Prescott Industries
PO Box 560, 14565 Industrial Pkwy, Aubrey, TX 76227
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Artisan - Attachment A
Care and Finishing of Wood Doors

To preserve the fine qualities of wood doors and a lifetime of superior service, proper storage, handling, finishing, installation and maintenance are very important. The following guidelines will help to maintain the high-quality products supplied by wood door manufacturers. Doors must be individually inspected and approved or rejected prior to signing delivery receipt.
Do not accept doors if damaged. Prescott Industries will not be liable for damages incurred during shipping.
Failure to follow Prescott Industries' care and finishing instructions will void the door's warranty.
All Prescott Industries' doors must be finished within 72 hours of installation to meet the manufacturer's warranty requirements.

Storage and Handling

1) Store doors flat on a level surface in a dry, well-ventilated building. Doors should not encounter water. Doors should be kept at least 4 inches off the floor and should have protective coverings under the bottom door and over the top. Covering should protect doors from dirt, water and abuse but allow for air circulation under and around the stack. Do not walk on doors or stacks of doors.
2) Avoid exposure of interior and exterior doors to direct sunlight. To protect doors from light damage after delivery, opaque wrapping of individual doors may be needed.
3) Do not subject interior or exterior doors to extremes of heat and/or humidity. Buildings where humidity and temperature are controlled provide the best storage facilities. HVAC systems should be operating and balanced.
4) Doors should always be handled with clean dry hands or while wearing clean dry gloves. Doors should be lifted and carried when being moved, not dragged across one another.
5) If stored on a job site, all 6 sides must be sealed with an effective oil-based sealer to prevent moisture absorption.

Cleaning and Touch Up

1) Inspect all wood doors prior to hanging on the job. Repair noticeable marks or defects that may have occurred from improper storage and handling.
2) Field repairs and touch ups are the responsibility of the installation contractor upon completion of initial installation. Field touchup shall include the filling of exposed nail or screw holes, refinishing of raw surfaces resulting from job fitting, repair of job inflicted scratches and mars and final cleaning of finished surfaces.
3) When cleaning door 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 door finish.

Exterior Finishing

1) Hang the door before finishing and then take down to properly finish.
2) Prior to exterior exposure, doors must be finished with a complete finish system.
3) Wood is hygroscopic and dimensionally influenced by changes in the moisture content caused by changes within its surrounding environment. All surfaces must be finished equally. Doors must be dry prior to finishing.

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4) Adjust or align components before finishing. Wood panels can float and may be knocked into alignment with a wood block and hammer. Be careful not to damage the door. Any shrinking or movement of panels is not considered a defect.
5) Doors 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 120, 150, or 180 grit sandpaper. Solid core flush doors, due to their weight naturally compress the face veneer grain while in the stack. Therefore, sanding of the overall surface will be required to open the veneer grain to receive a field applied finish evenly. To avoid cross grain scratches, sand with the grain.
6) After sanding, clean door with a cloth to remove all dust or foreign materials. Do not use abrasive cleaners.
7) Certain species of wood may contain extractives which react unfavorably with foreign materials in the finishing system. Do not use steel wool on bare wood, rusty containers or any other contaminate in the finishing system.
8) Door manufacturers are not responsible for the final appearance of field-finished doors. It is expected that the painting contractor will make adjustments as needed to achieve desired results.
9) All exposed, unfinished wood surfaces should be finished, and all 6 sides finished and sealed all in the same manner. Cutouts for hardware in exterior and interior doors should be sealed prior to installation of hardware.
10) Dark colored finishes should be avoided on all surfaces if the door is exposed to direct sunlight to reduce the chance of warping or veneer checking. A dark color stain or paint can void the warranty.
11) Water based coatings on unfinished wood may cause veneer splits, highlight joints, and raise wood grain.
12) Prescott Industries does not evaluate all the available paints, stains or application requirements. Contact your paint dealer for the system best suited for your environment. Select only top-quality finishes and follow all the finish manufacturer's instructions.
13) Exterior Stain Finish – Select an alkyd-resin base and NOT a lacquer-based finish system. Use an exterior grade product. Use a wood conditioner to prepare the wood. Apply a stain coat and then the second coat should be a sanding sealer. There should be at least 3 topcoats in addition to the base stain coat. Do not sand between coats of clear acrylic.
14) Exterior Paint Finish – Use either an oil base or acrylic resin base exterior grade paint. Oil base paints give more resistance to water. Seal with a good quality oil base primer followed by two topcoats of either an oil base or acrylic resin base paint. The two should be designed to work together. Bridge finish from face of door to moulding, ensuring there is no gap between moulding and surface of the door. Bridge finish as noted above on inside of panel area where moulding meets panel and/or glass. Ensure all moulding miters are well-coated, leaving no gaps.
15) On doors that are glazed with clear glass, the finish used should be flowed from the wood slightly onto the glass to protect against water leakage and protect the glazing putty compound from drying out. Also, use silicone or caulking bead (compatible with paint) around the perimeter of each glass pane and wood panel.
16) It is the finisher's responsibility to protect glass prior to and during the finishing process.

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17) For exterior doors, silicone the door bottom sweep onto the bottom of the door and apply a surface mount drip cap to the bottom of each door to allow for moisture runoff on to the seal.
18) For exterior applications that are outswing units, prior to finishing the top of the inactive door, be sure to fill the mortise pocket around the flush bolt prep with silicone or caulking. Moisture has a history of pooling up in this area on outswing units. Consider a thin layer of metal across the top of the door to keep moisture from direct contact with the wood door.
19) If a storm door is used, it must be vented to eliminate temperature build-up and ensuing moisture problems.
20) Caulk at the sill to jamb connection. Use corner pads where sill meets jamb. Flood flush bolt hole in sill with caulk or silicone.
21) For interior applications, a solvent base, or water-base system can be used. A pre-sealer should be used if painting with a brush. Use a minimum of two topcoats over stains. If painting, doors should be sealed with a good quality bare wood primer followed by two topcoats of a solvent base or acrylic enamel.
22) Certain wood fire doors have fire retardant salts impregnated into various wood components that are 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 to below 11% and remove the salt crystals with a damp cloth followed by drying and light sanding.

Installation

1) Do not install doors in buildings that have wet plaster or cement.
2) The utility or strength of the doors must not be impaired when fitting to the opening, in applying hardware, in preparing for lites, louvers, plant-ons, or other detailing.
3) Use two hinges for solid core doors up to 5 feet in height, three hinges up to 7 feet in height and four hinges on doors over 7 feet in height. Use heavy weight hinges on doors over 175 pounds.
4) The maximum clearance between the top, hinge edge and lock edge to the frame and meeting edge of pairs of doors is 1/8”.
5) All hardware locations, preparation and methods of attachments must be appropriate for specific door construction. Templates for specific hardware preparation are available from hardware manufacturers or their distributors.
6) When lite or louver cutouts are made for exterior doors, they must be protected in order to prevent water from entering the door core.
7) 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 to be used on wood doors.
8) In fitting non-rated doors for height, do not trip top or bottom edge by more than ¾” unless accommodated by additional blocking.
9) Trimming of fire-rated doors must be in accordance with NFPA 80.
10) Doors and door frames should be installed plumb, square, and level. Allow for adequate clearance for swelling door or frame in damp weather. Allow approximately 3/16” clearance for swelling when the door is installed in fully dry condition.

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11) Any exterior door must be installed under an overhang, or the warranty is voided. At a minimum the overhang should project a distance from the structure equal to the distance between the bottom of the door to the top of the door.
12) Immediately after cutting and fitting and before installing, seal all cut surfaces and ends of door with a quality sealer.

Adjustment and Maintenance

1) Ensure 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 and adjust all hardware to ensure that it continues to function as it was originally intended.
3) Finishes on exterior doors may deteriorate due to exposure to environment. To protect the door, it is recommended that the condition of the exterior finishes be inspected at least once a year and re-finished as needed. Both exterior and interior finishes will change color over time.
4) Over time, small imperfections may appear, and the door may shrink or swell slightly as the surrounding climate changes. These are not considered defects and do reflect the natural aging process of a wood door. Using the correct finish and ensuring an adequate overhang minimize these occurrences.
5) Do not install a storm door in front of exterior wood doors.

Fire Door Installation Instructions

1) Tampering or removal of the metal fire label will void the rating of the door.
2) Mortised butt hinges must be attached with threaded-to-the-head #12 x 1-1/4 steel screws. Pre-drill 5/32" x 1-1/8" pilot holes for all screws.
3) Jobsite modifications are restricted to function holes for mortise locks, holes for labeled viewers, maximum ¾" undercutting of book height doors, protection plates, and preparation of surface applied hardware.
4) Install locks and latches using not less than no.8 threaded-to-the-head steel screws with constant diameter wood thread. Pre-drill 1/8" diameter pilot holes for no. 8 screws.
5) Surface mounted hinges, closers, holders, and exit devices must be attached with steel through bolts.
6) For further information refer to the latest edition of NFPA-80.
7) Failure to use proper hardware or pre-drill correct pilot holes will void the certification and warranty.