



# Maintenance Handbook

# Introduction

Dear Customer,

Thank you for choosing the Formula One Range of windows, doors and conservatories. We trust you are satisfied with the installation.

Please refer to this booklet as a guide to general maintenance, operation and safety information to ensure that you will enjoy trouble free usage for many years to come.

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# Maintenance

## Frame Maintenance

Wash frames every four months using warm soapy water. Use a non-abrasive proprietary cleaner to remove stubborn stains and grease. Take care not to disturb the sealants

\* Please refrain from using any solvent or abrasive cleaners.

## Glass Maintenance

The glass maintenance referred to below is relevant to; float glass, laminated glass, glass containing Georgian bars and Pilkington K.

Prior to cleaning any type of glass we recommend that all jewellery is removed as scratches can easily occur. Use any household proprietary cleaner with a soft cloth to clean the windows. Stubborn stains and grime should be removed with a solution of soap and water.

## Leaded Glass

Warm soapy water and a soft cloth with moderate pressure is a sufficient way in which to clean leaded glass. When cleaning the leaded lights please ensure that you DO NOT apply too much pressure as this may cause them to become dislodged from the surface.

\* External lead will oxidise. This is a natural process and cannot be prevented.

# Maintenance

During the manufacturing process all double glazed units are susceptible to a degree of surplus damage. Although the glass is produced in the most carefully controlled environment abnormalities within the glass can not be avoided.

Patterned glass originates in large sheets. Due to spacing repetitions on the glass sheet we cannot guarantee centralisation of any design.

According to the Glass and Glazing Federation standards, flat transparent glass shall be deemed acceptable, if non of the following are neither obtusive or bunched:

1. Totally enclosed seeds
2. Bubbles or blisters
3. Hairlines or blobs
4. Fine scratches (no more than 25mm, 1" long)
5. Minute embedded particles

# Maintenance

## Cleaning Porch Roofs and Conservatory Roofs

Clean all roofing panels with a soap water solution every 3-4 months. Ensure tha all the guttering remains clear, remove all leaves and fragments to allow rain water to drain away freely.



\* Do not attempt to walk on conservatory roofs

Avoid leaning ladders directly against plastic materials such as gutters, PVC-u framing or roof sheets that may be damaged.

# Maintenance

## Drainage

All double glazed products are designed with drainage facilities that allow for any water ingress to flow to the outside. The slots must remain unblocked at all times to allow this function to operate effectively.

## Polished Finish Products (Brass effect/Chrome)

Although polished finish products are coated at the time of production using PVD technology, wear and tear may cause the coating to peel and become tarnished.



Your installer cannot be held responsible for the natural occurrence detailed above.

## Lubrication

In order for the hardware to function correctly it is advised that you lubricate them using light machine oil e.g. WD40 or petroleum jelly.

The use of ammonia based products and abrasive cleaning fluids should not be used on the hardware as this may effect the corrosion protection properties. Clean only with warm soapy water and a soft cloth.

# Window Styles & Operation

## Open out casement Window Top hung and side hung

Side hung and top hung windows are all fitted with a 'mushroom' cam shoot bolt lock. The two position keep allows a slight opening for ventilation. To locate the window in the night vent position, open the sash approximately 15mm and rotate the handle into the closed position.



## Egress Hinges

Egress hinges are fitted to windows to allow an opening big enough to escape through in the event of an emergency. Egress hinges are designed to open to approximately 90 degrees.

For your windows to perform to its highest standard the scissor mechanism of the friction hinges need lubricating on a regular basis. Ensure all the pivots, sliding shoe and track are kept free of dirt and fragments. Also lubricate locking mechanism slots and keeps.

# Window Styles & Operation

## Tilt and Turn

### Operating instructions

Your tilt and turn window is a multi-locking, high quality product capable of two modes:

1. Tilt Mode for ventilation
2. Turn mode for cleaning and emergency exits



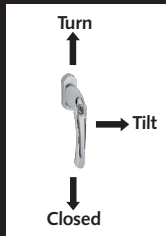
The window is taken into the 'tilt' position for ventilation by unlocking the handle and rotating it 90 degrees to the right or 90 degrees to the left depending on the position of the handle.

To change the position to 'turn' place the handle in the closed position. Rotate the handle 180 degrees to the right and pull the window inwards.

Note – The window must always be fully closed before changing the handle position.

### Locking mechanism

The sliding mechanism needs to be kept free from dirt at all times. Lubricate with light machine oil as and when required. Also lubricate keep faces.



# Door Styles & Operation

Your door will be fitted with one of two handles either a lever/pad handle or a lever/lever handle. The doors are fitted with various multipoint deadbolts to increase security.

## Residential doors

To lock to the door

1. Close the door
2. Lift pad/handle to engage top and bottom claw locks.
3. Insert key and turn to engage centre claw lock

If key will not turn, lift pad/handle to the maximum position and then turn the key.

To unlock the door

1. Insert key and turn to unlock
2. Push pad/handle down to disengage top and bottom claw locks
3. With a lever/lever handle the door will then open
4. With a lever pad handle, continue to turn key to open

# Door Styles & Operation

Lubricate the lock when required using light machine oil.

Please note all components that are lubricated should be cleaned before hand.

Hinges need to be lubricated every 6-8 months. To do this you should clean and lightly oil hinge pins. Handles should only be lightly oiled on the external moving components.

Wipe off any excess oil immediately. Do not lubricate door cylinder.

# Door Styles & Operation

## **Inline sliding patios.**

To lock:

Slide door to fully closed position

Lift lever behind handle engaging the door lock with bolts and cams.

Turn the key to fully secure the locking mechanism.



To unlock:

Insert key in cylinder and rotate to unlock the mechanism.

Depress lever behind the handle, the bolts and cams will disengage the door.

Slide door open.

Keep bottom track constantly free of dirt and debris and lubricate locking cams only. Do not lubricate door cylinder.

# Door Styles & Operation

## Tilt and Slide Door

To operate this style, the handle is placed in one of three positions; closed, tilt and slide.

Closed to tilt mode (locked)

Insert key and rotate to unlock. Move handle 90 degrees to the horizontal, the door sash will tilt in.

Closed to slide mode (locked)

Insert key and rotate to unlock. Move handle 180 degrees to the vertical. The door sash will move in.

Slide door track open.

Tilt to slide mode (locked)

Insert key and rotate to unlock. Move handle 90 degrees to the vertical. The bottom of the sash will move out inline with the top of the sash. Slide door on track to open.

Ensure all tracks are free from debris lightly lubricate top track only.

When the door is placed into the slide mode use light machine oil to lubricate the bottom runner arm and top stay arms. You will also need to oil the locking cam slots on the door mechanism and keep faces.

Do not lubricate bottom tracks

# Security

Your double glazed windows and doors have all been designed to specifically include a variety of security features to protect your home from intrusion.

We do however recommend a number of sensible and simple precautions to ensure you take full advantage of the security features:

1. Never leave any windows/doors open when your home is unattended.
2. For added protection. Lock all windows in the closed position and always remove the key
3. To provide adequate means of escape in the event of an emergency, we recommend you keep the keys to suit the openers close by but out of external view.
4. When using tilt and turn windows we recommend you do not leave the room unattended when the window is in turn mode (open to its maximum width)



# Condensation

Condensation is a natural process that is present in all homes at all times. It is increased by normal living activities such as cooking, bathing, washing and boiling a kettle etc.

Traditional house construction allowed the escape of water vapour through natural ventilation. As we try to become more energy efficient as a society, we aim to reduce heating costs by sealing our homes more efficiently, which has consequently resulted in the increase of trapped vapour in our homes leading to condensation.

We recommend you provide natural ventilation whenever possible by opening windows, fitting ventilation/extraction unit in kitchens and bathroom areas and fitting wall vents to provide air flow.

## Heating

Maintain some permanent heat in your home during cold weather. Where possible we recommend you fit radiators below windows to maintain the temperature of the inside pane of your double glazing units.

# Circulation

We advise you to keep the kitchen and bathroom area's closed and draught sealed where possible. This will help to prevent excessive, moist areas in the room being transferred to other parts of your home.

Bedroom windows should have night vent facilities which will provide air movement also. If bedroom doors are kept closed on a regular basis ventilation grills should be fitted above the door. Curtains should ideally be in a minimum of 150mm (6") away from windows, with suitable gaps at the top and bottom to allow adequate ventilation.

# Maintenance Record

At the FormulaOne Range we operate an ethical duty of care program to ensure that all of our clients have continued satisfaction with our products and service provided.

Please note that the maintenance handbook will provide this when following our basic steps of maintenance and service on your new purchase.

Otherwise please contact our service department to arrange for an engineer to visit and take advantage of our service contract. For a one-off yearly fee, one of our trained service engineers will visit once every twelve months and carry out all of the routine maintenance for you to ensure your guarantee stays current.

Date	Work Carried Out / Notes

Please return this brochure to showroom when finished in the interests of saving a tree. Alternatively, please pass to a friend who may find this leaflet interesting. Thanks!

