

APPENDIX II

HOW TO STORE, HANDLE, FINISH, INSTALL AND MAINTAIN WOOD DOORS

STORAGE AND HANDLING

1. Store doors on a flat level surface, in a dry, well-ventilated building. Keep doors a minimum of 3 1/2" off the floor. Maintain a protective covering that protects from moisture, direct sunlight and abuse, yet allows for air circulation. For storage beyond 5 days, doors must be sealed on all 6 sides with a sealer or primer.
2. Doors shall not be subjected to extremes of heat, dry or humid conditions. Relative humidity should not be less than 25% or greater than 55%.
3. Do not install doors in buildings that have wet plaster or cement unless they have been properly finished. HVAC systems should be operating and balanced.
4. Handle doors with clean hands or while wearing clean gloves. When moving doors, lift and carry, do not drag on one another.

FIELD FINISHING

1. Prior to finishing, ensure that the building atmosphere is dried to a normal relative humidity, and that the doors have been allowed to equalize to a stable moisture content.
2. Wood is hygroscopic, and dimensionally influenced by changes within its surrounding environment. To assure uniform moisture exposure, and dimensional control, all surfaces must be finished equally.
3. Doors may not be ready for finishing when initially received. Before finishing, remove all handling marks, raised grain, scuffs, burnish and other undesirable blemishes by block sanding all surfaces in a horizontal position with a 150, 180 or 220 grit sandpaper. To avoid cross grain scratches, sand with the grain.
4. Certain species particularly oak, contain chemicals which react unfavorably with certain finishes causing dark stain spots. Where possible, the species/finish combination should be tested prior to finishing the doors. Notify your finish supplier, or door supplier immediately if any undesirable reaction is noticed. Do not continue with the finishing until the problem is resolved. Concept Millwork cannot be held responsible for these reactions.
5. In order not to induce warpage, avoid dark stains or dark colored paints on door surfaces exposed directly to sunlight, the same consistency of finish must be applied on both sides of the door.
6. In order to prevent blemish magnification, avoid extremely dark stains on light colored wood species.
7. A thinned coat of sanding sealer should be applied prior to staining, this will promote a uniform appearance and avoid sharp contrasts in color or a blotchy appearance.
8. All exposed wood surfaces must be sealed, including top and bottom rails, cut-outs and hardware preps.
9. To achieve the desired results of color uniformity, finish build, gloss and reduce the frequency of refinishing, obtain and follow finish manufacturer's recommendations.
10. Be sure the door surface being finished is satisfactory in both smoothness and color after each coat. Allow adequate drying time between coats. Desired results are best achieved by following the finish manufacturer's recommendations. Do not finish door until a sample of the finish has been approved.
11. Exterior doors must have a continuous exterior finish on all sides, and in all cut-outs.

INSTALLATION

1. The utility or structural strength of the doors must not be impaired in fitting to the opening, in applying hardware, in preparing for lights, louvers, plant-ons or any other detailing.
2. 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.
3. 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, W.D.M.A. (N.W.W.D.A.), A.W.I., and D.H.I. **Pilot holes must be pre-drilled for all screws.**
4. Apply the sealer, primer, or first coats of the required finish, on doors, immediately after fitting, cutting for hardware, etc., and before the installation of any hardware.
5. Doors and frames must be installed plumb, square and level.

CLEANING AND TOUCH-UP

1. Inspect all wood doors prior to hanging them on the job. Repair noticeable marks or defects that may have occurred from improper storage and handling.
2. Field repairs and touch-ups are the responsibility of the installing contractor upon completion of initial installation. Field touch-up shall include the filling of exposed nail or screw holes, re-finishing of raw surfaces resulting from job fitting, repair of job inflicted scratches and mars, and final cleaning of finished surfaces.
3. When cleaning door surfaces, use a non-abrasive commercial cleaner designed for cleaning wood door or paneling surfaces, that do not leave a film residue that would build-up or affect the surface gloss of the door finish.

ADJUSTMENT AND MAINTENANCE

1. 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.
2. Review with the owner/owner's representative how to periodically inspect all doors for wear, damage and natural deterioration.
3. Review with the owner/owner's representative how to periodically inspect and adjust all hardware to insure that it continues to function as it was originally intended.
4. Finishes on exterior doors may deteriorate due to exposure to the environment. In order to protect the door, it is recommended that the condition of the exterior finish be inspected at least once a year and re-finished as needed.

IMPROPER STORAGE, HANDLING, FINISHING AND INSTALLATION OF WOOD DOORS MAY RESULT IN SEVERE DAMAGE TO THE DOORS.
IF THE ABOVE INSTRUCTIONS ARE NOT FOLLOWED, THE WARRANTY WILL BECOME NULL AND VOID.
THE APPEARANCE OF FIELD FINISHED DOORS IS NOT GUARANTEED IN ANY EVENT BY CONCEPT MILLWORK.