mandatory attendance is required by the Storefront Supplier, Access Control Supplier and the Contract Hardware Distributor. It is the General Contractor's responsibility to coordinate with the Program Manager/Technology Consultant to schedule the training at the Pre-Installation Meeting.

*Installation Training will be conducted as follows:

1. One or more doors will be identified during the pre-installation meeting for an in-place mock-up.
2. The materials for these openings shall be present on the jobsite for the training. One of each product being used on the project will be installed and reviewed during the training. Example: Continuous hinges, butt hinges, closers, exit devices, stops, weatherstripping, thresholds, power transfers, mullions, mortise lock, etc.
3. All installation instructions will be reviewed as well as DD2 special requirements listed below.
4. Installers will complete a full installation of the identified openings and all associated hardware.
5. Upon successful completion of the training, installers will receive a DD2 Installer Card.

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Training Credentials Requirements:

1. It is the responsibility of the General Contractor to ensure all installers involved with the installation of doors and door hardware have received the required training.
2. Each Installer will be required to always carry a DD2 Installer Card with them on a DD2 project. This card can be a printed version or an electronic version.
3. The DD2 Installer Card will be valid for 2 years.
4. Renewals will require scheduling in advance.
5. Once becoming a DD2 Installer, you may be asked to train on certain or new products that the Owner, General Contractor or Program Manager deems necessary.
6. Any installer found on the jobsite without the required training credentials, will be asked to leave the project until training is completed.
7. Any DD2 Installer is expected to train or assist any other trained installer if they see something being done incorrectly.

*If the GC has hired an installer that has not completed the DD2 required door installation training, it is the GC's responsibility to have their installers trained before the first door goes up. The GC shall allow 3-4 weeks for the Training to take place.

If the installer has been trained under another school district sponsored by ASSA ABLOY, this will be taken into consideration.

*In the event the training session has to be cancelled or rescheduled due to the fault of the contractor or subsequent training sessions are deemed necessary due to poor quality work, reimbursement of the cost of additional sessions will be the responsibility of the General Contractor."

*DD2 Installation Training standards:

*If the project is a retrofit project, all cores shall be turned over to Mr. Gene Smith or Mr. Daniel Miller, DD2 locksmiths. Do not throw them in the trash.

*Fasteners – All closers, exit devices, locks, continuous hinges, push/pull plates, overhead stops, flush-bolts shall be installed with the fasteners supplied in the package. **NO EXCEPTIONS!** Screws for Kickplates on hollow metal doors and weatherstripping on grout filled frames will be allowed to use self-tapping/drilling screws. Please keep the heads as small as possible. (no hex heads)

*Doors – Doors must fit the openings. If the door does not fit in the opening take a picture, make a note of the door number and bring this to the attention of the jobsite superintendent at the end of each day. **DO NOT PROCEED TO INSTALL THE REST OF THE HARDWARE!** Proper fit shall be described as no more than a 1/8" gap on both sides of the door, 1/8" at the top of the door and 3/4" at the bottom. For pairs, 1/8" top, 1/8" on each hinge jamb, 3/4" at the bottom and 1/8" between the doors. Make sure that all fasteners are installed in the hinges. If any significant door damage is noticed the same rules shall apply. Do not continue without reporting the damage.

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*Continuous Hinges – There are 2 different types of hinges that will be used Full Mortise or Half Surface. Hinges will only be installed utilizing the factory supplied fasteners. **ALL** screws holes shall be filled with a fastener! The proper method for installing the hinge to the frame is to mark each hole, center-punch each hole, drill through the metal, then run a masonry bit into the mortar to make a pathway for the screw in the mortar and install the factory supplied fastener. If using a half surface hinge the hinge shall be cut off in height to allow the door sweep to seal the entire width of the door.

*Exit devices – All exit devices and exit device strikes must be installed using only the factory supplied fasteners. **NO Self-Drilling Self-Tapping screws are allowed!** All Hurricane rated doors will require factory supplied shims (M107) between the door and the exit device.

*All hurricane doors will require an integral locking bar between the door and the strike. All fire-rated pairs with a mullion also require this locking bar.

Suggestion: Install the locking bar near the end of the project when installing the 3rd or 4th locking screw in the strike.

*Exit devices shall be thru-bolted for all wood, hollow metal and storefront applications. This includes the chassis and the end cap bracket. If using half surface hinges, the exit device will need to be cut down in length so that the end cap bracket can be thru-bolted without affecting the hinge.

*Remove plastic sleeve from the exits when installing 3rd screw and doing final adjustments.

*Mortise locks – When installing mortise locks make certain that the levers have the plastic bushing installed between the lever and the rosette. Levers shall not have excessive movement back and forth. Install all fasteners as supplied. Before leaving the opening use the temporary key to test all functions of the lock. Once the frames have been painted the silencers must be installed and the lock needs to be tested for proper latching. Proper latching shall require not any additional force to close the door. If it does the door will need to be shimmed or the latch will need to be filed.

*Closers – All closers must be installed using only the factory supplied fasteners. All closers are to be thru-bolted on all wood, hollow metal and storefront. Exceptions include Special-lite doors with label “do not Thru-bolt the closer”.

*When choosing the correct templating to mount a closer, review the installation instructions and base the decision on size of door and degree of opening. If using a dead stop or cushion stop arm, ~~always~~ template the closer allowing the most degree of opening possible. Example: if the door can go to 110 degrees, do not template the closer at 85 degrees. Final adjustments to all closers shall be conducted just before the GC’s final walk through. HVAC, all glass, thresholds, sweeps and weatherstripping must be installed before this final adjustment. Closers shall meet ADA opening force code requirements. 5lbs for interior doors and 8.5-10lbs for exterior doors. Fire doors are not required to meet these standards. Fire doors take precedence over ADA.

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*Electric Strikes - The door shall be adjusted so that in the resting state there shall be no pressure on the mortise strike, and or latch bolt, to prevent having to use push/pull pressure to release the strike/lock/latch to open. Door Installer, make sure that these doors are not in any type of bind. Integrator, If the door has bind issues and requires you to push or pull the door to engage the electric strike, do not walk away from the door without notifying the GC and/or door installer.

*Thresholds - Shall be installed with the bevel of the threshold starting at the exterior face of the frame. Do not install the thresholds with the flat portion of the threshold past the edge of the door. This will cause the sweeps to bind on the threshold and cause additional ADA forces to open the door. When replacing existing doors with that have utilized a floor closer always use brush sweeps to allow free flow over the flat portion of the threshold.

*Access Control Products – If using a SN200 all-in-one hard -wired product, Molex connectors/cables must be used. If you are using the Molex cables in the door jamb the Beanies will be used above the ceiling inside the junction box. If you bring the cables to the power transfer from the panel, a molex connector shall be applied. Do not use a 4” molex splice.

*Existing openings – When retrofitting new doors and hardware into an existing frame or door, **ALL** holes shall be filled with bondo, welded, thru-bolted or covered by the new hardware. If a door or frame has dents these will also need to be fixed with one of the above methods. Metal doors shall be painted prior to installation in a professional manner.

*Door Position Switches – When removing an existing exterior door, Hollow Metal or Storefront, remove the existing DPS Sensor from the top of the doors that you are replacing. If it is recessed in the top of the door, drill a new hole to coincide with the magnet on the frame and insert it back in the new door. If it is surface mounted, remove the sensor from the existing doors and surface mount it on the new doors to align with the frame magnet. If there is no sensor in place or the existing sensor is broken or not removable, make a note of this and let the GC and Construction Manager know as soon as possible.

*If you do not understand how to do something stop and ask questions. **DO NOT PROCEED!**