Appendix of Handouts

1. Gates 101 Info
2. Gates 101 Processes & Topics
3. Customer Contact Info
4. Areas of Responsibility
5. Gate Co-ordination Meeting
6. Drive Gate Bid Sheet
7. Hinge Beam Install Guide
8. Hinge Beam 1
9. Hinge Beam 2
10. Hinge Beam 3
11. Hinge Beam 4
12. Gate Hinge Adjustment
13. Man/Drive Gate Barrel Hinge
14. UL 325 Gate Standards
15. Who Gets In & How
16. Final Gate Walk Thru
17. Customer Maintenance Letter
18. Maintenance Agreement page 1
19. Maintenance Agreement page 2
20. Performed Maintenance Checklist
21. Branding- Drive Gate Photo
22. Branding-Man Gate
23. Branding Entrance Stair
24. Monthly Client Inquiry
25. Monthly Product Inquiry

My personal Contact Information:

Frank M. Finelli
Finelli Architectural Iron & Stairs
30815 Solon Rd.
Solon Ohio 44139
www.finelliironworks
finelli.frank@gmail.com
440-248-0050   office
440-724-8515   mobile
Gates 101

FINELLI
Architectural Iron & Stairs
Est. 1961

Cleveland, Ohio 44139
www.finelliironworks

Frank M. Finelli
Presentor
Gates 101

Basic Processes and Topics

The Inquiry......How do you handle?

* Who are you.....currently in this process?

* The Design.... and how to go about

* Know your Costs

*Automation and Basic Code

*Maintenance or Service Agreements

*Do you want to Brand who you are?
<table>
<thead>
<tr>
<th><strong>Product of Interest</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>o Interior Railings</td>
<td></td>
</tr>
<tr>
<td>o Spindles</td>
<td></td>
</tr>
<tr>
<td>o Exterior Railings</td>
<td></td>
</tr>
<tr>
<td>o Balconies</td>
<td></td>
</tr>
<tr>
<td>o Drive Gates</td>
<td></td>
</tr>
<tr>
<td>o Walk Gates</td>
<td></td>
</tr>
<tr>
<td>o Fencing</td>
<td></td>
</tr>
<tr>
<td>o Spiral Stairs</td>
<td></td>
</tr>
<tr>
<td>o Window Bars</td>
<td></td>
</tr>
<tr>
<td>o Wood Stairs</td>
<td></td>
</tr>
<tr>
<td>o Other</td>
<td></td>
</tr>
<tr>
<td>ITEM</td>
<td>PROVIDED BY</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>1) Hinge beam</td>
<td>Finelli</td>
</tr>
<tr>
<td>2) Hinge beam footer</td>
<td>Mason Contractor</td>
</tr>
<tr>
<td>3) Swing gates</td>
<td>Finelli</td>
</tr>
<tr>
<td><strong>ELECTRONICS:</strong></td>
<td></td>
</tr>
<tr>
<td>4) Surface mounted control box</td>
<td>Finelli</td>
</tr>
<tr>
<td>5) Ground rod at control box</td>
<td>Electrician</td>
</tr>
<tr>
<td>6) Entry system</td>
<td>Finelli</td>
</tr>
<tr>
<td>7) Gooseneck for entry system</td>
<td>Finelli</td>
</tr>
<tr>
<td>8) Footer for gooseneck</td>
<td>Finelli</td>
</tr>
<tr>
<td>9) Base plate for gooseneck</td>
<td>Finelli</td>
</tr>
<tr>
<td>10) Free exit loop (preform)</td>
<td>Finelli</td>
</tr>
<tr>
<td>11) Safety loops (preform)</td>
<td>Finelli</td>
</tr>
<tr>
<td>12) Shadow loop (perform)</td>
<td>Finelli</td>
</tr>
<tr>
<td>13) Hydraulic operators</td>
<td>Finelli</td>
</tr>
<tr>
<td>14) Photo eyes</td>
<td>Finelli</td>
</tr>
</tbody>
</table>
Gate Co-ordination Meeting

Who should be involved in our site Meeting?

Your Mason Contractor:
- To discuss the pier design and sizes. This information is critical for the hinge post fabrication. Also to discuss the concrete footings as they work with the hinge post.

Your Electrician:
- To discuss power requirements, phone line requirements, conduit requirements and locations of devices and panel boxes.

Your Security Company:
- To discuss the ability to have the gates open upon an alarm drop, be it security or medical

Your Home Automation Company:
- To discuss the potential of your home automation system interfaced to open and monitor your gate

You:
- Most importantly you-so you are informed and kept in the loop as the considerations that need to be made with regard to your system. We also like you to be involved so that you know what to expect

Our Gate Technician:
- To inform and to answer any questions

Your Finelli Sales Representative:
- To co-ordinate information and events
### DRIVEWAY GATES, HINGE BEAMS & HINGE POSTS

**STANDARD FEATURES:** 2 X 2 TUBE FRAME, 2 X 1 CHANNEL, UP TO 3/4" SQ. TUBE, LARGE HINGES, PRIMED & PAINTED BLACK OR BRONZE. INCLUDES INSTALLATION 3 MEN WITHIN ONE HOUR TRAVEL. **ONE YEAR WARRANTY INCLUDED**

<table>
<thead>
<tr>
<th>HINGE BEAM IMBEDDED</th>
<th>STANDARD</th>
<th>BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Must allow 4-6 weeks lead time for installs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HINGE BEAM FOR CENTER OF MASONRY COLUMN inc. metalizing</td>
<td>16.0 hr each</td>
<td></td>
</tr>
<tr>
<td>HINGE BEAM-DELIVERY &amp; INSTALLATION REVIEW W/ MASON</td>
<td>3.0 hr.</td>
<td></td>
</tr>
<tr>
<td>Hinge beam bolt down to footer, install</td>
<td>6.0 hrs. each</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HINGE POST EXPOSED</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hinge post steel, 6 x 6 x 6 x 1/4 wall with Ball Cap</td>
<td>11.0 hrs.</td>
<td></td>
</tr>
<tr>
<td>Raised panel hinge posts</td>
<td>30.52 hrs.</td>
<td></td>
</tr>
<tr>
<td>Hinge Post install, bolted to footer</td>
<td>6.0 hrs. each</td>
<td></td>
</tr>
<tr>
<td>Hinge Post install, includes digger &amp; concrete</td>
<td>22.0 hrs.</td>
<td></td>
</tr>
<tr>
<td>SANDBLAST &amp; METALIZE 4 x 4 or 6 x 6 posts</td>
<td>3.03 hr. each</td>
<td></td>
</tr>
<tr>
<td>HAUL AWAY ANY SPOILS</td>
<td>2.94 hrs.</td>
<td></td>
</tr>
<tr>
<td>Additional caps, straps or tie backs</td>
<td>1.0 hr. per each item</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DRIVEWAY GATE</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BASE PRICE:</td>
<td>0.50 hrs.</td>
<td></td>
</tr>
<tr>
<td>ARCHED TOP (INCLUDES BOTH LEAVES)</td>
<td>4.94 hrs. per line</td>
<td></td>
</tr>
<tr>
<td>ADDITIONAL CHANNEL, PER LINE</td>
<td>0.17 hrs. per ft.</td>
<td></td>
</tr>
<tr>
<td>FINIALS</td>
<td>0.17 hrs. per ft.</td>
<td></td>
</tr>
<tr>
<td>SOLID PICKETS 1/2, 5/8, 3/4</td>
<td>0.17 hrs. per ft.</td>
<td></td>
</tr>
<tr>
<td>CIRCLES IN GATES (DOES NOT INCLUDE EXTRA CHANNEL)</td>
<td>0.40 hrs. per ft.</td>
<td></td>
</tr>
<tr>
<td>SCROLLS BANDS IN GATES FORGED</td>
<td>0.50 hrs. per ft.</td>
<td></td>
</tr>
<tr>
<td>COLLARS ON PICKETS</td>
<td>0.12 hrs. per collar</td>
<td></td>
</tr>
<tr>
<td>DECORATIVE SCROLL WORK INFILL BASED ON SHOP</td>
<td>check with shop</td>
<td></td>
</tr>
<tr>
<td>HOURLY SHOP RATE FOR ITEMS NOT LISTED IN PRICING</td>
<td>1.00 per hr.</td>
<td></td>
</tr>
<tr>
<td>DROP PIN (S)</td>
<td>1.25 hr. each</td>
<td></td>
</tr>
<tr>
<td>STAINLESS STEEL FLIP LATCH</td>
<td>2.55 hr. each</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FINISHES</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SANDBLAST &amp; METALIZE GATE LEAVES</td>
<td>0.47 hr. per ft. each</td>
<td></td>
</tr>
<tr>
<td>URETHANE OR EPOXY</td>
<td>3.50 hrs.</td>
<td></td>
</tr>
<tr>
<td>WHITE OR CUSTOMER COLOR</td>
<td>2.65 hrs.</td>
<td></td>
</tr>
</tbody>
</table>
1) Excavate hole set hinge beam into hole
2) Set height of beam to top of driveway marked on hinge beam
3) Length of operator box runs the way gate will swing (normally swings into property)
4) Set height of beams on both sides by using a site level from point bottom of gate so both are set at same elevation. (If driveway pitches you might have different heights where hinge beam is marked top of driveway)
5) Always plumb gate post both directions before concrete is set (never plumb hinge beam) prop and brace as necessary
6) Leave gate post always attached until mason contractor has top cap installed and can guarantee gate will not hit cap when turned to open
7) Call with any questions Jim Korosec 440-724-8516
    Frank Finelli 440-724-8515
Getting Started with Swing and Slide Gate Operator Safety

Always design, install and maintain safe gate access systems in accordance with UL 325 & ASTM F2200 standards.

- Only install the operator on gates used for vehicular traffic.
- A separate pedestrian entry/exit must be clearly visible to promote pedestrian usage and located so pedestrians do not come in contact with the vehicular gate while it is moving.
- Install two independent entrapment protection devices protecting each entrapment zone.
- Pickets of a slide gate must be designed or screened to prevent persons from reaching through, or passing through a gate.

See your owner's manual for complete details regarding your LiftMaster® Perimeter Access Solution.

Slide Gate Site Layout Guidelines

Public Side

Secure Side

Special Opening on Timing Gate or gate

User controls mounted at least 6 ft. away from gate

Pickets properly located

Slide Gate Spacing Guidelines

Slide Gate Gaps

A gap, measured in the horizontal plane parallel to the roadway, between a fixed stationary object near the roadway such as a gate support post and the gate frame when the gate is in the either the fully open position or the fully closed position, shall not exceed 2 1/2 in. Exceptions: All other fixed stationary objects greater than 16 in. from the gate frame shall not be required to comply with this section. (ASTM F2200-93, 6.4)

Base of Swing and Slide Gate

All Gates must have smooth bottom edges, no protrusions should exist. If gate hardware or ornamental products, they must have smooth surfaces free of any sharp cutting edges that do not exceed 1/8 inch beyond the base of the gate (ASTM F2200-93, 4.6)

Swing Gate Site Layout Guidelines

Public Side

Secure Side

Base of Swing and Slide Gate

All Gates must have smooth bottom edges, no protrusions should exist. If gate hardware or ornamental products, they must have smooth surfaces free of any sharp cutting edges that do not exceed 1/8 inch beyond the base of the gate (ASTM F2200-93, 4.6)

Swing Gate Clearance Guidelines

All Gates must have smooth bottom edges, no protrusions should exist. If gate hardware or ornamental products, they must have smooth surfaces free of any sharp cutting edges that do not exceed 1/8 inch beyond the base of the gate (ASTM F2200-93, 4.6)
Who Gets In & How?

Now that your gate project is underway, we need you to consider how you want your system to operate along with what level of privacy you desire.

Step back-now watch how your property flows, all of the comings and goings of the different individuals and take notes.

Your telephone entry system has many capabilities with programming to provide you with the level of comfort and security that you desire. We are able to limit access to your property with numerical codes and code programming. Let’s get started:

Step #1: How do you want your gates to function?

For example, do you want them always closed, closed on weekends only, closed on evenings and weekends or other?

Step #2: Who needs access to your property?

For example, Police dept. Fire dept. family, friends, US mail, Fedex, UPS, cleaning personnel, property services, such as landscapers, snow removal, pool maintenance, plumbers, electricians, etc?

Step #3: Of the people that need access, who do I want to have an entry code?

Step #4: Of the people that will have codes, who needs restricted access, such as Monday through Friday from 9:00 – 4:00?

You will have the ability to program a temporary access code for a one time visitor such as a plumber or caterer.

Everyone does not need a code; you will still be able to let someone in via the telephone

You can relax- we will perform the initial programming of the telephone entry system for you!
Finelli Architectural Iron & Stairs
30815 Solon Road
Solon OH  44139
440-248-0050 Office
www.finelliironworks.com

CUSTOMER NAME: ____________________________

ADDRESS: ________________________________

PHONE: ________________________________

FINAL GATE OPERATION WALK THRU

Dear Customer:

Please review and acknowledge the following:

- I have been informed that there is regular periodic maintenance required for the drive gate(s) ie: grease hinges, check hydraulic fluid levels
- I have been given the owner’s manuals for the gate motors, control panel and entry system
- I have been instructed as to the general operation of the entry gate system
- I have been instructed how to manually release the motors in the event of a power loss or an emergency
- I have been instructed to make sure that the manual release cover is closed at all times to prevent water from entering the lock cylinder and/or the hydraulic fluid reservoir
- I have been given 2 keys for the motor manual release
- I have been given one key for the entry system lock
- I have been instructed and shown the operation of the gate safety features
- I have been instructed as how to open the gate(s) with transmitters and know that the batteries will have to be replaced periodically
- I have been instructed as how to open the gate(s) with the touchpad on the entry system
- I have been informed about the programming features of the entry system
- I have been shown how to operate the gates using my home phone
- I have been shown the location of the entry system bypass switch and have been instructed how to use it
- Safety/Warning Signs installed and I understand the liability if they are removed
- Any additional training required or requested by the owner will be billable by the hour plus expenses

_________________________  ____________  ________________________
Gate Installer              Date                  Customer                Date
To our Valued Drive Gate Customers:

Thank you again for your purchase of the entry gate and its operating system. Finelli Architectural Iron & Stairs is committed to assuring and maintaining the quality of craftsmanship and operation of your entry gates, and we are offering a preventative maintenance program to help protect your investment. This service is performed twice a year (summer & late fall) and with each scheduled general maintenance call, you will receive a confirmation form indicating the work completed.

You will find two (2) copies of the preventative maintenance agreement and a copy of the preventative maintenance confirmation sheet enclosed for your review. The preventative maintenance agreement is in effect for one (1) year and is renewable on a yearly basis. If we do not receive your payment within thirty (30) days, we will consider your account non-renewed. Should you decide to take advantage of this agreement, please sign and return one (1) copy of the maintenance agreement contract (keep the others for your records), along with a check for the amount noted. Please note that this is for preventative maintenance only and is not a service contract.

For those who choose to participate in the preventative maintenance program, we are providing you with a loyalty discount of 15% off any parts and labor for any repair service call that may occur during this calendar year.

Should you have any questions, please do not hesitate to call. Thank you for your attention to this matter.

Sincerely,

Jim Korosec
PREVENTATIVE MAINTENANCE AGREEMENT CONTRACT

Submitted To: ____________________________________________

Address: _______________________________________________

City, State, Zip Code: ___________________________________

We hereby submit our quotation for scheduled maintenance of your entry gate and related access system.

A. Work included for your bi-annual service is as follows:
   1. Check and fill fluids to proper levels.
   2. Lubricate all moving components.
   4. Gate alignment
   5. Field-test all equipment to assure good working order.
   6. Clean control boxes.
   7. Visual inspection of wiring connections at control box.

B. Work not covered under this agreement
   1. Emergency service calls.
   2. Non-scheduled service.
   3. Parts and/or labor for repair and/or replacements.
   4. Repair of all items.
   5. Painting or touch up paint.

   • Customers will be notified of any repairs required as a result of these inspections and failure to authorize repair of such items may void this contract.

   • Repair to damages, including rust, corrosion or other product failure due to causes beyond our control (abuse, fire, flood, wind, lightning, freezing, power failures, power reduction or surges, ground shifts, unusual atmospheric conditions, etc) are not included in this agreement and will be considered additional.
- The cost of your two (2) service visits is $________, which includes service for (___) pair(s) of motorized entry gates.

- The above prices, specifications and conditions are satisfactory and are hereby accepted. Finelli Ornamental Iron Co. is authorized to do the work as specified.

Date of Acceptance ___________________________ Signature ___________________________ Finelli Ornamental Iron Co.

Additional Terms and Conditions:
## Entry Gate System Preventative Maintenance Checklist

**Customer:**

**Service Date:**

**Address:**

**Technician:**

**Phone #:**

**Time In:**

**Time Out:**

<table>
<thead>
<tr>
<th>Checked</th>
<th>Performed</th>
<th>Notes</th>
</tr>
</thead>
</table>

### Gates:
- Lubricate Hinges & Devices
- Gate Alignment
- Adjust Stops
- Other

### Operation:

**Operators**
- Emergency release
- Power unit operates smoothly
- Check fluid levels, if applicable
- Check open/close pressure/sensitivity

**Control Box**
- Clean control box interior
- Check connections
- Check wiring
- Check receiver & antenna

**Loops and Safety**
- Exit Loop opens gate
- Reversing loop holds gate open
- Shadow loop holds gate open
- Check loop wire sealant
- Checked and cleaned photo eyes

**Entry System**
- Entry code opens gate
- Intercom works
- Telephone operates gate
- Transmitter opens gate
- Lubricate key locks

**Parts Required:**

**Parts Replaced:**

**General Notes:**

_________________________________________
FINELLI
Architectural Iron & Stairs

WE MAKE THE ENTRANCE GRANDE

Visit our showroom for ideas and inspiration

Excellence since 1961
Family owned and operated,
Finelli has been Ohio’s leader in custom iron and wood
for over 50 years.

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Excellence since 1961
Client Inquiry

Past Customer
13.3%

Referrals
20.0%

Website
66.7%

Total Calls: 31