



# OPERATING TYPE LOUVRES

## OPERATION, SERVICE AND MAINTENANCE SCHEDULE

McKENZIE MARTIN LIMITED, ETON HILL WORKS, ETON HILL ROAD, RADCLIFFE, MANCHESTER, M26 2US  
TEL: 0161-723 2234 FAX: 0161-725 9531 E-MAIL: [Sales@McKenzieMartin.co.uk](mailto:Sales@McKenzieMartin.co.uk)

# OPERATING TYPE LOUVRES

Operating louvres are generally mounted in a vertical or near vertical plane in the sidewalls of buildings to provide controllable inlet or exhaust ventilation. They are controlled by a series of options, ie manual cable operation, pneumatic controls, electric actuators or hand friction control.

## OPERATING/CONTROL INSTRUCTIONS

Once the units have been installed (refer to separate fixing instructions) the units may be operated as follows:

### MANUALLY OPERATED CABLE TO CLAM CLEAT (FUSIBLE LINK OPTIONAL)

**TO OPEN:** Pull cord/cable in a downwards and outwards direction to disengage the clam cleat cable grip and release the cable to open the louvre blades.

**TO CLOSE:** Pull cord/cable in a downwards direction until the louvres are closed then allow cord/cable to engage into the clam cleat assembly to hold the louvres in the closed position.

### MANUALLY OPERATED CABLE TO WINCH TYPE (FUSIBLE LINK OPTIONAL)

**TO OPEN:** Turn handle anti-clockwise.

**TO CLOSE:** Turn handle clockwise.

## **OPERATING CABLE - IMPORTANT**

**Care must be taken to ensure that the manual operating cable is installed in accordance with our recommended fixing instructions and is unobstructed and free running. Pulleys must be used when direction of cable run is changed, with number of direction changes kept to a minimum with no acute angles.**

### PNEUMATICALLY OPERATED

**TO OPEN:** Turn control panel switch to open.

**TO CLOSE:** Turn control panel switch to close.

### ELECTRIC ACTUATOR

**TO OPEN:** Turn switch on control panel to "open".

**TO CLOSE:** Turn switch on control panel to "close".

**Note:** Units can be fitted with a fusible link rated at 72°C.

### HAND OPERATED/FRICTION CONTROL

Units are normally mounted at hand height or accessed via a long pole. The blades have been tensioned so that they are relatively stiff to move and therefore should remain in the position required when operated.

### **PLEASE NOTE:**

Unless the louvres are in constant use, their operation should be checked at least monthly to ensure that the unit is functioning correctly.

Where units are to act for smoke release they will normally be fitted with fusible links rated at 72°. In the case of units in which the damper operation is purely by activation of a fusible link, and where no test cable is fitted, this will entail disconnection of the link to test and afterwards reconnection. Where a test cable is fitted, the unit should be tested by releasing the test cable located internally/externally on the louvre. It is recommended that the units are tested on a weekly basis and a record of testing is maintained. Please note: The units are not designed to act primarily as smoke and heat exhaust ventilators within the definition of BS7346:Part 1:1990.

# **MAINTENANCE**

## **APPLICABLE FOR ALL CONTROL OPTIONS - OPERATING TYPE LOUVRES**

### **DAILY**

1. Where units are operated by means of pneumatic controls, and where an automatic drain valve is not incorporated in the pneumatic pipework, the line air filters should be drained off on a daily basis.

### **MONTHLY**

1. Units should be tested monthly (unless for smoke release - see note above) to ensure satisfactory operation.
2. Normally all mechanical moving parts and joints should be relatively maintenance free, however, if they do not operate smoothly they may be lightly oiled and/or greased.

### **ANNUALLY**

1. All louvres should be inspected and checked for excessive environmental pollution on the surfaces and also for any damage. At the same time all the structural fittings of the unit and all fixings securing the unit to the building should be checked for tightness and corrosion.
2. Where accessible, all internal drainage channels should be inspected and debris removed to ensure correct drainage and weathering.
3. Ensure that no foreign objects are interfering with the operation of the unit.
4. In the case of manually controlled units, operated via nylon covered wire cable, the cable thimbles and fixings should be checked for secureness. Additionally the swivel pulleys should be cleaned to ensure free running of the cable.
5. In the case of electrically controlled units, all electrical cabling from central switches and connections should be checked for accidental damage and wear.

It is the responsibility of the customer to ensure that the goods are properly maintained.

### **EVERY FIVE YEARS**

Carry out the normal annual routine and where the units have been manufactured from prepainted steel sheet the 'cut edges' should be closely inspected and if necessary touched up with suitable paint.

In areas of heavy industrial pollution or in marine environments within 2 kilometers of the coast this frequency should be increased to ANNUALLY.

If in doubt on any matter please do not hesitate to contact us.

## CLEANING IN SITU

### PLASTIC COATED STEEL

THE USE OF ABRASIVE, POLISH OR CLEANERS SHOULD NOT BE USED.

STRONG SOLVENTS SHOULD NOT BE USED FOR CLEANING COATED SURFACES UNDER ANY CIRCUMSTANCES.

- Clean off any dirt/debris using a mild detergent and warm water using a sponge or soft cloth and, if required, a soft (not wire) brush. The use of chemicals should be avoided.\*

\*Please refer to British Steel's own recommendations for plastic coated steel.

### CLEANING POLYESTER POWDER COATINGS

PPC products should, under **NO CIRCUMSTANCES**, be cleaned using abrasive cleaners, strong solvents, strong alkali or acid material or cutting and abrasive polishes.

The coated products should be cleaned at periods not exceeding 12 months. In HIGHLY POLLUTED AREAS this interval should be reduced to 6 months.

Cleaning should take place using water containing a mild cleaning solution. This is to be applied using a soft brush, sponge or chamois leather.

HARD SCRUBBING MAY DAMAGE THE PPC.

ANY DAMAGED AREA MUST BE CORRECTED IMMEDIATELY.

### SERVICING

Cleaning and/or maintenance should be undertaken by a responsible contractor. It is the responsibility of the contractor to apply all necessary safety procedures under the relevant CDM requirements.

McKENZIE MARTIN LIMITED  
ETON HILL WORKS  
ETON HILL ROAD  
RADCLIFFE  
MANCHESTER  
M26 2US

TEL: 0161-723 2234  
FAX: 0161-725 9531

**TEST RECORD SHEET for McKENZIE-MARTIN LIMITED  
OPERATING BOX LOUVRE**

DATE	HOW OPERATED	RESULT	DETAILS OF FAILURE	SIGNATURE

**McKENZIE-MARTIN  
OPERATING BOX LOUVRE  
SERVICE CERTIFICATE**

USER'S NAME..... REF.NO.....

ADDRESS.....

.....

.....

**SYSTEM COMPRISES:**

Number of ventilators.....

Number of control panels and overrides.....

Number of compressors.....

Type of system, ie pneumatic, electrical, etc.....

Mode of actuation, ie automatic smoke detection, sprinkler flow switch, manual fusible link, etc

.....

**SERVICE DETAILS**

The system has been serviced in accordance with McKENZIE-MARTIN SERVICE & MAINTENANCE SCHEDULE in addition the following work has been carried out:

**REPAIRS AND MODIFICATIONS**

The following items were repaired or replaced:

The system was modified by:.....

**TESTING**

On completion of the above work the whole system was tested as follows:

The system was fully operational and the service was completed to our satisfaction.

User's Signature..... Position..... Date.....

Service Engineer's Signature..... Date.....