



OPERATION & MAINTENANCE MANUAL

SECONDARY GLAZING

Clear View Secondary Glazing

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INSTRUCTIONS FOR OPERATION

HORIZONTAL SLIDING UNITS

The sashes can be slid after releasing any locking catches fitted and they can be removed by lifting into the head of the frame. Avoid damage to rollers through standing on gritty surfaces and take care to re-instate sashes in the right sequence.

BALANCED VERTICAL SLIDING UNITS

The sliding sashes are attached to spiral spring balances and so cannot be removed. The ability to contra-slide the sashes helps when cleaning the glass surfaces. Always apply gentle pressure when opening or closing the sashes. Damage can occur if the sashes are moved too rapidly.

TILT-IN BALANCED VERTICAL SLIDERS

The bottom panel can be slid upwards after releasing the centre flitch catch. Ensure that the holes in the nylon blocks line up with the pre-drilled holes in the aluminium outer frame. Once level, insert the pins provided at each side. When secure release the two clips located on the top track panel. The panel can now be lowered safely.

Now slide down the top panel to align with the pre-drilled holes and follow the same instructions as above.

Damage can occur if the sashes are removed too quickly or dropped when lowering.

Once lowered, access can be gained to the existing window for cleaning etc. The panels are then re-instated by reversing the process.

VERTICAL SLIDERS

The sashes can be lifted or lowered vertically but the operator must be able to handle the weight of the sash.

Release the catches on each side of the sash and lower or raise the sash to pre-set positions. Carefully release the catches once in position. Reverse the sequence to replace the sashes in the original position.

Damage can occur if the sashes are dropped when lowering.

The sashes can be removed for cleaning by removing the retaining clips on either the left or right hand side, sliding the panels sideways into the frame. The panels are then re-instated by reversing the process. Care must be taken to install the retaining clips the correct way.

LIFT OUT UNITS

The sashes can be removed by lifting vertically within the frame until the bottom edge is clear of the frame and can swing towards the operator. It is re-instated by reversing the process.

If the lift out has the inclusion of turnbuckles, the lift out panel is obviously held in place by the turnbuckles. These operate by rotating the buckle manually clear of the panel, approximately 180° and removing the panel as above. When the panel has been replaced re-set the buckles by reversing the process.

Where units are over 1200mm by 1200mm two people are required to enable the safe removal and replacement.

SINGLE AND DOUBLE SIDE HUNG CASEMENTS

The operating handle is turned to the horizontal position to allow the windows to open. The “slave sash” of the double casement has a retention bolt fitted at sill level. This must be re-engaged when closing the window to ensure a good seal.

MAINTENANCE

There are no special maintenance requirements other than periodic cleaning as all moving parts are factory sealed with lubricant before assembly. The cleaning cycle will be dictated by local conditions and should consist of washing down the glass and aluminium with non-alkaline detergent in warm water using a cloth or sponge. For more stubborn marks a soft brush or nylon pad should be used. Avoid abrasive cleaners, steel wool, strong acids or alkalis. After cleaning it is advisable to rinse the surfaces with clean water and wipe dry.

Chips and scratches in the paint finish can be touched in using non-cellulose paint but care must be taken to prevent paint getting into draught seals or moving parts. Repair of anodised finishes is not practical other than by touching in with a colour-matched paint but the finish appearance is seldom complementary.

Bottom tracks of Horizontal Sliding Systems should occasionally be vacuumed to avoid dirt build up and, if necessary, a silicone lubricant can be sprayed onto the track.

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The company offers a full maintenance service outside the normal guarantee period.

Preventative maintenance contracts are also available upon request.

CONTACT DETAILS

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