



## SAFE WORK PROCEDURES

### INSTALLING A RESIDENTIAL GARAGE DOOR

Tools / Equipment Required	Materials Required
<ul style="list-style-type: none"> <li>➤ Step ladder</li> <li>➤ Hand Tools</li> <li>➤ Power Tools</li> </ul>	<ul style="list-style-type: none"> <li>➤ Garage Door</li> </ul>
Personnel Protective Equipment	Applicable Safe Work Practices
<ul style="list-style-type: none"> <li>➤ Hardhat</li> <li>➤ Safety Glasses</li> <li>➤ Steel-toed Boots</li> <li>➤ Harness / Lanyard</li> <li>➤ Gloves</li> <li>➤ Earplugs</li> </ul>	<ul style="list-style-type: none"> <li>➤ Fall Protection</li> <li>➤ Step ladder</li> <li>➤ Defective Tools</li> <li>➤ Extension Cords</li> <li>➤ Drills</li> </ul>

#### Recommended Safe Job Procedure

1. Bring tools, equipment, door and hardware into garage. Make sure not to set in main traffic areas of work site.
2. Sort hardware and fasteners; wear gloves to gloves to prevent lacerations and punctures from sharp edges and points.
  - a. Assemble and fasten hardware as per manufacturers installation instruction.
3. Using proper manual lifting techniques and a firm grip, place bottom section in opening, and prop it from falling into opening, or into garage.
  - a. Level bottom section, shim bottom section and track if required. Door could cause serious injuries or fatalities if it is not installed level.
  - b. Install vertical sidetrack and fasten level. **NOTE: ALWAYS INSTALL TRACK ON HIGHER SIDE FIRST, IN CASE MORE SHIMMING IS REQUIRED.**
4. Stack in remaining sections, avoiding pinch points between sections.
  - a. Fasten top of bottom section hinges to bottom of intermediate section, to keep intermediate section from slipping off the section it's sitting on. Fasten end hinges first to align sections.
  - b. Repeat above steps for each section that is stacked in.
5. Fasten other sidetrack level. Wear gloves to prevent lacerations.
6. Stack in top section, and toenail in place, using proper manual lifting techniques and a firm grip.
  - a. Fasten hinges from top of last intermediate section to bottom of top section. When using power tools to fasten hinges, safety glasses should always be worn.
  - b. Fasten all remaining hinges.
7. Fasten flag level, making sure it does not flip down and hit the installer in the head.
  - a. Set horizontal curved track into place, and fasten into place, while resting track on shoulder using firm grip. It may be necessary to rest one end on a stepladder or hang from ceiling with rope or punched angle.
  - b. Adjust top bracket and sidetrack. If using a wrench, use care so it does not slip off fastening nuts.



## SAFE WORK PROCEDURES

### INSTALLING A RESIDENTIAL GARAGE DOOR (Continued)

8. Using a good firm grip, and good posture, raise head shaft assembly into place, move head shaft assembly left to right and rest on curve rails.
  - a. Move head shaft assembly left to right, to insert head shaft into bearing plates.
  - b. Level and fasten center-bearing plate to header securely.
  - c. Remove nail holding top section into place.
9. Fasten springs to center bearing plate; making sure wrench does not slip off fasteners.
10. Connect cables to bottom brackets and run cables up behind roller stems then connect to drums.
  - a. Tighten setscrews  $\frac{3}{4}$ 's of a turn after contact with head shaft is made.
  - b. Attach vice grip to head shaft, resting against wall.
  - c. Connect cable to the other drum, and tighten set screws  $\frac{3}{4}$ 's of a turn, once contact with head shaft is made.
  - d. Wear gloves when handling cables.
11. Inspect plugs for cracks and chips, and then wind one spring to the required amount of tension. **Refer to** ~ Steel craft residential installation instruction manual, page 8, fig. 11.
  - a. Stretch springs  $\frac{1}{4}$ " to  $\frac{1}{2}$ ".
  - b. Tighten set screws  $\frac{3}{4}$ 's of a turn once contact with head shaft is made.
  - c. Remove vice grip from head shaft.
12. Attach vice grip to track above a roller, to prevent door from unexpectedly opening.
  - a. Wind the other spring, **See** ~ steps 11. A, B and C.
13. Holding door down, move vice grip on track, up to the bottom of next roller.
  - a. Raise door up till it hits vice grip. This will give installer an idea on how the door is going to balance.
14. Open door so that three (3) rollers are in back tracks, and secure door from opening or closing with a vice grip on track. If door is opened any higher than that, before back tracks are hung, door could fall out.
  - a. Adjust horizontal back tracks square with door, allowing  $\frac{1}{4}$  " of float on each side.
  - b. Install back track hanging as per Steel craft residential instruction manual.
15. With door closed and locked down, install weather stripping from the top down, and fasten securely. **Refer to** ~ Steel craft installation instruction manual.
16. Clean up fallen fasteners, and packaging material. And put away tools and equipment.
  - a. Clean off any finger prints or dirt left on door.
  - b. Place all warning labels on door, **See** ~ manufacturer's installation manual.
  - c. Place company stickers on door.
17. Explain to customer the safe operating instruction, for operating door.
18. Put away tools and equipment, take down flagging and barricades.
  - a. Clean up work area.