

Automatic Doors Routine Inspections – The What, Why, When and How of inspecting your Automatic doors

Aims



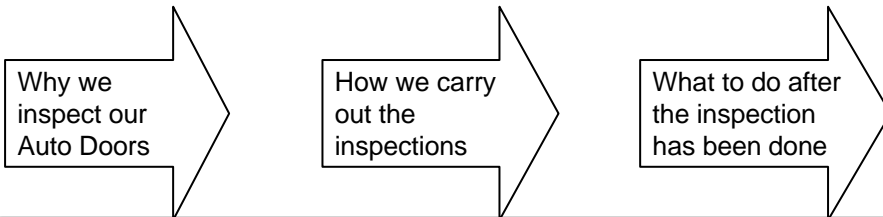
This module has been designed to provide the reader with the information they need to ensure they are carrying out the required inspections on all automatic / power assisted doors. The module will focus on the information required to ensure you know what to inspect, when to inspect it and how to inspect it.

Timing

To complete this module will take you no more than 15 minutes

Overview

Our journey through this module has a number of steps:



What does good look like?



- All colleagues undertaking auto / assisted door inspections have completed this module.
- All colleagues undertaking auto / assisted door inspections understand the importance of these checks.

The “What & Why” of Auto Door inspections...

What are we are talking about?

We use automatic / assisted doors within stores for a number of reasons stretching from simple convenience for our customers to the need to conform with our duties to provide accessible environments.

The first point to cover is the importance of the issue. An automatic / assisted door is a significant piece of store equipment and like any other piece of equipment must be treated with respect and managed in an appropriate fashion.

Question: How important to our customers' safety are automatic doors?

Answer: If your store has automatic doors, over time a huge number of customers will pass through them - if there are faults or problems with them, the chance of an incident that results in injury will be high. So, the answer is - they are very important.

Why all the fuss?

As we have already pointed out auto / assisted doors are in constant use and are the first and last thing many of our customers deal with when shopping at Boots.

While these doors work in a variety of ways they all have one thing in common. When required they will open & close automatically to allow someone to enter / exit the store without handling the door in any way.

In order to achieve this, the doors are opened / closed using mechanical force and the mechanisms which allow them to function are in **constant use**. Therefore, the doors and their operating mechanisms need to be **constantly** in good working order. And that means the doors and their mechanisms need to be very frequently checked.

The routine inspections detailed within this module have been devised to ensure a Stores auto / assisted doors are checked often and thoroughly enough to pick up any faults before they cause injury.

Notes:



(Please use this space to record any questions or thoughts you may have regarding what we have covered so far)

We now have a clear understanding of what an auto / assisted door is and why it is so important to monitor its condition. The next step is to look at how we monitor the condition by focusing on the daily inspections which must be carried out.

The walk through test

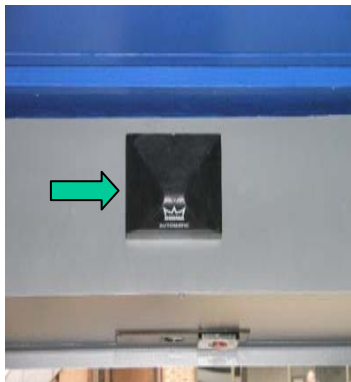
1. Is the flooring (including entrance matting & tiles) in good condition and free from defects.
2. Are there any obstructions, displays or Show Materials stored in the doorway which could affect customer flow or interfere with the doors' sensors.
3. Are all screens or barriers positioned correctly (so as not to cause an obstruction).



Note: Barriers should be positioned far enough away from the doors so it is not possible for someone (including a child) to be injured by being trapped between the barrier and the door.

The operational condition of the doors

1. The door should slide smoothly to the open position and stop without impact. If the opening of the door requires the pushing of a button this should be in good working order.
2. Once you have stepped clear of the door it should close smoothly after a short time delay.
3. The doors stop on or before impact with an object in their path i.e. a person.



Note: if the door has a two way action these tests should be carried out on both sides.

The general condition of the door

1. All glass panels are in good condition and not cracked / broken.
2. Signage stating the door is automatic / assisted is in place and in good condition.
3. Signage is clearly positioned at eye level.
4. All frames are in good condition.
5. Posters / show materials are not located on the glass panels.



Emergency procedures (if Installed)

1. Are any devices for emergency / fault situations (e.g. device to lock the door open or closed) working well.
2. Are any emergency stop buttons / facilities in good working order and well signed.





The be all and end all...

What does bad look like?

The inspections identified in this module should be carried out on a daily basis to ensure automatic / assisted doors remain in a good state of repair and do not pose a risk to the safety of those using them. This does not mean that the checks represent the only problems you may come across with these kind of doors.

Please be aware that there are a number of other tell tale signs which could suggest a problem with the doors. Some of these are as follows:

Doors opening and/or closing erratically

Noise coming from the doors

Lack of signage on the doors stating they are automatic / assisted

Doorway being used for storage / displays

If you come across any of the issues identified within this module please take steps to solve the problem in store or if required contact the maintenance helpdesk.



Notes:

(Use this space to record any questions / thoughts you may have regarding what we have covered so far)



The Next Step

Once you have reviewed the information contained within this module you are ready to start carrying out the daily door inspections. Before you start there are two final points that we need to address.

These are as follows:

Where do I record the daily inspections?

Once you have completed the inspection it is important that you record it in the daily checklist contained within the Store Inspection Log Book. The log book allows the store to keep a record of the inspections you have done as well as record any defects identified that you may need to do deal with.

What do I do if I find a problem?

As we have already discussed the auto / assisted door is an important piece of store equipment and so if you identify a problem through your inspection it should be dealt with in store e.g. moving show materials / obstacles from the doorway or logged with the maintenance helpdesk immediately. Once a problem has been identified it should also be brought to the attention of the Store Manager as a decision will have to be made around what to do next.

Remember - If the defect has the potential to cause serious harm to a customers and or colleague i.e. doors are opening and closing erratically or closing on users, they should be taken out of use (locked open or closed) until repairs are undertaken.

Summing Up...

This module has provided you with all the information you need to ensure the correct checks are carried out at the correct time. In addition to this you should also have a clear understanding of why these inspections are so important to the Store. Please review the summary points below and then complete all the quick check questions to ensure you have taken on board the important content of this module.

- The auto / assisted doors are an important piece of Store equipment
- Just like any other piece of Store equipment we must ensure they are working well and in a good state of repair
- Records of these daily inspections must be retained within the Store
- If serious faults are found the doors must be taken out of use/ made safe



Question time

Please review the following questions providing answers for each one. Once you have completed all questions correctly you will be deemed competent to undertake the Daily Automatic door Inspections and this completed module should be filed away with your training records.

Name of Reader

Store Number Date of Completion/...../.....

Question 1 – Who is at risk from a faulty auto / assisted door?

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Question 2 – Where should signage be positioned on all auto doors?

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Question 3 – Name two of the daily inspections required to be undertaken on an auto / assisted door within a Store?

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Question 4 – Where should a record be kept that the auto / assisted doors have been inspected on a daily basis?

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Question 5 – How would you check the condition of an auto / assisted doors emergency stop button?

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