



## **Handling, Care and Maintenance Instructions**

*Beauty, style, performance and uniqueness are some of the reasons to choose WoodMax custom wood products. To preserve the fine qualities of these products, and have a lifetime of superior service, proper storage, handling and installation is of vital importance. The following guidelines will help to maintain the high quality products supplied by WoodMax.*

### **How to Store, Handle, Finish, Install and Maintain Wood Products**

#### **Storage and Handling**

1. Store all products flat on a level surface in a dry, well-ventilated building. Products should not come in contact with water, and should be kept at least 102 mm (4 inches) off the floor and should have protective coverings under the bottom and over the top. Covering should protect products from dirt, water and abuse but allow for air circulation under and around the stack.
2. Avoid exposure of interior products to direct sunlight. Certain species (e.g., cherry, mahogany, walnut, teak) in an unfinished state are more susceptible to discoloration if exposed to either sunlight or some forms of artificial light. To protect products from light damage after delivery, opaque wrapping of individual products may be specified.
3. Do not subject interior products to extremes of heat and/or humidity. Do not allow products to come in contact with water. Prolonged exposure may cause damage. Locating where humidity and temperature are controlled provides the best storage situation (recommended conditions are 35%-45% RH and 60°F-75°F).
4. Do not install products in buildings that have wet plaster or cement. Do not store products in buildings with excessive moisture content – HVAC systems should be operating and balanced.
5. All products should always be handled with clean dry hands or while wearing clean dry gloves.
6. All products should be lifted and carried when being moved, not dragged across one another.

## **Finishing**

1. Wood is hygroscopic and dimensionally influenced by changes in moisture content caused by changes within its surrounding environment. To assure uniform moisture exposure and dimensional control, all surfaces must be finished equally.

2. All products should not be considered ready for finishing when initially received. Before finishing, remove all handling marks, raised grain, scuffs, burnishes and other undesirable blemishes by block sanding all surfaces in a horizontal position with 150 or 180 grit sandpaper. Sanding of the overall surface will be required to open the grain to receive a field applied finish evenly. To avoid cross grain scratches, sand with the grain.

3. Certain species of wood, particularly oak, may contain extractives which react unfavorably with foreign materials in the finishing system. Eliminate the use of steel wool on bare wood, rusty containers or any other contaminate in the finishing system.

4. A thinned coat of sanding sealer should be applied prior to staining to promote a uniform appearance and avoid sharp contrasts in color or a blotchy appearance. **Product Manufacturers are not responsible for the final appearance of field-finished products.** It is expected that the painting contractor will make adjustments as needed to achieve desired results.

**5. All exposed, unfinished wood surfaces must be sealed prior to installation including the top and bottom edges. Cutouts for hardware in exterior products, and products located adjacent to areas where high moisture is expected, should be sealed prior to installation of hardware and exposure to weather.**

6. Dark colored finishes should be avoided on all surfaces if the product is exposed to direct sunlight, in order to reduce the chance of warping or checking.

7. Water-based coatings on unfinished wood may cause splits, highlight joints and raise wood grain. If used on exterior products, the coating should be an exterior grade product. When installed in exterior applications, products must be properly sealed and adequately protected from the elements. Please follow the finish manufacturer's recommendations regarding the correct application and use of these products.

8. Make sure the surface being finished is satisfactory in both smoothness and color after each coat. Allow adequate drying time between coats. Desired results are best achieved by following the finish manufacturer's recommendations. Do not finish product until a sample of the finish has been approved.

9. Certain wood fire doors have fire retardant salts impregnated into various wood components that make the components more hygroscopic than normal wood. When exposed to high moisture conditions, these salts will concentrate on exposed surfaces and interfere with the finish. Before finishing the treated wood, reduce moisture content below 11% and remove the salt crystals with a damp cloth followed by drying and light sanding.

### Installation

1. The utility or structural strength of the products must not be impaired when fitting to the opening, in applying hardware or in preparing for lites, louvers, appliqués or other detailing.
2. Use two hinges for products up to 1524 mm (60 inches) in height, three hinges up to 2286 mm (90 inches) in height and an additional hinge for every additional 30 inches of height or portion thereof. Use heavy weight hinges on doors over 79 kg (175 pounds). Pivot hardware may be used in lieu of hinges. Consult hinge or pivot hardware manufacturer with regard to weight and size of hinges or pivots required.
3. The maximum clearance between the top, hinge edge and lock edge to the frame and meeting edge of pairs of doors, is 3.2 mm (1/8 inches).
4. All hardware locations, preparations and methods of attachment must be appropriate for the specific door construction. Templates for specific hardware preparation are available from hardware manufacturers or their distributors.
5. When light or louver cutouts are made for exterior products, they must be protected in order to prevent water from entering the door core.
6. Pilot holes must be drilled for all screws that act as hardware attachments. Full threaded screws are preferable for fastening hardware to non-rated doors and are required on fire-rated doors. Self-tapping or combination wood/metal screws are not recommended for use on wood doors.
7. In fitting non-rated doors for height, do not trim top or bottom edge by more than 19 mm (3/4 inches) unless accommodated by additional blocking. Trimming of fire-rated doors must be in accordance with NFPA 80.
8. Doors and door frames should be installed plumb, square and level. Locating under a protective overhang sufficient to prevent direct exposure to sunlight is strongly recommended.

### Cleaning and Touchup

1. Inspect all wood products prior to hanging or installing them on the job. Repair noticeable marks or defects that may have occurred from improper storage and handling.
2. **Field repairs and touchups are the responsibility of the installing contractor upon completion of initial installation.** Field touchup shall include the filling of exposed nail or screw holes, re-finishing of raw surfaces resulting from job fitting, repair of job inflicted scratches and mars and final cleaning of finished surfaces.
3. When cleaning product surfaces, use a non-abrasive commercial cleaner designed for cleaning wood door or paneling surfaces, that does not leave a film residue that would build-up or affect the surface gloss of the finish.

### Adjustment and Maintenance

1. Insure that all doors swing freely and do not bind in their frame. Adjust the finish hardware for proper alignment, smooth operation and proper latching without unnecessary force or excessive clearance.
2. Review with the owner/owner's representative how to periodically inspect all products for wear, damage and natural deterioration.
3. Review with the owner/owner's representative how to periodically inspect and adjust all hardware to insure that it continues to function as it was originally intended.
4. **Finishes on exterior products may deteriorate due to exposure to the environment. In order to protect the product it is recommended that the condition of the exterior finish be inspected at least once a year and re-finished as needed. Both exterior and interior finishes will change color over time.**

*Information in this document courtesy of WDMA – Window and Door Manufacturers Association.*