



A Different Type of Door Company

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Dear Sir / Madam,

MGS are a Maintenance and Repair company and through our regional service organisation we are pleased to offer a range of preventative maintenance contracts for Automatic, Industrial & Manual doors, Gates and Barriers

### **Service Contract Offer 1482**

In April 2013 the new European standard for automatic doors (EN 16005:2012) was introduced to ensure pedestrian automatic doors operate safely and remain reliable – this in conjunction with The Machinery Directive requires doors to be regularly maintained to a manufacturer's specification of which the standard requirement for automatic doors is every 6 months depending on its usage. These standard replaced BS7036 and are designed to ensure Pedestrian Automatic Doors are safe and maintained by qualified Technicians

To ensure safe operation, long term reliability and working efficiency, a powered door installation (including safety devices and safety systems) should be:

- a) Regularly maintained to the manufacturer's specifications by the power door systems authorised technician; and
- b) Annually inspected in accordance with the recommendations of this standard by completion of the authorised technician checklist.

All of the following service contract options fully comply with the relevant European and British Standards and in addition we offer a further choice of either comprehensive cover of labour and parts or labour only.

**In brief what's included in our service contract:**

1. Service carried out by a Fully Qualified BS/EN16005 Engineer
2. All Mechanical aspects of the entrance checked and adjusted as required
3. All activation and safety systems checked and adjusted as required
4. All finger protection and drawing in hazards checked
5. Any Track, Drive arms, Floor guides and Carriage Assemblies Checked and adjusted as required
6. All fixings checked and tightened as required
7. A BS EN16005 Authorised Technicians Checklist will be completed
8. Preferential rates for any associated callouts and repairs

**Service:**

Following our engineers visit to site we will send you the following for your records:

1. Completed Worksheet
2. Completed engineers BS EN16005 Checklist
3. Quarterly Door Service report (if requested)

If necessary following the Preventative Maintenance Visit we will then compile a report on each door outlining any works required to either get the door back into working order or to bring in line with BS EN16005 and any associated costs

Planned Preventative Maintenance ensures regulatory compliance and reduces the risk of unnecessary breakdowns

**Cost:**

**All for the Sum of: £480.00 + VAT**

**2no Visit Per Annum**

## 1.0 Clarifications

1. Service visits are planned and carried out in month(s) 3 and 9 of the contract year
2. Invoices for Planned Maintenance visits will be submitted on the contract start date unless otherwise agreed
3. Our cost has been prepared assuming uninterrupted work and assumes normal working hours
4. All access and welfare facilities will be organised and provided by the client.
5. We do not include for any work deemed as being outside of the above list
6. We have allowed for supply of method statements where necessary and will use the standard client documentation where required
7. MGS will continue with servicing in subsequent years and pre bill unless notified in writing, thus ensuring the correct service levels are maintained
8. Additional Callouts relating to Locks, Aluminium framing, Doors and Glazing are not covered under this service agreement
9. Service Contract Customers receive discounted callout rates and material prices

Yours Faithfully,

MGS Service

if you would like to proceed with the above Service Contract offer please complete the below section and return via email to [sales@mgsuk.com](mailto:sales@mgsuk.com) or by post at the above address Alternatively, please do not hesitate to contact us on **01384 293141** should you require any further information

Please accept our ORDER No. \_\_\_\_\_

Date \_\_\_\_\_

Company Name \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Town / City: \_\_\_\_\_ County \_\_\_\_\_ Post Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Signature \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No \_\_\_\_\_

Email: \_\_\_\_\_

To carry out service visits in compliance with EN16005:

**Bronze MAINTENANCE PROGRAMME**

**3no Automatic Doors – 2no Annum Visit**

**Total cost £480.00 (excluding VAT)**

**Maximum authorised spend on repairs, any one call out visit. Value £**  **Click here to**  
enter text.



**Service Checklists:**

**Automatic Doors – MGS Engineer Checklist**

1. Sign in on site and check PDA/Paperwork for any special requirements. If door(s) not working call the office for further instructions
2. Create safe working environment using barrier rails.
3. Check unit for correct operation and PGS functions including electric lock if fitted
4. Switch off the mains or remove fuse and do battery test (If applicable)
5. Clean all internal parts (track, door carriers, rollers etc)
6. Clean floor track (if applicable)
7. Check/adjust drive belts/chains or drive arms etc
8. Check condition of all rollers/counter rollers etc
9. Check and adjust floor guides or pivots if necessary
10. Reconnect power and test all functions and mechanical locking.
11. Check overall condition and age of unit
12. Visually inspect aluminium for age/condition/defects. Check signage
13. Check all activation/safety devices making any minor adjustments as necessary and complete ATC
14. Clean Canopy and door leaves.
15. Raise reports for any defects found during the above checks. If door is non-compliant a report MUST be submitted

**Roller Shutters – MGS Engineer Checklist**

1. Check fixings
2. Check for debris & clear if required
3. Check for obstructions
4. Check end locks
5. Check lath for damage
6. Check alignment of curtain
7. Check lubrication
8. Check key switch
9. Check wiring
10. Check operation (limits if electric)
11. Check spring tension
12. Check canopy fixings
13. Check security – Locks and fit in guides, etc.
14. Manual over-ride
15. Check operation of safety edge/air switch
16. Check all micro switches
17. Check brakes & brake releases
18. Check operation of remote control, if applicable

### Manual Door Service Checklist

1. Carry out risk assessment
2. Create a safe area to work around the door
3. Check the door for structural damage (Broken glass missing beads etc:)
4. If Hinged, Check hinges and replace any missing screws then lubricate
5. If Transom closer Check drive arm and replace any missing screws. If Floor Spring check check actions, pressure and closing forces
6. Check transom closer fixings and replace any fixings if any missing
7. Check bottom pivot replace if necessary
8. Check lock replace any missing screws and lubricate
9. Check frame is fitted correctly and replace any missing screws
10. Check glass is correctly packed and not loose
11. Check handles and replace any missing screws
12. Clean down the door with glass cleaner
13. Complete job and close down on mobile device and obtain signature

### Automatic barriers – MGS Engineer Checklist

1. Inspect barrier in horizontal position and adjust if required.
2. Inspect barrier in vertical position (as above).
3. Inspect drive linkage for wear and lubricate.
4. Inspect raise and lower limit switches and adjust if necessary.
5. Inspect drive belt/Spring/Cylinder for wear and adjust tension when necessary.
6. Check safety switch for correct operation.
7. Check photocells are operating correctly
8. Check control systems and report if fault found.
9. Check the loop detector is operating correctly
10. Inspect and measure the ground safety loop (1) Result
11. Inspect and measure the ground safety loop (2) Result
12. Inspect and measure the ground free exit loop Result
13. Inspect and measure the ground free exit loop Result
14. Loop condition in comments column Result
15. Inspect all bearings and lubricate as required.
16. Check curtain for free swing and replace fixings as required (if fitted).
17. Check drive motor for correct operation.
18. Inspect pulleys on motor drive unit for wear, looseness. (if fitted)
19. Check all electrical terminals and tighten
20. Check motor overload unit for correct operation and adjust if necessary.
21. Check hand wind facility for ease of operation.
22. Ensure plinth holding down bolts, nuts are tight.
23. Check boom lights and stop signs if fitted.
24. Check tip support is aligned and secure
25. Check radio receiver & transmitters
26. Check key switch (if fitted)
27. Check push button controls (if fitted)
28. Check intercom system operations (if fitted)

## Automatic Gates – MGS Engineer Checklist

1. Power supplies 230v/12-24v
2. Motor mountings & brackets
3. Output voltages from panel, fuses
4. Photocell operation
5. Safe Edge activation to panel
6. Photocell condition
7. Safe Edge condition
8. Limit switch activation both direction
9. Test motor drive both direction
10. Drive arms/Rams' condition
11. Leaks Hydraulic fluid
12. Maglocks condition/ working
13. Manual release working
14. Fluid level oil filled g/box
15. Condition of wiring/ check all connections
16. Loop detector operation
17. Loop measurement Free Exit
18. Loop measurement Safety1
19. Loop measurement Safety2
20. Loop condition (exposed, near steel)
21. Signal from intercom/ Key switch
22. Signal from card reader
23. Remote control receiver operation
24. Gate hinges condition/ linkages
25. Gate physical limit open stop
26. Gate physical limit close stop
27. Sub box filled with water/drainage
28. Play between gearbox and gate
29. Gate condition (bent, damaged)
30. Can gate be moved freely by hand
31. Stones or tar fouling gate arc
32. Check running torque/pressure
33. External conduit condition