



# Door Care & Maintenance Guide

# Congratulations

on the installation of your new doors from The Baut Studios, Inc.

With BAUT doors operating in the field for over 60 years, your new doors are an investment that will give you many years of reliable service.

Simple care and maintenance will keep your doors looking and functioning as wonderfully as they do today for years to come.

We have created this guide which features routine care and maintenance guidelines as well as procedures for minor door adjustments should they be necessary.

If you have any additional questions or require a door adjustment or repair, please call to arrange an appointment. We will be happy to assist you however we can.

Thank you for your purchase. It has been a pleasure to serve you.

Sincerely,

**Peter A. Baut**, President

**James L. Baut**, Vice President

**Gary C. Walp**, Plant Supervisor

**Bernard G. Kriso**, Installation Supervisor

**Shawn A. Wheaton**, Door Department



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# All *A-Baut* Your New Doors

The Baut Studios, Inc. is an over 95-year-old company specializing in functional artistic enhancements. We have been creating and installing inspired church entrances for over 60 years - successfully combining form, function, beauty, and durability in every product we create.

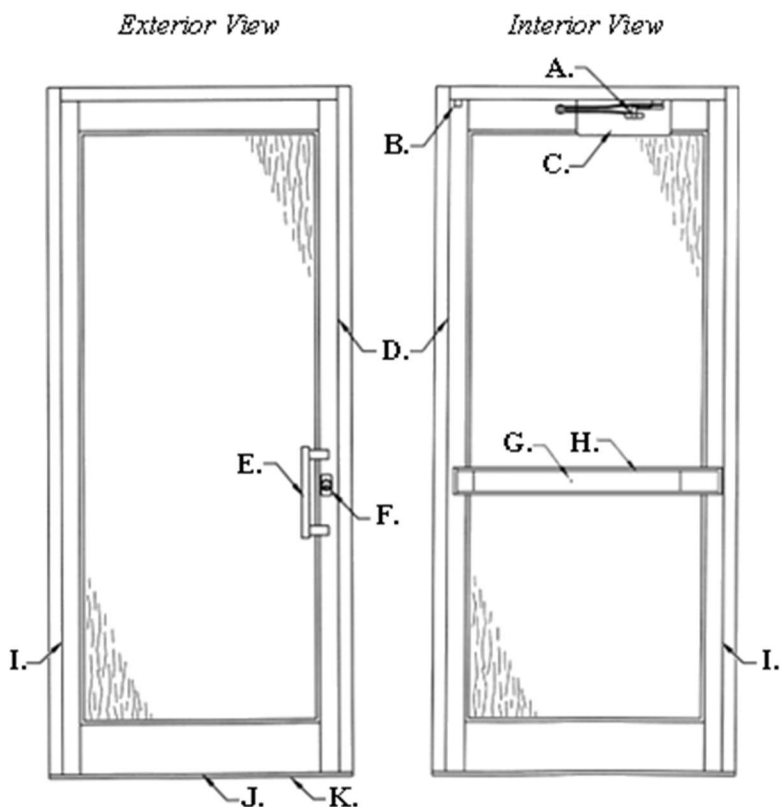
One thing that we have learned over the years is that you cannot skimp on the "build" features of the doors themselves - our doors must function properly and make an artistic statement. Consequently, the "Structural Features" of BAUT doors are many and unique. Regardless of the shape, finish, or artistic styling selected, all BAUT doors come standard with the same heavy-duty hardware, including:

- Adjustable Astragals
- Heavy-duty Closers with Hold Open Devices
- Concealed-rod Touch-bar Panics
- Full-length Continuous Hinges
- ADA-compliant Thresholds

Our specially chosen hardware will be able to withstand many years of continuous use; however, to maintain optimum performance, some minor maintenance is required. Lubricating the trigger mechanism, washing away excess rock salt, and examining caulking beads are some examples of easy maintenance that will take only a few minutes to perform. By taking a proactive approach, you can avoid future problems and extend the lifetime of your entrance.

For your reference, *Diagram 1* details the many different hardware components of your door. Details regarding their use, operation, and maintenance will be outlined throughout this guide.

## Diagram 1: Standard Hardware — Exterior Keyed Door



A. Hold Open Device B. Trigger C. Closer D. Astragal E. Handle  
F. Lock Cylinder G. Interior Hex Key Cylinder H. Panic I. Hinge  
J. Bottom Rail Weatherstripping K. Threshold

## Maintenance Kit

Break-in periods, seasonal changes, and personal preferences may make door adjustments necessary. While we are more than happy to come and service your doors, many minor adjustments can be performed with relative ease. To help facilitate your adjustments, we have put together the following kit that will be referenced throughout this guide.

Your Maintenance Kit includes the following:

- Door Key(s) with BAUT Keychain
- Dish Soap for Cleaning
- Allen Key for Closer Adjustments
- Hex Key for Panic Device Dogging
- Wrench for Bolt Adjustments

With these tools, you will be able to increase or decrease the closing speed of your door, correct issues with the latch mechanism, and preserve the finish for years to come.

### Diagram 2: Maintenance Kit Contents



We hope that you find the following information useful. We recommend that you review each section carefully before attempting to service your doors. If you have any questions or require assistance, please call us at 570.288.1431.

# Use and Operation

## Astragal

The adjustable astragal has an internal spring mechanism and exterior weatherstripping that helps seal the gap between your door leaves to reduce visible daylight, drafts, and water penetration.

### *Gap Adjustment*

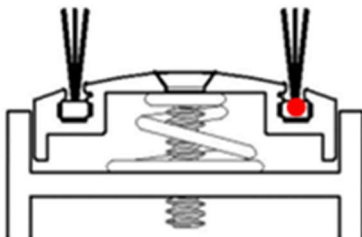
To adjust the gap between door leaves, turn the astragal screws a half-turn at a time clockwise to increase the gap or counterclockwise to decrease the gap. The screws can be adjusted independently.

### *Weatherstripping Replacement*

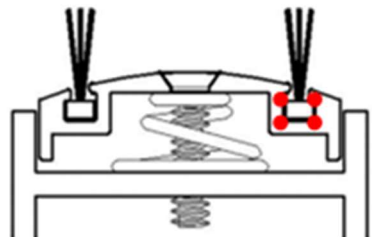
To replace the weatherstripping, take the astragal off the door by removing the screws along its length. Use a nailset to release the old weatherstripping by tapping open the crimped channel ends. Remove the old weatherstripping and pull the new weatherstripping through the channel. Cut the new weatherstripping flush to the length of the astragal. To secure, re-crimp both ends of the channel by tapping the corners of the channel using your nailset at a 45° angle.

### **Diagram 3: Weatherstripping Replacement**

*Tap the location of the red dot(s) with your nailset, to:*



*Release Old Weatherstrip*



*Secure New Weatherstrip*



# Closer

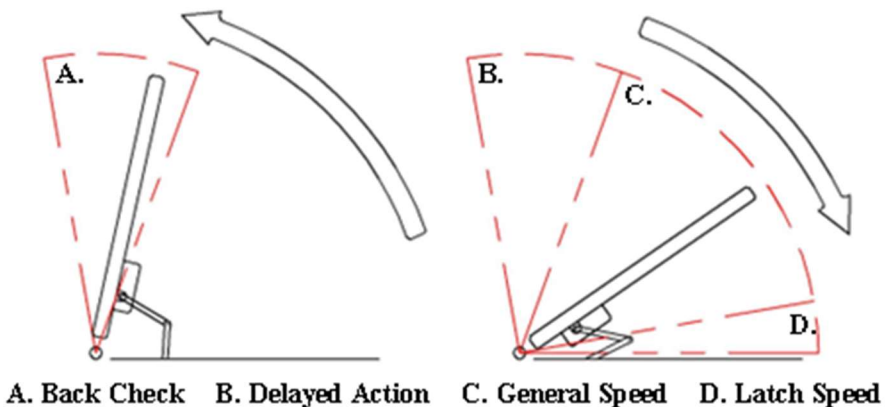
The Closer uses spring tension and hydrolytic pressures to modulate the speed at which the door closes. This helps control how far the door can swing open and the force at which it will close.

The Closer has several settings to adjust to close the door properly, including:

- Back Check
- General Speed
- Latch Speed
- Delayed Action
- Spring Adjustment

As seen in the diagram below, the Back Check controls the amount of resistance felt when opening the door past 70°. This prevents the door from slamming into an adjacent wall. General Speed controls the speed of the door from fully opened to nearly closed. Latch Speed controls the speed of the door immediately before it closes. The Delayed Action feature is primarily used for individuals in wheelchairs. It slows the door while it moves from a fully opened position to 70° to allow for more time to get through the opening.

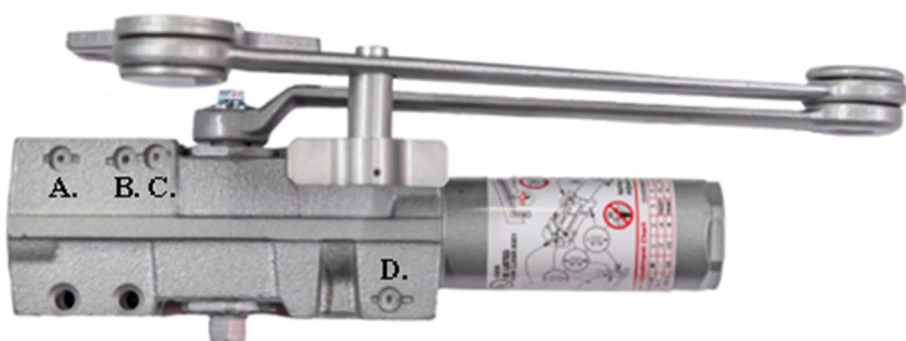
**Diagram 4: Closer Adjustment Zones**



The Spring Adjustment controls the overall force required to open/close a door. This number is set by the width of the door and its weight. This setting should not be changed after installation.

A properly functioning door should take between 5 to 7 seconds to close from a 90° open position. Our experienced installers will ensure the closer is functioning properly before they leave; however, break-in periods, seasonal changes, and personal preferences can make adjustments necessary. Use the below diagram to identify the appropriate regulating screw for adjustments.

### **Diagram 5: Closer Speed Regulating Screws**



**A. Latch Speed    B. General Speed    C. Delayed Action    D. Back Check**

### *Back Check*

To adjust the back check, you must first push the door open to assess resistance when opening past 70°. If there is too much resistance, or abrupt back check, the door will not open fully and can hit someone walking through it. If there is too little resistance, the door can swing open further than intended and hit an adjacent wall.

Once you have assessed the setting, close the door and remove the closer body cover. Using an Allen key, turn the back check screw a quarter-turn at a time clockwise to increase resistance and counterclockwise to decrease resistance. Assess the back check after each adjustment by checking the resistance to opening past 70°.

**Caution:** Do not back out the screw beyond the face of the closer. It will leak hydraulic fluid and damage the closer.

### *Speed Adjustment*

To adjust the speed of the door, you must first identify which settings need to be modified by determining the number of seconds it takes for the door to close from a 90° open position. If it is more than 7 seconds, you will need to increase your general and latch speeds. If it is fewer than 5 seconds, you will need to slow down your general and latch speeds. If the door is slamming shut, you will need to reduce your latch speed. If the door will not fully close, you will need to increase your latch speed.

Once you have identified the settings you want to change, close the door and remove the closer body cover. Using an Allen key, turn the corresponding regulating screw a quarter-turn at a time clockwise to slow the speed and counter-clockwise to increase the speed. Check the settings after each adjustment by timing the closing speed of the door.

**Caution:** Do not back out the screw beyond the face of the closer. It will leak hydraulic fluid and damage the closer.

### *Delayed Action*

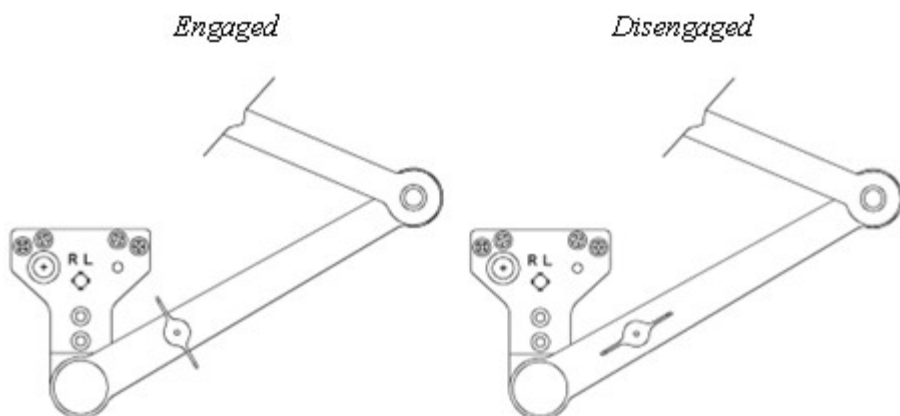
Delayed action can be increased or turned off depending on personal preferences. Using an Allen key, turn the delayed action screw a quarter-turn at a time clockwise to increase the delay and counter-clockwise to decrease the delay. Assess the delayed action after each adjustment by timing how long it takes to move from a fully opened position to 70°.

**Caution:** Do not back out the screw beyond the face of the closer. It will leak hydraulic fluid and damage the closer.

## *Hold Open Device*

Normal function of the closer will cause the door to automatically close after opening; however, the hold open device can be engaged to hold the door open at its maximum opening. To engage the hold open device, turn the lever perpendicular to the closer arm and open the door to its maximum opening. The door can be released by gently pulling on the door to close. The hold open device will only engage if the door is opened to its maximum opening. To disengage the hold open device, turn the lever parallel to the arm.

**Diagram 6: Hold Open Device**



## Panic

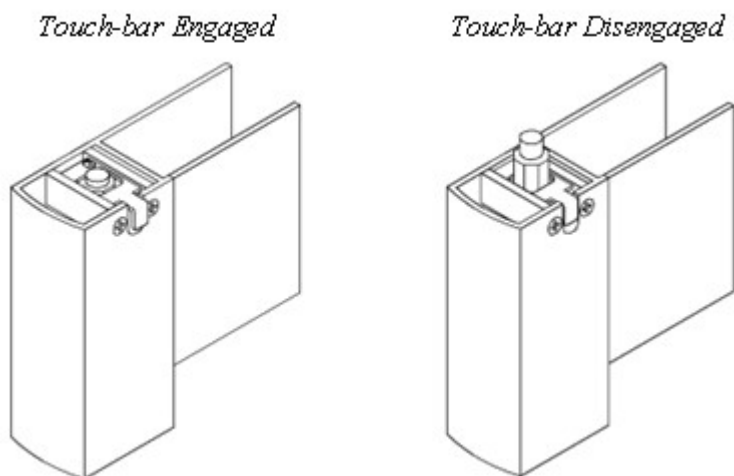
The Touch-Bar Emergency Panic Exit Device consists of several components that allow for the opening of the door, including:

- Touch-Bar Panic
- Trigger
- Bolts

As seen in the diagram below, when the touch-bar is not engaged, the bolts extend out of the door stile into the door frame which keeps the door closed. When the touch-bar is engaged, the trigger mechanism

retracts the bolts inside the door stile which allows the door to open. This functions independently from the exterior locking mechanism so that the door will always open from the inside.

### **Diagram 7: Trigger/Latch Mechanism**



Normal function of the panic will prevent the opening of the door from the outside; however, the latch mechanism can be disengaged, or dogged, so that the door can be freely opened and closed without engaging the panic for easy entry and exit. The doors can be dogged from the interior or exterior if the doors have an exterior key cylinder.

#### *Interior Hex Keyed Dogging*

To dog a door from the inside, insert the provided hex key into the interior cylinder and turn the key a quarter-turn clockwise. Depress the touch-bar, remove the hex key and release the panic. If performed correctly, the touch-bar will remain depressed and the latch mechanism is now disengaged. The door will open freely from the inside or outside without engaging the panic.

To undog a door from the inside, place your hand on the depressed touch-bar and insert the hex key into the interior cylinder. Turn the hex key a quarter-turn clockwise, release the panic, and remove the hex

key. If performed correctly, the touch-bar will no longer be depressed, and the latch mechanism will now be engaged. The door will remain locked until the panic is engaged.

### *Exterior Keyed Dogging*

To dog a door from the outside, partly open the door so that both the exterior key cylinder and the touch-bar are accessible. Depress the touch-bar and insert the door key into the exterior cylinder. Turn the key clockwise, release the panic and remove the key. If performed correctly, the latch mechanism will be disengaged. The door will open freely from the inside or outside without engaging the panic.

To undog a door from the outside, insert the door key into the exterior cylinder, turn the key counterclockwise and remove the key. If performed correctly, the latch mechanism will be engaged. The door will remain locked until the panic is engaged.

**Caution:** Exterior key dogging does not cause the touch-bar to remain depressed while disengaged. There will not be a visual indicator to alert you that the door is dogged and can be opened from the outside. Take care to ensure that the latch mechanism is re-engaged (i.e., the door will lock) after the need for dogging has ended.

# Care and Maintenance

Periodic maintenance of your BAUT doors will preserve their beautiful appearance and functionality for many years to come. In this section, we highlight key door components that require special attention. We recommend examining these components once every three months to adjust for seasonal changes and prevent problems before they can start. This should only take a few minutes per door.

You will need:

- Stepstool or Ladder
- Phillips-head Screwdriver
- Allen Key
- Wrench
- Stiff (Non-wire) Brush
- Silicone-based Spray Lubricant
- Silicone Caulking

**Note:** If you identify any issues during your inspection that cannot be resolved using our *Troubleshooting* section on page 15, call us at 570.288.1431 to schedule service.

## Astragal

Follow the instructions in the *Gap Adjustment* section on page 4 to visually assess the gap between your door leaves. Adjust astragal screws, if necessary. Using a stiff brush, brush out the weatherstripping to remove debris and matting. Examine the plastic liner to ensure it is not torn. Replace weatherstripping, if necessary, following the instructions in the *Weatherstripping Replacement* section on page 4.

## Closer

Follow the instructions in the *Speed Adjustment* section on page 7 to test the closing speed of your door to ensure it is operating within our recommendations (5-7 seconds to close from a 90° open position). Adjust speeds, if necessary. Check to make sure there is no hydraulic fluid or oil leaking from the closer body.

## Handles and Kickplates

Clean the handles and kickplates using a gentle cleaner (i.e., dish soap and water) and a microfiber cloth.

**Caution:** Never use brass polish or an abrasive cleaner on our brass-finish handles and kickplates. This will remove the clear coat and ruin the finish.

## Hinge

Clean the hinge using a gentle cleaner (i.e., dish soap and water) to remove any airborne particles trapped in the gear mechanism. Examine the hinge screws to ensure tightness to the frame and the door leaf. No additional lubrication is necessary after installation.

**Caution:** Do not paint the hinge. This will void the manufacturer's warranty.

## Lock Cylinder

Insert and turn the door key to assess functionality of the lock cylinder. If the lock is stiff when attempting to turn the key, spray a silicone-based lubricant into the keyway to lubricate the lock pins. Wipe away excess lubricant.



# Panic

Fully depress the touch-bar panic to ensure that the latch mechanism is functioning properly as illustrated in Diagram 7 on page 9. If a problem arises, follow our Troubleshooting section on page 15 to correct the issue.

# Threshold

Using a vacuum or stiff brush, remove debris from the grooves of the threshold. Wipe down exposed surfaces using a gentle cleaner (i.e., dish soap and water) and dry with a microfiber cloth. Examine the caulking on the front and back lips of the threshold. If the caulking is cracked or damaged, remove the old caulking, wipe the surface with isopropyl alcohol, dry and reapply using 100% silicone caulking in an aluminum finish. Retighten screws and replace corroded or broken ones.

# General Cleaning

We recommend you clean your doors once every three months. To preserve the finish of your BAUT doors for years to come, it is critical that you only use gentle cleaning methods on all anodized or powder coated finishes. Do **not** use solvents or acidic, basic, or any abrasive cleaners. These treatments can damage the sealants, scratch the surface, or ruin the finish.

You will need:

- Dish Soap or Other Mild Detergent
- Soft, Non-abrasive Sponge
- Microfiber Towels
- Windex
- Pledge

To begin cleaning your doors, wet the entire surface with water from

top to bottom. Using a non-abrasive sponge, clean the surface with the dilute dish soap solution using mild pressure starting at the top of the door and working your way down. Clean all surfaces including the astragal, closer cover, handles, hinges, panics, and threshold. For stubborn stains, a nylon-scrubbing pad soaked in the dilute dish soap solution can be used. Thoroughly wash away all soap residue using clean water. Dry the surfaces using a microfiber towel to prevent streaking.

To clean glass panels, spray Windex directly on a microfiber towel. Using even pressure, wipe the glass surface clean with the towel and buff dry. Avoid getting Windex on the aluminum.

To shine your doors, spray Pledge directly on a microfiber towel. Using even pressure, buff the aluminum surfaces with the towel. Avoid getting Pledge on glass surfaces.

**Caution:** Spot treat in a concealed location before using any cleaning product. If using masonry cleaners near your doors, take great care to ensure the (typically) caustic cleaners do **not** come into contact with the aluminum during the treatment. Make sure to thoroughly wash away all masonry cleaner after treatment as rain can wash remaining residue onto the aluminum and permanently damage the finish.

### **Diagram 8: Avoid Solvents & Acidic, Basic, or Abrasive Cleaners**



# Troubleshooting

The following guide will help you solve some of the most common issues found by our repair crew in the field. If you are unable to resolve your issues or require replacement parts, call us at (570) 288-1431. We will be happy to assist you.

## Door Stays Ajar

Cause	Solution
Panic not fully engaged/top bolt not fully retracted	Follow the <i>Latch Mechanism</i> diagram on page 9 to identify the top bolt and turn the top bolt clockwise in ½ turn increments.
Debris in threshold	Follow the <i>Threshold</i> section on page 13 for instructions to clean the threshold and gasket.
Bottom bolt does not drop into threshold	Identify the bolt hole for the latch mechanism on the threshold. Remove debris and increase the inner diameter of the hole using a file.
Threshold screws failing/projecting above the threshold	Follow the <i>Threshold</i> section on page 13. Retighten or replace the screws if corroded or broken using 2" Philips flat-head screws.
Astragal is rubbing against the meeting stile	Follow the <i>Astragal</i> section on page 4 to increase the gap between the door leaves.

## Door Will Not Latch

Cause	Solution
Panic is dogged open from the exterior	Follow the <i>Exterior Keyed Dogging</i> section on page 10 for instructions to undog the panic.
Panic is dogged open from the interior	Follow the <i>Interior Hex Keyed Dogging</i> section on page 10 for instructions to undog the panic.
Trigger is not activated	Follow the <i>Speed Adjustment</i> section on page 7 for instructions to increase the latch speed of the closer.
Top bolt does not sit in the door frame	Identify the bolt hole for the latch mechanism on the door frame and increase the inner diameter of the hole using a file.
Top bolt does not project ½” beyond stile	Follow the <i>Latch Mechanism</i> diagram on page 9 to clean and lubricate the trigger and turn the top bolt counterclockwise in ½ turn increments.
Top bolt does not extend past the stile	Follow the <i>Latch Mechanism</i> diagram on page 9 to remove the trigger and turn the top bolt counterclockwise in ½ turn increments. Replace trigger.
Top and bottom bolt do not move	Follow the <i>Panic</i> diagram on page 21 to remove the panic housing. Attach the ‘J’ Clip to the Actuator Pin. Ensure Astragal Screws are not interfering with the Concealed Rod mechanism.

## Door Does Not Open When Panic is Depressed

Cause	Solution
Top and bottom bolt do not move	Follow the <i>Panic</i> diagram on page 21 to remove the panic housing. Attach the 'J' Clip to the Actuator Pin. Ensure Astragal Screws are not interfering with the Concealed Rod mechanism.
Top and bottom bolt project beyond the stile too much	Follow the <i>Latch Mechanism</i> diagram on page 9 to identify the top bolt and turn the top bolt clockwise in ½ turn increments.

## Door Does Not Stay in Hold-open Mode

Cause	Solution
Windy conditions	Physical device (i.e. door stop) may be require if wind is excessive.
Lever is disengaged	Follow the <i>Hold Open Device</i> section on page 8 and turn the lever perpendicular to the arm to engage.
Spring has coiled in housing	Follow the <i>Hold Open Device</i> section on page 8 and turn the lever counterclockwise 10-12 rotations.
Bearing/arm is worn	Replace the closer arm.

# Door Slams

Cause	Solution
Break-in period or seasonal weather changes	Follow the <i>Speed Adjustment</i> section on page 7 for instructions to increase the general and/or latch speed of the closer.
Closer leaking fluid	Replace the closer body.

# Warranty Information

All components as manufactured by The Baut Studios, Inc. shall be guaranteed for a period of five (5) years from the date of installation. This guarantee shall cover any portions of The Baut Studios, Inc.’s work that are defective and have not lived up to durability under normal usage. Vandalism, acts of God, and misuse are not covered.

Warranty work shall include the replacement and/or correction of items found to be defective. Periodic adjustments and preventive maintenance procedures are not considered warranty items.

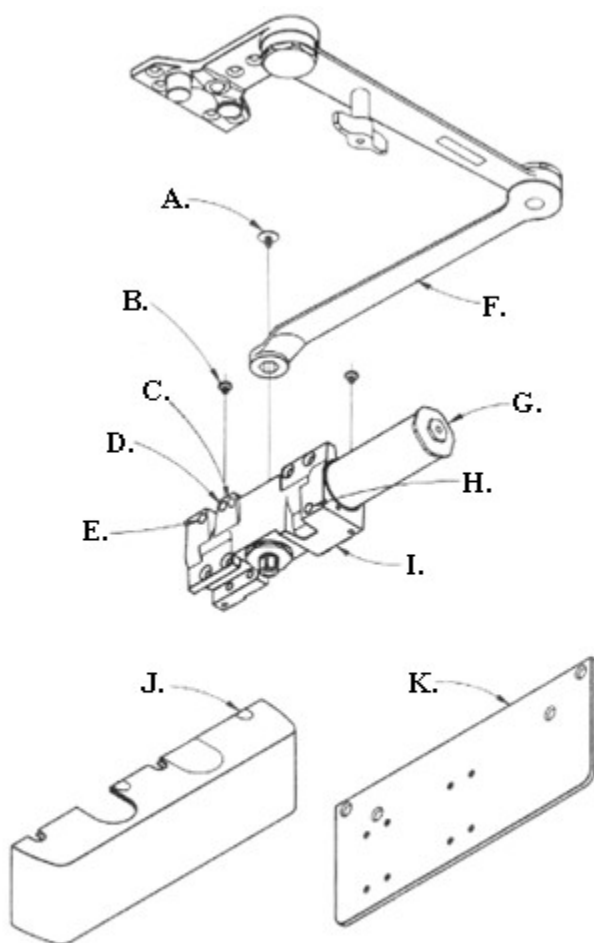
The warranties on the hardware components, as per our hardware manufacturers, are listed below and shall be in effect and cannot be enhanced. The information listed below is current as of January 2021.

Part	Manufacturer’s Warranty
Closer	3-Year Finish Limited Lifetime Mechanical
Handles	1-Year
Hinge	Life of the Opening
Panic	2-Year
Threshold	5-Year
Finish	5-Year Anodized 5-Year Powder Coating/Woodtone (Non-Coastal) 3-Year Woodtone (Coastal - Within 3 Miles)

# Reference Diagrams

## Closer

**Diagram 9: Closer Detail**

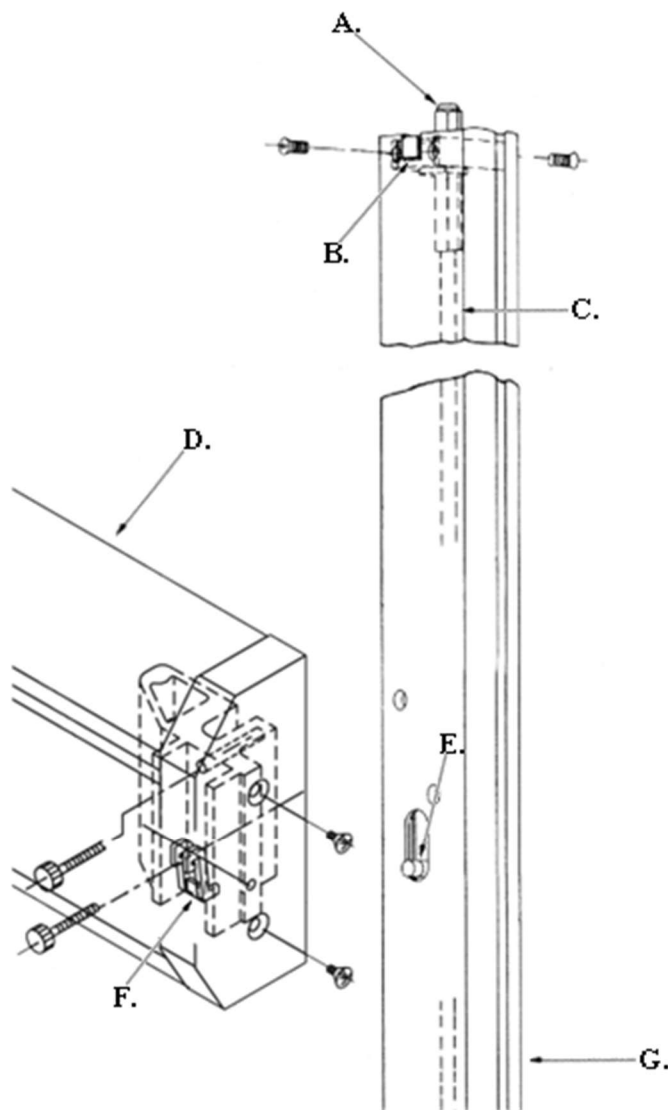


A. Shaft Screw   B. Cover Screw   C. Delayed Action   D. General Speed  
E. Latch Speed   F. Closer Arm   G. Spring Adjustment   H. Back Check  
I. Closer Body   J. Closer Cover   K. Drop Plate



# Panic

Diagram 10: Panic Mechanism Detail



- A. Top Bolt    B. Trigger    C. Concealed Rod    D. Panic Housing  
E. Actuator Pin    F. 'J' Clip    G. Meeting Stile



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