



Grady Joinery  
Windows · Doors



# Maintenance Guide

# MAINTENANCE INSTRUCTIONS

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## 1. GUIDANCE

### 1.1 General Maintenance

PVC windows and doors are designed to be low maintenance. General service and maintenance is simple to carry out and does not require specialist skills or the use of any specialist tools or equipment. Hardwood windows and doors will need surface treatment periodically ie: paint or stain, filling of any joints or cracks that would allow moisture ingress.

### 1.2 Warranty

Failure to carry out regular and routine maintenance of window and door products in accordance with these guidelines may result in reduced levels of performance and in severe cases may invalidate any applicable product warranty.

### 1.3 Precautions

When using cleaning and lubricating products always follow the manufacturers instructions, take care to ensure not to use excessive quantity.

For cleaning products, always test a small area of the product in an obscure location first.

**NOTE:** Do not use solvent based or abrasive cleaning products or products containing bleaching agents.

### 1.4 Protective Film on Glass

All Timber and Pvc windows and doors are supplied with a protective film on glazing to protect against damage during plastering.

It is recommended that the protective film should be removed after plastering, but no longer than three months after installation. When protective film is removed there may be a residue of adhesive left behind. This residue can be removed by using Wurth Industry cleaner (available from any good DIY outlet).

**Application:** Spray on areas to be cleaned, allow product to take affect for a short period, wipe with a clean dry cloth. Sharp tools or blades should not be used to clean glass as these can cause damage.

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## 2. MAINTENANCE - GENERAL

### 2.1 All doors and windows

Clean internal and external frame faces and glass surfaces at least every six months. Use a soft cloth with a mild detergent solution; rinse off with water and dry.

### 2.2 Moving parts (Hinges and locks)

Lubricate all moving parts with a quality HSS lubricating product every 6 months.

Before lubricating remove any build up of dirt and atmospheric grime with a clean soft cloth.

Lubricant should then be applied to all moving parts and at the top of any locks so as to let the lubricant trickle down to concealed moving parts at the back of the lock.

See Appendix B-E-F-G-H1-H2-I

### 2.3 Weather Seals

Inspect the weather seals around glass. See Appendix A. If the seal is broken, clean the seal and apply a bead of clear silicone to the full perimeter. This check needs to be carried out annually.

### 2.4 Door & Window Sash Seals

Inspect the seal fitted to the opening of door and window sashes. See Appendix D. If the seal is found to be cracked torn or is shrinking it may need to be replaced.

## 2.5 Weather bar (drip rail at base of door)

Occasionally the weather bar on PVC doors can be displaced, it can easily be placed back on the door by pressing it over the collar studs on the door. A good quality silicone should be applied to the back of the weather bar to provide a seal between door and weather bar.

## 2.6 Timber windows and doors

Inspect the paint finish on timber windows and doors yearly, if evidence of deterioration is present then reseal with a quality paint/stain.

A minimum of two coats of a quality paint/stain (eg: Sikkens) should be applied

In order to achieve a quality finish the surface needs to be sanded prior to each coat. A 280 grit sand paper is recommended for this task.

Do not paint over locking hardware.

Particular attention must be given to the following areas

- Top and bottom of doors and windows
- All exposed end grain
- Corners
- Nail holes
- Joints

## 2.7 GRP Door (Composite)

Inspect the paint/stain finish on the door yearly, if evidence of deterioration is present then;

- For a stained door, apply two coats of Sikkens filter 7.
- To paint a door that is stained, apply two coats of good quality external paint.
- Doors that are already painted, apply two coats of a good quality external paint.

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# 3. MAINTENANCE- HARDWARE

## 3.1 Hinges

Hinges should be kept free from dirt, debris and obstruction at all times.

Every 6 months clean the visible surfaces, use a soft cloth with a mild liquid detergent solution, rinse with water and dry off. See Appendix B.

## 3.2 Adjustable hinges (doors)

Some hinges are adjustable; the adjustment method is specific to the hinge type fitted to the door. Periodically hinges need adjusting. See Appendix J, K, L.

## 3.3 Furniture and fittings

### 3.3.1 Handles

Handles should be kept free from dirt debris and obstruction at all times.

Every 6 months clean and remove debris from moving parts, use a soft clean cloth with a mild liquid detergent solution, rinse with water and dry.

Lightly oil moving parts with a quality HSS lubricating oil.

### 3.3.2 Letter plates

Letter plates should be kept free from dirt, debris and obstruction at all times.

Every six months clean and remove debris from moving parts, use a soft clean cloth with a mild liquid detergent solution, rinse with water and dry.

Check that the external frame of the letter plate is flush with the face of the door. If a gap can be seen tighten the fixing screws located behind the flap; do not over tighten the screws. If there is still a gap apply a bead of a high quality silicone around the external frame. This inspection should be carried out yearly. See Appendix C.

### 3.4 Thresholds

The threshold should be kept free from debris and obstructions at all times.

Periodically check that drainage holes are free from any obstruction, if blocked, remove obstruction and flush through with water to ensure correct drainage. See Appendix D.

### 3.5 Compression

Over a period of time the weather seal gaskets on PVC and timber products relax and as a result optimum compression can be reduced.

#### 3.5.1 Door lock adjustment for compression

Using a 4mm allen key, adjust 4 roller cams (2 on Elegance door) clockwise or anti-clockwise as necessary in order to achieve greater or lesser compression on weather seal gasket. The direction of travel of the cams will depend on;

- Opening in or opening out door.
- Door hinged left or right.

The customer should be able to see the roller cams moving as they adjust them.

When increasing compression the roller cams will move closer to the weather seal on the sash and away from it when reducing compression.

The roller cams can be located on the face of the lock. See Appendix E.

When adequate compression has been achieved there should be slight resistance when operating the handle

#### 3.5.2 Hook/roller keeper (Elegance door)

With frequent use the adjustable latch on the hook/roller keeper can become loose.

Periodically check for this and if found to be loose or not parallel to the frame edge then it can be reset by slackening the retaining screws with a Philips head screwdriver. When repositioned retighten screws, this can also be used to adjust compression. See Appendix F

#### 3.5.3 Door latch/striker plate

With frequent use, the latch striker on the door frame may need adjusting.

With a Philips head screwdriver slacken the screws retaining the latch slightly (1–2 turns only).

Line latch up with the edge of the door frame so that it is parallel and retighten the retaining screws.

The sash should latch smoothly with minimal movement between sash and frame when the door is closed.

See Appendix G

#### 3.5.4 Window espagnolette adjustment for compression

Using a 3mm allen key (4mm on Elegance window) turn all roller cams anti-clockwise to achieve greater compression on weather seal. Turn roller cams clockwise in order to achieve less compression on weather seal. See Appendix H1-H2

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## 4. REPAIR AND TOUCH UP OF SAPELE TIMBER PRODUCTS

### 4.1 General Information

Sapele can be successfully touched up or repaired on site in accordance with the following:

- Sikkens WP560 is a suitable stain for covering the filler and bare wood.
- Allow to dry fully before applying two coats of Sikkens WF955 over this base stain, allowing sufficient drying time between coats. Weather conditions will vary drying times considerably.
- To aid brushing and flow, the product (Sikkens WF955) can be thinned with 10% clean water.
- When using water borne products, best results are achieved using a long haired synthetic bristle brush
- Where possible, the full section of the damaged joinery should be coated, making sure to begin and end at a natural joint.
- When the above tasks are completed, it may be necessary to apply an overall coating to the window/door to achieve a uniform surface finish on same.

However a slight variation in colour in this item may occur.

- The stain we recommend for this task is Sikkens Filter 7 (light oak) or Sikkens Nova Top (light oak). A coating of either of these stains is usually adequate annual maintenance (for more information please refer to paint manufacturer for details)

### 4.2 Repair and touch up products

Sikkens WP560 and Sikkens WF955 are products that we currently use in our factory coating process. Sikkens Filter 7 (light oak), and Sikkens Nova Top (light oak) are available from good hardware stores.

### 4.3 Additional help

All of the above after care information is provided in conjunction with our coating supplier, Azko Nobel, and they will be pleased to assist in any further enquiries that you may have in regard to the above and the aftercare of joinery coatings.

Telephone Azko Nobel on (01)8164450.

### 4.4 Removal of dried cement:

Cement products should not be allowed to come into contact with joinery, if at all possible.

Where cement does come into contact with joinery, it should be washed down with warm water and a mild detergent immediately, taking care not to damage the surface of the joinery product, or glass.

Acid or acid based agents should not be used on dried cement, plaster or concrete as they will damage the surface coatings on the joinery. In this case, an alternative means of removal should be sort from the cement manufacturer.

**Note:** Please be aware that cement, plaster or concrete should not be allowed to dry on the surface of the joinery, as a chemical reaction will occur, damaging the surface coatings and creating a moisture bridge between the dried cement and timber.

This will present itself in several different formats and may not be possible to repair.

## Appendix A



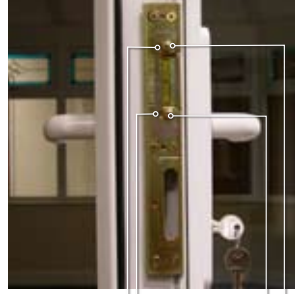
Inspect Weather Seals

## Appendix D



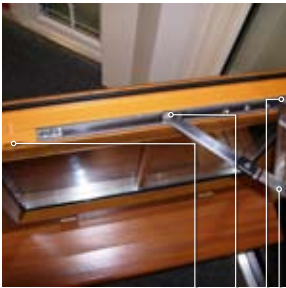
Inspect Weather Seals  
Drainage Slot clear from dirt, debris & obstruction

## Appendix G Door/Latch striker plate



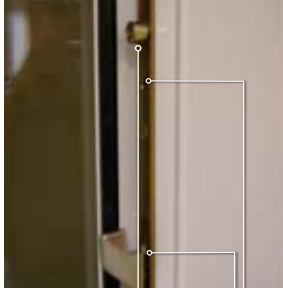
Lubricate here  
Adjustment for compression

## Appendix B



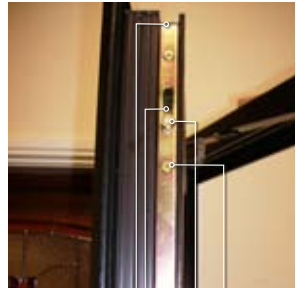
Drainage Slot clear from dirt, debris & obstruction  
Lubricate here

## Appendix E



Adjustment for compression  
Lubricate here

## Appendix H1 Performance Espagnolette



Lubricate here  
Adjustment for compression  
Window espagnolette

## Appendix C



Check external frame is flush all around door

## Appendix F Hook Roller



Adjustable latch  
Lubricate here

## Appendix H2 Elegance Espagnolette



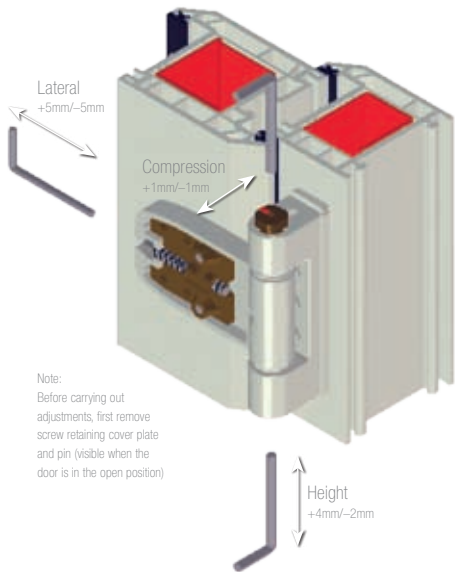
Lubricate here  
Adjustment for compression

## Appendix I Door Lock & Handle

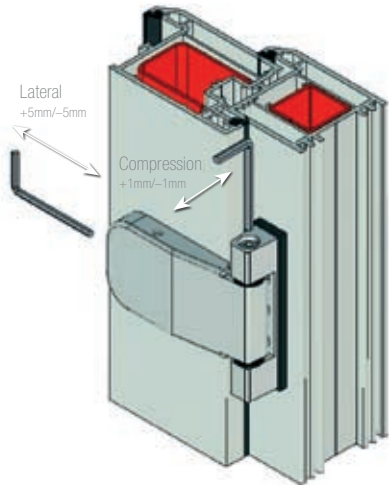


Lubricate here

## Appendix J Adjustment of Elegance Door Hinges



## Appendix K Adjustment of Performance Door Hinges



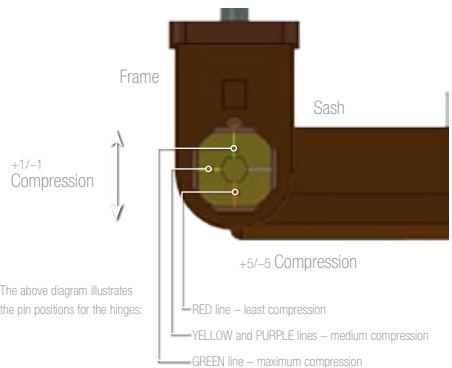
To adjust for compression

- 1) Using a 2.5mm Allen Key, slacken the locking grub screw which becomes visible when the door is open
- 2) Using a 3mm Allen Key, rotate the pin until the mark on the top of the pin is aligned with either the green, purple or yellow lines in the above diagram
- 3) Retighten the locking grub screw

To adjust for lateral movement in door sash

- 1) Using a 2.5mm Allen Key, slacken the locking grub screw located below the face plate of the hinge
- 2) Using a 4mm Allen Key, rotate Allen screw located on the front edge of the hinge in a clockwise/anti-clockwise direction to move the sash in the desired direction
- 3) Retighten the locking grub screw

## Appendix L Adjustment of Elegance Door Hinges



To ensure maximum compression is achieved, it is recommended that the pin be positioned at either the Green, Purple or Yellow lines.

# MaintenanceGuide

Form No: 245 Rev.A



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