

MAINTENANCE RULES FOR WINDOWS AND DOORS

Windows and doors as well as other elements of the building are exposed to the environment. Plastic or aluminium windows and doors are highly resistant to the environmental exposure, though they shall be properly maintained. Terms of use have a significant impact on the condition of windows and doors, therefore, timely maintenance is one of their warranty service conditions. Properly maintained windows and doors do not cause additional problems, lose their properties and serve for many years.

Maintenance of windows and doors

1. Prior to the use of windows or doors, loose impurities, dust and other pollutants shall be removed from their frame surface.
2. Frames shall be cleaned with a soft non-colouring cloth or sponge using soapy water or diluted neutral pH detergents.
3. It shall be strictly forbidden to clean the frame surface with sharp scrapers or using abrasive detergents, varnish or paint solvents or thinners (acetone, petrol, white spirit, etc.), detergents containing chlorine, acids (e.g. vinegar) and other chemical compounds capable of damaging the frame surface or the anti-corrosive coating of opening and closing mechanisms.
4. Shallow surface scratches can be mitigated or polished using special-purpose detergents and polishers (pastes/solvents) recommended by the manufacturer of windows or doors.
5. It is recommended that deeper frame surface scratches are painted using special paint correctors matching the frame colour.
6. It shall be strictly forbidden to use any means not recommended by the manufacturer of windows or doors for removal, polishing or painting of frame scratches.
7. The drainage system of windows and doors shall be checked and clogged water drainage channels shall be cleaned annually.
8. Sealing gaskets of opening and closing elements shall be cleaned annually.
9. Sealing gaskets shall be cleaned with soft non-colouring clothes or sponges using soapy water or diluted neutral pH detergents.
10. Having noticed any signs of leaking sealing gaskets, it is recommended to lubricate those using special conserving agents for window gaskets (containing silicone).
11. It is recommended that window or door glass is cleaned with soft non-colouring clothes or window rubber wipers using domestic glass cleaners.
12. It shall be strictly forbidden to remove glass impurities using various scrapers.
13. Fastening of opening and closing mechanisms shall be periodically checked, they shall be adjusted and lubricated. The schematic diagram of window hardware maintenance is shown in Figure 1, though the manufacturer of windows or doors or its authorized representative office shall be applied to regarding the professional check, adjustment and lubrication of opening and closing mechanisms of windows or doors as windows and doors are constantly being improved and shall be maintained in accordance with all recommendations of suppliers of corresponding substances and elements.
14. Opening and closing mechanisms of windows and balcony doors shall be checked, adjusted and lubricated annually. It is recommended that colourless spray lubricants are used for lubrication (e.g. WD-40 aerosol oil, etc.).
15. It is recommended that opening and closing mechanisms and locks of actively used (e.g. at schools, public institutions, etc.) windows or doors are checked, adjusted and lubricated twice a year. It is recommended that elements of actively used windows and doors are lubricated using a thicker lubricant (2nd consistency class).

MAINTENANCE MANUAL

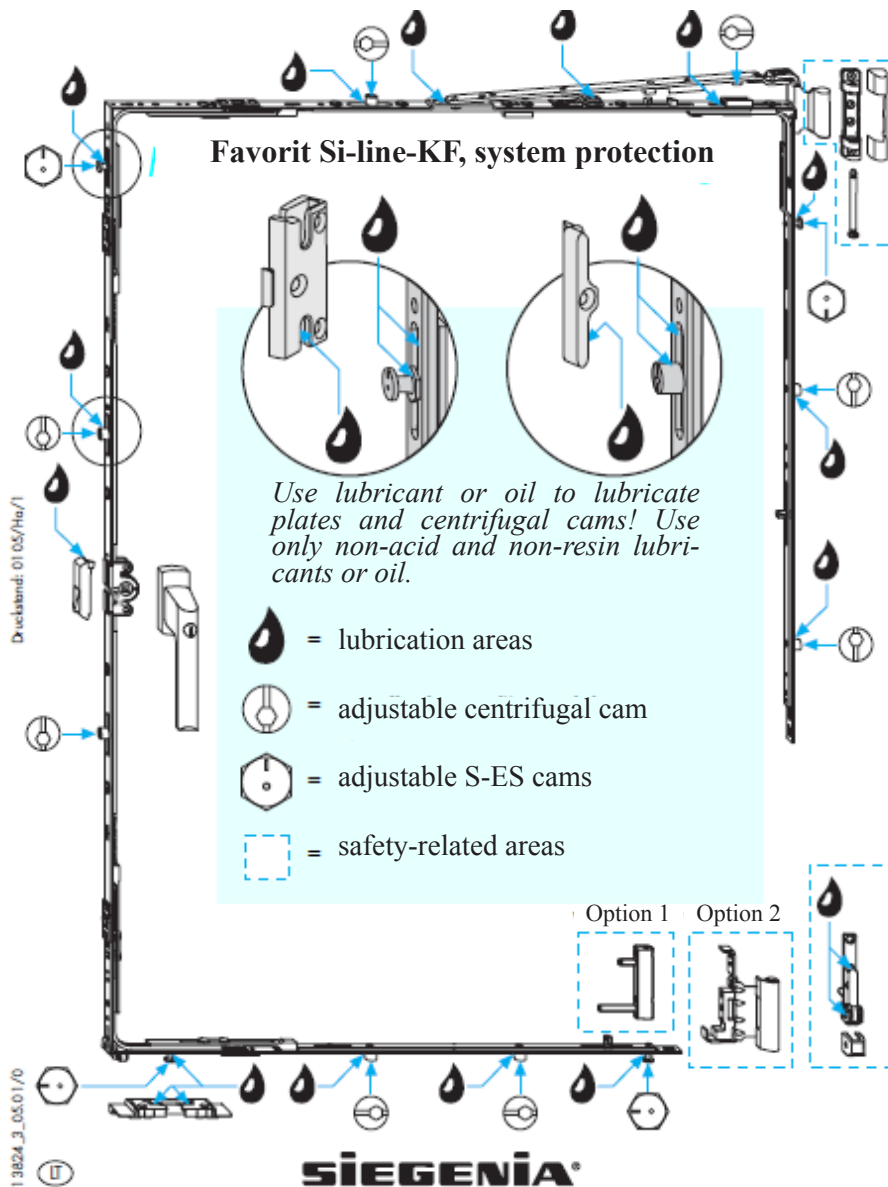


Fig. 1 Schematic diagram of window hardware maintenance

16. Having identified any malfunction of windows or doors, the manufacturer or its authorized representative shall be contacted immediately regarding their adjustment and measures capable of protecting goods from their irreversible damage shall be taken.

17. The unassisted adjustment of opening and closing mechanisms of windows or doors shall be prohibited, with the exception of cases when malfunctioning windows or doors may harm human health or the environment.