



## Installation Instructions for Overly GSA Class 5-A or 5-V Standard Vault Door Pair

### General Information

The primary purpose of the Overly Class 5 Security Vault Door is to provide protection of records and other valuable or sensitive material against burglary and/or surreptitious attack. If installed as directed the Security Vault Door and Frame unit meets Federal Specification AA-D-600D (Class 5-A or Class 5-V). The frame is a clamp-on design and is not intended to be filled with grout after installation.

Each Overly Class 5 Vault Door unit is shipped in one palletized container of GSA approved dimensions. The container will contain two (2) doors and a frame; an inside, three-piece clamping frame appropriate for the masonry wall thickness specified in the purchase order; and other materials required for installation. Net weight for the Class 5 unit is about 2450 lbs. Its shipping weight is about 2800 lbs.

If a GSA standard Day Gate Pair was specified, it is also shipped in the container along with modified inside clamping frame sections. It adds 240 lbs. to the shipping weight.

### Masonry Opening

The Masonry Opening Dimensions for these doors must have a minimum width of 87" and a maximum width of 89", a minimum height of 82" and a maximum of 83" from the finished floor.

***Prior to unpacking the Vault Door, check the masonry opening to verify that it complies with the above dimensions as shown in Figure 1.***

### Installation Procedure

1. Clear all debris and foreign matter from around the opening, both on the wall

and floor.

2. Remove the lid from the container to expose the door unit. Remove all internal packing and check that the following items are included:
  - A. Vault Doors and frame unit with stainless steel spreader permanently attached to the bottom of the frame. (**Do not remove spreader.**)
  - B. Two (2) Inside Clamping Frame Vertical Jamb sections, notched at one end. (Top End.)
  - C. One (1) Inside Clamping Frame head section, notched at each end.
  - D. One bag containing eighteen (18) 1/2" diameter by 1-1/2" long hex head bolts and flat washers for attaching the back frame sections.
  - E. Two (2) aluminum thresholds, notched at each end with 1/4" diameter by 1-1/2" long flat head stainless steel mounting bolts and four expansion shields.
  - F. Two (2) door stops, with related screws and anchors.
  - G. One Temporary Installation Kit, consisting of two (2) 1-1/2" x 2-1/2" wood spreaders, one (1) 2" x 4" wood temporary clamping bar (with two drilled holes) and two (2) lengths of 1/2" diameter all thread with nuts and washers.
  - H. One sealed envelope marked "**Confidential Information**", which contains combination lock instructions, and change key. This sealed envelope also contains two (2) "**Emergency Release Keys**", one of which must be supplied to the inside installer before the door is hoisted into the opening. (See point 4).

3. Lay the container flat on the floor with the bottom end of the doors adjacent to the opening into which the doors are to be installed.
4. Place one installation person inside the vault with a flashlight, a pry bar, vise grips, hammer, a 3/4" flat open-end wrench or an adjustable wrench, the complete temporary installation kit (as described in part 2.G above), an emergency release key, and the three inside clamping frame sections. It is advisable to provide ear plugs where necessary.

**Note: Emergency Release Key MUST be supplied to inside installer.**

5. Raise the door unit into the vertical position in the doorway and insert into opening. A forklift or chain hoist may be used to raise the door into position; however, be careful to protect the surface of the door if pushing with a forklift or attaching straps or chains. The inside installer should use the pry bar to guide the unit into place.
6. The inside installer inserts the two all thread rods into the anchor blocks located on the interior side of each jamb, approximately 33" from the top. Tighten them and remove the nuts and washers. Place the Temporary Clamping Bar over the all thread and secure the door in position, using the two nuts and washers that were supplied.
7. The forklift or ratchet hoist and any additional equipment used to raise the door into position may now be removed as the door is effectively clamped into the opening.
8. Have the inside installer insert the two wood spreaders. Upper spreader is placed 18" down from the top of the frame. Lower spreader is positioned 18" from the floor. The spreaders must be maintained in position throughout the plumbing and shimming operation.

9. The outside installer, using a 6' or 8' spirit level, places it:
  - A. Across the frame head flange, to ensure that it is dead-level horizontally. If not, use a pry bar and shims at bottom of appropriate jamb to achieve a true horizontal condition.
  - B. On the face of the jambs, to ensure that each side is in a true vertical position. If not use shims behind the outer flange.
  - C. On the edge of the hinge jamb flange, to ensure that it is truly plumb.

10. The inside installer, using a 3/4" flat open-end wrench, extends the 12 vertical jamb adjustment bolts until they contact the wall snugly.

***Do not torque; racking in the frame may occur and cause binding.***

11. The outside installer then checks the edges of the vertical jamb flanges to ensure they remain plumb. If not, instruct the inside installer to tighten or loosen adjusting screws until both sides are plumb.
12. Inside installer is to work across head of frame, tightening the adjustment bolts.
13. Open the active door by pressing down on the lever handle. Using only moderate force, test for free movement of locking bolts and door within the frame. This unit was pre-hung in the factory and inspected for free and easy movement of all parts. Locks are shipped in the unlocked or open position. Always cycle the lock prior to closing the door to a locked position to ensure proper functioning. Open the inactive door by operating the flush-bolts.

***\* NOTE: Do not attempt to force the outside lever handle downward as it contains a shear pin that will break, rendering it inoperable. Excessive force on the inside handle when***

***following "Emergency Escape" procedure may damage it.***

14. If door does not open easily, one of two conditions has occurred:
- A. Frame has slipped out of alignment. Double-check frame placement with spirit level and make appropriate adjustment.
  - B. Someone has manipulated the combination dial from its factory setting, locking the door. This can be determined if the inside installer, following "**Emergency Escape**" procedure is able to unlatch and open the door.

***Factory preset combination must be dialed and lock bolts retracted following procedure described under the section of the instructions entitled 'Activating Combination Lock at Factory Settings.'***

15. After the doors are operating freely, have inside installer verify that all of the adjustment bolts are still in contact with the wall. Do not over-tighten and warp the frame.
16. Take the inside Clamping Frame Head section and insert it into position. Install the 1/2" diameter x 1-1/2" long hex bolts and washers in each location. Using an open-end, box end or socket wrench, tighten the bolts until they are snug. At this point the door is firmly secured into the opening and the clamping bar. The temporary clamping bar and spreaders may be removed.
17. Install the 2 vertical jamb sections in the same manner as the head section. Install and snug all 1/2" diameter x 1-1/2" long hex bolts. To final torque bolts, turn each bolt approximately 1/2 turn.

***Do not apply excessive torque on the bolts as this could deform the back frame and damage the unit. If the door has been installed correctly and***

***is plumb in all directions, it should now open easily and freely.***

#### **Avoid Lockouts**

**Maintain one person inside the vault while working on the door or manipulating the combination lock. This person can override the combination by following the Emergency Escape Procedure printed on the label on the face of the access panel. Setting of the combination should be done only by a qualified Vault Door and safe specialist. Overly will not pay charges for correcting lockouts.**

18. With the doors in the open position, place the aluminum threshold on either side of the stainless steel spreader between the jambs. Mark the floor at each hole location in the thresholds and floor strike, drill 1/2" diameter holes to receive expansion shields and install the thresholds and strike with the supplied fastener.
19. Install doorstop.

### **Activating Combination Lock at Factory Settings**

The Overly door is equipped with a GSA approved, Style K key change combination lock. The lock has a factory-applied seal that will break if the back cover of the lock is removed. Combination changes are made without removing the cover.

All doors are shipped with factory preset combination and with lock bolt in retracted position to simplify early stages of door installation. In this condition both the interior and exterior handle should turn downward freely.

Should someone inadvertently or maliciously manipulate the dial, locking the door, the factory set combination should be re-dialed and the lock bolt retracted. Refer to the lock manufacturer's Instruction Manual enclosed in the "**Confidential Information**" packet for factory settings.

## Changing Combination from Factory Setting or to a New Setting

Instructions for changing the combination from the factory setting, or to a new setting, maintenance instructions, and the key change are in the packet marked "**Confidential Information**". The installer shall give this directly to the buyer or his security officer.

Resetting from the factory combination should only be accomplished by or under the supervision of a qualified safe or Vault Door specialist.

Instructions for changing Kaba Mas or S&G lock combinations can be located on the DoD Lock Program website at: <http://www.navfac.navy.mil/go/locks>.

## Operation

Overly Class 5 Security Vault Doors operate in the same manner as most swinging doors: unlock, depress lever handle to retract locking bolts, and then swing door open. The complicating factor in the operation of this door as opposed to operating a standard key lock door is the need to release the bolt work through operation of a combination lock. (see "**Activating the Combination Lock**" above).

Closing the door automatically throws the bolts but does not activate the combination lock. To lock the door, the combination lock dial must be turned several revolutions in each direction to scramble the combination and activate its locking mechanism. This may also be done while the door is open, permitting the door to be secured automatically upon closing. This feature is unique to Overly Class 5 Vault Doors.

As a final test, depress the lever handle several times to verify that the combination lock is engaged. Cycle the door and lock mechanisms several times to ensure all functions are correct and reliable. If the lever handle allows the door to reopen, or any other malfunctions are observed, the security officer should be notified immediately.

## Lockout Procedure

Overly's Vault Door product line is designed to be absolutely secure and to provide many years of trouble-free service. However, things do wear out and break; and unauthorized customer originated repairs to a malfunctioning Vault Door can damage the door beyond repair and/or void the warranty by Overly or the manufacturer of the combination lock. Note that warranties on locks are supported by the lock manufacturer and do not cover locksmith fees. Overly Door Company DOES NOT provide warranties for the locks.

***Do not attempt to repair an Overly Vault Door without prior approval from Overly Door Company.***

Please read the instructions below and keep for future reference. Follow them if you encounter a problem.

### **For Class 5-V Vault Doors with Kaba Mas locks:**

Contact the 24-hour service call-back system technical service department at Kaba Mas-1-800-950-4744. During normal working hours their support technicians will diagnose the problem and, if needed, suggest arrangements for a qualified locksmith. Non-compliance with this procedure may void the lock warranty. Kaba Mas' web address is <http://www.Kaba-Mas.com>.

### **For Class 5-A Armory Doors with Sargent & Greenleaf locks:**

Contact the Customer Service Department at Overly Door Company-1-800-979-7300 between the hours of 8:00 a.m. and 5:00 p.m. EST. A qualified person will diagnose the problem and, if needed, suggest arrangements for a qualified locksmith. Non-compliance with this procedure may void the lock warranty.

## Maintenance

The only maintenance required in normal operation of the Class 5 Security Vault Door is an annual lubrication of the hinges with Texaco MARFAK No. 2 multi-

purpose grease, or equal, to ensure smooth operation of the door swing.

Normal operation of the combination lock requires no additional lubrication, although, over a period of years, some stiffness may be observed when rotating the lock dial. If this occurs, it is suggested that a qualified Vault Door Specialist be called to inspect and service the lock.

If the door should develop a binding problem, either with the bolt work or swing function, please call a vault specialist to determine the cause. Any adjustments should be undertaken only under the supervision of a qualified Vault Door Specialist.

## Day gate Installation

If a GSA day gate was specified, it is shipped in the same container as the Class 5 Security Vault Door. Set the day gate aside until the Vault Door installation is complete.

### The following elements have been provided:

- Drilled and tapped holes in the hinge side of the inside clamping frame for installation of the day gate pivots.
- A punched recess in the strike side of the inside clamping frame to receive the deadbolt.
- The day gate is equipped with a Schlage No. B662 series deadlock keyed both sides or Schlage B660 keyed one side with a thumb turn on the other. The gate is shipped with the lock bolt in the retracted position and with Oilite pivot bushings in place.
- The day gate pivots and mounting screws are in a plastic bag in the crate. The security keys are in the “**Confidential Information**” packet.

### To install:

1. Install bottom pivot with supplied machine screws.
2. Insert bottom of day gate onto bottom pivot.
3. Insert top pivot into top of day gate, then mount pivot with machine screws supplied.
4. Swing day gate, adjust as needed.

## Warranty

All Overly Class 5 security Vault Doors are warranted to be free from defects in material and workmanship for a period of one-year from the time of installation or fifteen-months from the original ship date, whichever comes first.

**PLEASE DO NOT REPAINT THE VAULT DOOR. THIS WILL VOID THE WARRANTY.** The finish applied to the vault door is considered the final paint coat in accordance with the Federal Standard 595 required by Federal Specification AA-D-600D

This warranty **DOES NOT** cover malfunctions due to conditions beyond our control, such as improper use or negligent care of the equipment. Installation Services provided by other than Overly approved installers are not covered by terms of this warranty.

We are delighted that you have purchased an Overly Door Company Vault Door and want you to know that we are dedicated to customer service. When you follow the instructions above Overly and the lock manufacturer will honor all appropriate warranties. Failure to follow the instructions above may void all warranties.

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