

## SERVICE AND MAINTENANCE

CONTENTS	SECTION
No	
Service and Maintenance of Casement Windows	16:2
Service and Maintenance of Tilt and Turn Windows	16:2
Service and Maintenance of Doors	16:3

### SECTION 16:2

#### **SERVICE AND MAINTENANCE**

##### MAINTENANCE AND LUBRICATION (OPEN OUT WINDOWS)

To attain optimum performance, the hinges will require periodical maintenance and lubrication. The hinges, pivots, sliding shoe and tracks should be kept free from dirt, debris and obstruction at all times.

At the time of installation all pivot points should be lubricated with a light machine oil, taking care to wipe away excess.

Annually, clean away dirt from hinges and apply lubrication as above.

Check the tightness and security of all fixing screws and rivets.

**HANDLES:** Clean and lightly oil external moving parts annually.

**CLEANING FRAMES:** To remove atmospheric grime clean regularly with soap and water. Check drain holes are free from obstruction. If blocked, remove obstruction and wash thoroughly with water to ensure correct drainage.

**MASTIC SEAL:** Check for any signs of cracking - if found remove and replace with new.

**ESPAGNOLETTE:** Keep sliding mechanisms free from dirt and lubricate annually. To achieve optimum weathering performance, adjust the locking cams by using a 4mm Allen key.

##### SERVICE AND MAINTENANCE OF TILT AND TURN WINDOWS

**HANDLES:** Clean and lightly oil external moving parts annually.

**CLEANING FRAMES:** To remove atmospheric grime clean every four months with soap and water. Check drain holes are free from obstruction. If blocked, remove obstruction and wash thoroughly with water to ensure correct drainage.

**MASTIC SEAL:** Check for any signs of cracking - if found remove and replace with new.

**MAINTENANCE AND LUBRICATION:** To attain optimum performance, hinges and loading points should be kept free from dirt and will require annual lubrication.

**ADJUSTMENT:** The casement can be adjusted vertically at the bottom hinge and horizontally at the top hinge. To achieve optimum weathering performance, adjust the locking cams by using a 4mm Allen key.

### SECTION 16:3

#### SERVICE AND MAINTENANCE OF RESIDENTIAL DOORS

**ADJUSTMENT OF CENTRE LATCH AND LOCK:** Adjust latch plate pressure on spring latch by adjustment of keep. To achieve optimum weathering performance and acceptable handle operation, locking cams can be adjusted by using a flat bladed screwdriver.

**LOCK LUBRICATION:** Clean and lightly grease external moving parts and frame keeps annually.

**HINGE LUBRICATION:** Clean and lightly oil hinge pins annually. If open out lubricate hinge pins every six months.

**LETTER BOX LUBRICATION:** Lightly oil springs on inside and outside flaps annually.

**HANDLES:** Clean and lightly oil external moving parts annually.

**CLEANING FRAMES:** To remove atmospheric grime clean every four months with soap and water. Check drain holes are free from obstruction. If blocked, remove obstruction and wash thoroughly with water to ensure correct drainage.

**MASTIC SEAL:** Check for any signs of cracking - if found remove and replace with new.

**CYLINDER:** Do not attempt to lubricate locking cylinder.