



MAINTENANCE GUIDE AND OPERATION MANUAL

**UNIT 33, Crown Trading Centre, Clayton Road,
UB3 1DU HAYES**

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1) GENERAL INSTRUCTIONS

CLEANING

Regular cleaning of glass and timber surfaces will improve the appearance of sash windows and ensure that they function correctly. Cleaning also presents an opportunity to inspect windows and spot any developing problems.

The surface of wooden elements should be cleaned twice a year. Wash the surfaces thoroughly with clean water to remove dust, grime and insects. This type of impurity can lead to the increased growth of green algae and other surface fouling. Use only neutral cleaning agents.

Please note, most window cleaning products contain ammonia. Any ammonia residue after cleaning window and door panes must be removed, preferably with clean water. Afterwards dry the window and door elements with a cloth.

LUBRICATION

Regular lubrication of all moving parts is required to maintain proper windows & doors operation. For all our products we recommend to use a non-acidic and non

resinous lubricants, e.g. Kontakt-40 multi-purpose oil. Clean wooden surroundings after applying lubricant on metal parts and dry them with a cloth.

2) FLUSH CASEMENT

Maintenance

Hinges should be checked annually, cleaned from dust and debris and lubricated with acid free oil. All other movable parts should also be lubricated with the same oil as required or at least once a year. On elements exposed to a weather conditions, e.g. coastal elevations, lubrication will be required more frequently. Use acid-free and non-resinous grease and oils only.

Operation

Closed Position

The handle points downwards in the closed position on side hung windows or horizontal on top hung windows.

Open Position

Turn the handle to the horizontal position and the sash opens to a side-hung position. Turn the handle to a vertical position on top hung windows and the sash opens to a top hung position.

Hardware Components

1. Handle, 2. Keeper (fitted to frame), 3. Hinge

3) SLIDING SASH WINDOW

Maintenance

When fully factory finished and installed correctly, your vertical sliding sash window should operate smoothly and be virtually maintenance free, especially if the window is opened and closed fairly regularly. If it is not used very often, then it may be necessary to lightly grease the fastener(s) and restrictor mechanisms periodically.

Operation

1. To open your vertical sliding sash window, you should first release the fastener(s) on the meeting rails using the key provided if lockable.
2. Where a restrictor mechanism (vent lock) has been fitted this should be screwed into the frame using the special key provided and removed before the fastener(s) on the meeting rails is released. Both sashes can now be opened.

3. The bottom sash is opened by pushing it upwards as far as required.

5. To close the top sash, it should be pushed upwards until it re-locates into the window head.

6. To close the bottom sash pull down the hook lifts until the bottom rail meets the cill.

7. When closed the fastener(s) on the meeting rails should be locked if lockable

Hardware Components

1. Fitch fastener, 2. Parting bead, 3. D-handle / Ring or Hook lifts (optional), 4. Night-vent (restrictor), and strike plate, 5 Cord & lead (traditional box sash) or spring tube (spring loaded sash), 7. Staff bead (baton rod).

Adjustment

No adjustment operation necessary in fully finished and installed product. Please call us in case any adjustment should be required.

4) French Doors

Maintenance

Hinges should be checked annually, cleaned from dust and debris and lubricated with acid free oil. All other movable parts should also be lubricated with the same oil as required or at least once a year. To ensure that locks do not stick at all it is best to oil them as well and check the cylinder operation. Particular attention should be paid to the bottom bead where there is maximum exposure to the environment. On doors more exposed to difficult weather conditions, e.g. coastal elevations, lubrication will be required more frequently. Use acid-free and non-resinous grease and oils only.

Operation

1. In the closed position, your door should be kept locked and we recommend that the key is kept in a safe but handy place.
2. To open the door, insert the key into the barrel lock and turn it 180°, then pull the handle downwards to release the shoot bolts/hooks. The door can now be opened.
3. To close the door, move it back towards the frame until it relocates in the frame, then lift up the handle to 45° and re-engage the shoot bolts. Your door is now closed. To lock

your door turn the key 180° in the opposite direction to that of which it was opened.

Hardware Components

1. Handle, 2. Cylinder and keys, 3. Espagnolette system 4. Top and bottom frame keepers, 5. Central latch & lock keep and hooks, 8. Hinges, 7. Top & bottom slip bolts (to slave leaf if double French doors)

Adjustment

No adjustment operation necessary in fully finished and installed product. Please call us in case any adjustment should be required.

5) Internal Doors

Please make sure, that a proper inspection of internal doors is carried out at least once a year. Look for any sign of dirt, scratches, cracks or other visible damage that might impair their functionality. MW Joinery always deliver fully sealed, finished product thus ensuring quality and performance. Also check for all dirty or discoloured hardware, loose hinges or locksets needing lubrication. If your internal doors is supplied with glass pane then look for any sign of moisture between panes to ensure that glazing unit is correctly sealed.

If your internal doors are specified as fire-resistant (or fire rated - FD doors) then please make sure, that there is a continuous intumescent strip all-round between frame and sash to make sure they conform with UK Building Regulations (Part B). Fire doors must also be supplied with fire-resistant glazing (if applicable).

6) Furniture

Our bespoke made furniture is designed and manufactured to the highest standards and supplied spray-painted as fully finished product. Therefore, to keep its smart presence, please follow some basic precautions:

- Try to keep furniture out of direct sunlight;
- Do not place any hot objects directly on any surfaces or use any direct gas heaters near furniture;
- Blot up any spillage immediately;
- Use placemats or tablecloths to protect furniture surface from excessive use;
- Lift and place items instead of sliding across furniture surfaces;
- Dust your furniture regularly and polish every 4-6 months.
- Rotate accessories on your furniture periodically
- Avoid prolonged use of plastic and rubber items on your furniture.

7) SITE CARE & STORAGE RECOMMENDATIONS

WINDOWS & DOORS

Good storage practice:

- Store joinery of the ground on suitable support;
- Allow for free ventilation by removing airtight packaging;
- Cover with a permeable sheeting to avoid contamination or contact with building debris;
- Storage area should be ventilated regularly;
- Store in vertical position, safely secured on support;
- Avoid storage space subject to high temperature or extreme humidity;
- Make sure that protective tape used to secure edges will not leave permanent mark on paint;
- Make sure that all joinery is stored in safe area, away from a potentially hazardous substances or materials.

FURNITURE

- make sure that furniture is stored away from building debris, fully protected and covered with a permeable sheet of material;
- make sure that stored furniture is clearly signed and made visible to any other labourers to avoid any mechanical damage while ongoing works are taking place;
- make sure that stored furniture will not be moved without company`s written consent before final installation takes place to avoid any warranty issues;
- Avoid storage space subject to high temperature or extreme humidity;
- Make sure that all furniture is stored in safe area, away from a potentially hazardous substances or materials.
- Store all furniture parts safely separated between each other using pads or other material preventing any risk of friction and resulting in a paint finish damage.