

# Storage Handling Procedures

APPENDIX ONE [1] "Storage, handling, and installing Forte™ Opening Solutions products"

## STORAGE:

1. Store doors on a flat, level surface, in a dry, well-ventilated building. Keep doors a minimum 3-½" off the floor. Maintain a protective covering that protects the doors from excessive moisture, direct sunlight, and abuse ...yet allows for air to circulate through and around the storage location.
2. Doors shall not be exposed to excessive heat, moisture, dryness, or direct sunlight.
3. HVAC systems must be operating properly and balanced.

## HANDLING:

1. Handle doors with clean hands.
2. When moving doors, lift and carry, do not drag across the floor, or another door.
3. When cleaning Forte Opening Solutions products use a damp cloth to wipe dust, dirt, and debris off the door. Wipe the door dry after it has been cleaned.

## INSTALLATION:

1. Inspect each door prior to installation. Repair noticeable marks or defects that may have occurred from improper storage and/or handling.
2. Doors must be installed in frames that are plumb, level, and square.
3. Apply the sealer, primer, or first coats of the required finish, on doors, immediately after fitting, cutting for hardware, etc; before the installation of any hardware.
4. All hardware locations, preparations for hardware, and methods of hardware attachment must be appropriate for the specific door construction. Templates for specific hardware preparation are available from hardware manufacturers, AWS, WDMA, AWI, and DHI.
5. The utility and/or structural integrity of the doors must not be impaired in fitting the door to the opening, in applying hardware, in preparing lights, louvers, plant-ons, or any other detailing.
6. Ensure that all doors swing freely and do not bind in their frame. Adjust the finish hardware for proper alignment, smooth operation, and proper latching ...without necessary force or excessive clearance.
7. Clearance between door edges and door frame shall be a minimum of 1/16 inch on the hinge edge, 1/8 inch on the latch edge and top rail.