



# TIMBER DOORS

(Including Fire Doors)

## HANDLING AND STORAGE ON SITE INFORMATION SHEET

**It is vital that doors are handled correctly to ensure that they are not damaged during unloading and subsequent storage.**

Every action taken from the moment they arrive on site will have an impact on the door's ability to meet its design criteria.

There are several steps that can be taken to ensure that the handling and storage process is correct to ensure the doors remain in good condition.

### Planning ahead

- Avoid storing doors on site for any longer than is absolutely necessary.
  - All doors are part of a building's final finishes so think of them in the same way as items of furniture.
- You should arrange suitable storage facilities well before the delivery date.
- Doors must be stored in a well-ventilated building and protected at all times from moisture and extremes of temperature.
- **DO NOT** store in unventilated containers
- Do not store doors where wet trades are being carried out, doors exposed to moisture and high humidity may swell or become distorted.

### Delivery

- Inspect the doors on the vehicle prior to unloading them.
- Be careful to check that the doors being delivered match the quantities, sizes and specifications ordered
- Check the packaging for external damage, and if found, then report immediately.

### Unloading

#### 1. Unloading by hand

- Always lift doors clear off the stack and never slide or drag them as it may damage the surface of the other doors.
- Never drop the door heavily on its corner or any edge or face, always place it down carefully.
- **Fire doors\*, in particular, are heavy** - you must make sure you can work within the scope of the Manual Handling Regulations, you can find details at [www.hse.gov.uk](http://www.hse.gov.uk)
  - Manual handling of fire doors may require 2 operatives



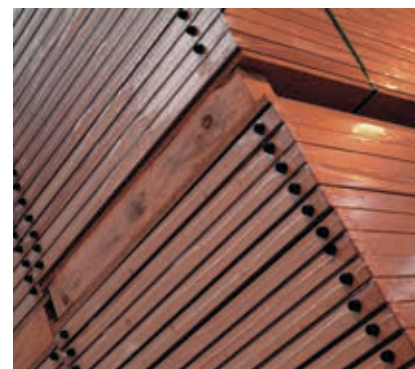


## 2. Mechanical unloading

- You must be careful to ensure doors are not damaged during unloading.
- The doors should arrive on the correct type and size of pallet with cover protection for the bottom-most door and protective wrapping over the entire stack of doors.
- Always ensure the stack is placed flat on level ground and that the stack is flat and even. Any distortion of the stack will cause the doors to twist or bow making them unsuitable for use.
- Avoid multi-stacking packs of doors on top of each other.

## Storage

- Doors must be stored in a well-ventilated building and protected at all times from moisture and extremes of temperature. **DO NOT** store in unventilated containers.
- Do not store doors where wet trades are being carried out, doors subjected to moisture and high humidity may become distorted and unsuitable for use.
- Where the doors have protective wrapping this should be kept in place to help protect them from damage.
- When storing doors you must ensure they are clear of the floor and remain flat and even on three or more evenly spaced bearers of uniform depth and each one longer than the door's width.
- Be careful to protect the bottom-most door from damage caused by the bearers. If you fail to store them flat they may become distorted and unsuitable for use.
- Take particular care with doors that have glazed apertures or bolection mouldings because beads, mouldings or other face fixed items may leave marks on the face of other doors.
- Always use adequate face protection between each door.
- When storing factory-finished decoratively veneered doors you should make sure that faces are completely covered as sunlight will change colouration and this may cause them to become unsuitable for use.



## Decoration

- To help seal the door and reduce the risk of distortion ALL surfaces of any primed or unfinished doors must be painted as soon as possible after delivery.
- Pay particular attention at the end grain of the exposed timber.



## TO GET THE BEST PERFORMANCE FROM THE DOORS YOU HAVE PURCHASED

**REMEMBER:** Adequate **PLANNING** + taking suitable Storage & Handling **PRECAUTIONS**  
= **PERFORMANCE** in service.

You can also increase efficiency and reduce waste and costs on-site by undertaking suitable CPD education, more details at [www.bwf.org.uk/training](http://www.bwf.org.uk/training) and [www.fdis.co.uk/qualify-with-fdis](http://www.fdis.co.uk/qualify-with-fdis)

\*For further information on certification and performance of fire doors, visit [www.bwf-certifire.org.uk](http://www.bwf-certifire.org.uk)

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Handling and Storage on Site