



## Maintenance Strategy – Exterior / Interior Doors

This category covers a broad range of a buildings door systems and sub systems. The information contained in this document are general recommendations and guidelines designed to bring attention to the importance and benefits of preventive maintenance strategies supporting quality educational environments. It is important for facility managers and maintenance staff to be aware of the specific systems asset types and maintenance required to effectively maintain the systems functionality and reliability through preventive maintenance requirements. Qualified in-house maintenance combined with certified vendor staff may be necessary to manage systems safely and effectively. Consult manufacturer recommendations on building door system maintenance requirements.

Like many other building systems in our public schools, your doors assets are an important investment. Consequently, it's very important to maintain them in order to ensure that they last for a long time providing good quality appeal, working reliability, energy efficiency and security for the occupants. Doors get a lot of use and abuse day in and day out, especially in a school setting. Constant use leads to wear and tear.

Proper care and maintenance for your interior or exterior doors systems can save you money on costly replacements later on. Maintaining your entrance doors can also keep your energy bills down by ensuring that your doors are sealed tightly supporting a well-insulated building. Each type of material for entrance doors requires a slightly different maintenance routine.

To ensure both interior and exterior doors and hardware delivers effective use and long life, maintenance staff need to follow up with careful maintenance inspections and testing on a routine basis taking thoughtful consideration for proper repairs.

**Protect Your Investments with Routine Maintenance** - Regular maintenance can keep your facilities doors, and your building, looking beautiful.

The most common materials for front doors may include wood, steel, aluminum, and fiberglass. Wood doors require the most maintenance, as they are prone to fading in the sun and rotting or warping in different environmental climates especially high moisture areas. However, applying finish to the material will make it last longer and provide a routine refresh. Be sure to check your wood front entrance doors regularly—a few times a year—in order to stay on top of any maintenance needs that may arise.

Steel doors are virtually maintenance-free. Any maintenance or repairs will most likely be for the door's accompanying hardware, such as the hinges, closure mechanism or the locks. Check the hardware periodically and clean or replace any parts when needed. This will help everything from the locks to the closing mechanism to last longer.

Like steel, fiberglass doors are very durable and virtually maintenance-free. They can also be stained in the same fashion as a wood door to extend their lifespans. Regularly cleaning your fiberglass door with soap and warm water can help keep it in pristine condition throughout its lifetime. Additionally, you can install metal or rubber door guards at the top, bottom, or doorknob side of your door to reduce small dents and scratches to the fiberglass.

Interior or exterior, door systems are such vital parts of schools providing for access to and from the buildings, safety, security, and good curb appeal. It's essential to take good care of these systems through a routine preventive maintenance program. Whether your door system needs cleaning, or it's time to oil the hinges, there are plenty of ways to keep your exterior entrance and interior doors long-lasting.

- Weather-strip is a resilient material designed to act as a barrier in the space between the sash and frame to reduce air and water infiltration. Make sure it is still effective.
- Examine the doors window interior and exterior finishes. Occasional repair to a damaged finish may be necessary. Also, remember to be careful when using paints, stains and varnishes to make repairs. Never allow these solvent-containing materials to come into contact with weather strip as solvents cause weather strip to lose its flexible qualities.
- Inspect the exterior caulking around the outer edges of the door frame. Trim off any old, loose caulking and seal any gaps with a good quality new caulk.
- Check that all hardware (locks, opening mechanisms, etc.) operates smoothly.
- Make sure any exposed hardware screws are tightened securely.
- Clean any sand, dirt or dust from door and window hinges, sills and tracks.
- Check any energy panels and storm and screen combinations to make sure screws in turn buttons are securely fastened.
- Check doors for smooth operation. Wood doors require a stabilization period after installation, sometimes taking up to a year to adjust to humidity levels and other environmental factors.

**Energy Savings** - No matter what material your school doors are made from, keep an eye out for any areas around your entry door where air is leaking. This can cause a drafty building and increase your energy bills. Simply applying an approved sealant around any leaking areas and keeping up with weather-stripping will reduce outside air creeping into your buildings. It is generally recommended to inspect the entire entry door systems semi-annually or annually to check if any repairs are needed to the door itself or its sub systems.

**Bottom Line: Consistent Door Repairs and Maintenance are Essential** - Keeping every part of your school building functional and aesthetically pleasing is an important part of being a facility manager. Whatever type of door you have in your buildings, everything from general everyday use to severe weather make routine door cleaning and maintenance repairs necessary. If you keep up on the manufacturer recommended maintenance, you can save money in the long term, reducing the need for unnecessary capital expenses and add several years to your doors' and systems lifespans.