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OPERATION, CLEANING AND MAINTENANCE

PVC-u Windows and Doorsets

Aluminium Windows and Doorsets

This controlled document forms part of MB Frames management control system, please refer to the company any requirements for change, improvement suggestions or for confirmation of the latest issue status

Window and Door Cleaning/Maintenance

Whilst the frequency of cleaning will depend on the local environmental conditions (*3 - 6 months for industrial or marine environmental locations and of 6 -12 months for normal, rural environments*), window and doors should be subject of inspection, cleaning and maintenance, and it is recommended that the following guidelines are followed.

Note: *For guidance purpose, marine/industrial environments can be determined as being located less than 5000m from a coastal shoreline or respectively distance for solid, liquid or gaseous industrial airborne pollution, whilst normal being greater than 5000 m from the same*

Frame Cleaning

Wash the exterior of the frame with hot water and liquid detergent solution, (*in a concentration and water temperature which can be handled safely with bare hands*) using a *non-abrasive cloth, sponge or soft nylon bristle brush*) and ensuring the frequent changing of the water. In doing so ensure all ridges, grooves, joints and drainage channels where salt or other deposits can collect are well washed out, thereby preventing corrosion sites from occurring. Following which rinse thoroughly with clean water to remove all residues, and allow to dry.

Subject to the frequency of use, interior window and door surfaces seen from the inside will not require a great deal of attention, other than for washing off as for external surfaces.

Glass Cleaning

The glazing of windows and doors encompasses low emissive coated glass inside, and assembled with a special insulating gas between the glass unit panes. Whilst additional glass unit's fitted adjacent to windows, and also those that are below the opening windows, and within 800mm of the finished floor level, will be made up of toughened safety glass (notable by an etching in the corner of the glass unit)

The glass in windows, doors and screens should be kept clean to maintain clear vision through the glazing and to prevent the reduction of daylight through the accumulated dirt. Glass cleaning can be made with any proprietary household glass cleaner, used with a soft cloth and it is recommended that heavy external grime be initially removed with a solution of soap and water..

Mould and Algae

Areas affected by algae and mould growth should be treated with a solution of one part household bleach to two parts water (*in a concentration which can be handled safely with bare hands*). Allow the solution to work before washing off with clean water and a stiff nylon bristle (*not metallic*) brush and allow too dry.

Drainage Slots

Most window and doorframes have drainage channels and outlet slots located in the sill or base of the frame. These channels and outlet slots must be kept clear to enable free flow and efficient dispersal of any water.

Mastic Seals

Please note that whilst generally used in ensuring the effective weather sealing of windows and doors some discolouration of mastic seals is a natural occurrence and is unavoidable.

Weather Seals

Weather seals need no special maintenance apart from ordinary cleaning with a non-abrasive cloth, or sponge and a solution of soap and water.

Ensure that the fitted weather seals do not become dislodged from their grooves, should this occur, slide/fix back into position immediately to avoid damage when the window and/or door is closed.

If the weather seals are broken or damaged in anyway and draughts are felt, ensure/seek prompt repair or replacement by a competent person.

Hardware Lubrication

Keep the locking mechanism sliding components free of dirt and lubricate each slot with light machine oil as required, but recommended at least once a year wiping away any excess oil.

Lubricate the slots of the locking keeps either with light oil (*as above*) or with none abrasive grease as required.

Generally, there is no maintenance required for window or door handles, other than for wiping over with a non-abrasive proprietary household cleaner, used with a soft cloth.

Check for Damaged Areas

During the cleaning process, if there are any areas of the coating causing concern, recommendation is made for the same to be inspected by and any repairs to undertaken by suitably competent person /company.

Window and Door Operation

Open Out Window; Opening and locking is operated via a handle that activates a locking mechanism. Where fitted insert the handle key and turn and/or depress the button to unlock the handle and then rotate the handle through 90° (*horizontal position*) to disengage the locking mechanism and open the window opening by slowly pushing outwards, to the desired opening angle.

Opening window fitted with hinge system, which also allows for emergency egress from the room. As the window opening is hung back close to, the frame to clean the outside face of the glass you will need to depress the tab in the hinge at the top and bottom of the window. This will enable you to slide the opening sash towards the middle of the window up to the stop and be able to reach around the side of the sash to clean.

Tilt and Turn Window; On each occasion should begin with the opening sash being in the closed position, notable by the handle being in the vertical downwards position. This is the position the window must be in before selecting any of the opening modes i.e. to put the opening sash into either the tilt or turn mode.

In order to select the 'Tilt' mode, and if fitted insert the handle key and turn or depress the button to unlock the handle, and rotate the handle 90° (*from the closed vertical downwards position to the horizontal upwards position*) to disengage the locking mechanism, and carefully pull the window sash inwards.

To select the 'Turn' mode, unlock the handle as above and rotate the handle 180° to the vertical position to disengage the locking mechanism. Then carefully pull the window sash inwards to the required angle of opening.

It is important, that you ensure on each occasion the window is fully closed position, before changing the position of the handle to the required opening mode. Do not try to open the opening sash when the handle is between the described positions.

Window Ventilation; Windows may have a slot ventilator installed in the head of the window and in order to open or close a manual fitted ventilator, use the vent **lever** (*located on the face of the vent*) and move/push in the direction as indicated for opening or closing.

Open In/Out Doors; Doors are fitted with a lever handle on the inside and outside of the door, and its operation e.g. locking and opening is via the use of the keys supplied. Dependant on intended circumstance the door handle can activate various locking mechanisms e.g. when the door is used constantly, only the middle locking latch is engaged.

To fully lock the door, the handle needs to be used to activate both the centre, top and bottom locking points. This is achieved by lifting the handle upwards, until no further movement is possible, and all locking points will be activated, then release the handle, insert and turn the door key and the door is locked correctly. In instances where the door key will not turn, lift the handle once again to its maximum position, until no further movement is possible and then turn the door key.

To unlock insert the door key and turn the key in the alternate direction for locking, then press down the door handle to release (*disengage*) the door locking points and then open the door.