The Questions to Ask Before You Step Into Your Next

DOOR PROJECT

(The Five W's and One H)



PEDESTRIAN DOOR REPLACMENT

WHO?
Who uses this door (mostly)? Is it for employees, general public and/or customers? What impression do I want to leave with them? Does anyone need any type of special assistance (ADA)? Does anyone need specific access?

WHAT?
What does this door do (what is its function)? What is the traffic pattern? Are they entering or exiting (ingress/egress)? Is it a Fire Exit? Is it alarmed? Is there card reader access?

WHEN?
When do you need/want this door to be replaced? Immediately? Budgetary planning for next quarter? When should the installation be scheduled for (seasons/productivity)? Note: If timing is critical to your operations, be sure everyone involved is 100% accurate on measurements and configuration.

WHERE?
Where is the door located? What are the conditions? Sun side? Shade side? Blind area to lighting? At the bottom/stairwell of a ramp that collects water, snow and ice? Top of a stair? In a fire wall?

WHY?
Why are we replacing this? Is it rusted out? Has it been abused and damaged? Broken into? Need security upgrade? Does not function due to hardware issues? Was it the right door for the application, originally? Did the application change?

HOW?
How many times per day is this door cycled (current and anticipated)? How long do I want this product to last? How do I function (what issues are caused) if the door is down/compromised? How would you make the decision, if budget was not a concern - what would be the right solution?

Once these and their follow up questions are asked (and answered), the process of determining the correct door system can be discussed. Of course, longevity, the value equation, peace of mind, safety and security all play a role in this determination.

This question series is a help-guideline for a facility manager to determine the correct door, frame and hardware to be used to replace a pedestrian door. It is a brief outline of some helpful thoughts that go through the mind of a good consultant. These will help you to properly direct the configuration of your next door system.

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OVERHEAD DOOR REPLACMENT

WHO?
Who uses this door (mostly)? Is it for employees, general public or customers? What impression are you wanting to leave with them? Does anyone need special access?

WHAT?
What does this door do? What is the traffic pattern? Are they entering or exiting? If a dock door, what type of trucks are using this door?

WHEN?
When do you need/want this door to be replaced? Immediately? Budgetary planning for next quarter? When should the installation be scheduled for (seasons/productivity)? Note: If timing is critical to your operations, be sure everyone involved is 100% accurate on measurements and configuration.

WHERE?
Where is the door located? What are the conditions? Is weather or temperature a factor?

WHY?
Why are we replacing this? Is it rusted out? Falling apart? Has it been hit and damaged? Too slow? Broken into? Need security or performance upgrade? Does it not function due to hardware or electrical issues? Was it the right door for the application, originally? Did the application change?

HOW?
How many times per day is this door cycled? How long do I want this product to last? How do I function (what issues are caused) if the door is down/compromised? How would you make the decision, if budget was not a concern - what would be the right solution?

Once these and their follow up questions are asked (and answered), the process of determining the correct door system can be discussed. Of course, longevity, the value equation, peace of mind, safety and security all play a role in this determination.

This question series is a help-guideline for a facility manager to determine the correct door system to be used to replace an overhead door. It is a brief outline of some helpful thoughts that go through the mind of a good consultant. These will help you to properly direct the configuration of your next door system.

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PREVENTIVE *DOOR MAINTENANCE* PROGRAM

WHO?
Who will be the contact in charge of organizing and managing the process, and answering questions? Will I do this in-house or contract a door service firm?

WHAT?
What type of doors do I have? What are the categories? What are my most common issues and is it better to implement "preventive maintenance" or rely on a "break-and-fix philosophy?"
TYPE EXAMPLE: Pedestrian, Overhead, Fire Rated, High Speed, Dock Equipment, ADA Doors, etc.

WHEN?
When is the best time to perform scheduled service on my doors? Winter months? Summer months? Slower business cycle? Before busy/winter season?

WHERE?
Where is each door located? Do I have identity of each door on a MAP or FLOOR PLAN? Where will I keep my documents for easy access?

WHY?
Why are we putting this program in place? Am I experiencing unpredicted door issues that are causing productivity issues? Do I have safety or security issues that could be addressed? What is my goal/outcome with this program?

HOW?
How critical is each door to my operation and productivity? How many cycles does each door get? How often should each be serviced?

Once these and their follow up questions are asked (and answered), the process of determining the correct door service program can be discussed and put together.

This question series is a help-guideline for a facility manager to determine the fundamental components of a door service program. It is a brief outline of some helpful thoughts that go through the mind of a good consultant. These will help you to properly direct the configuration of your next preventive door maintenance program.