

GENERAL RULES OF WINDOW PLACEMENT AND USE GENERAL RULES OF TRANSPORT AND PRODUCT STORING

The PVC windows and doors should be transported and stored following certain rules. The products ought to be placed in a vertical position, Single (on special racks) or in layers (using pallettes.) The storage place should be dry and protected from weather influence (like rain and high humidity). The vehicle should be clean and its walls should not have any sharp objects sticking out that could damage the product. The windows or doors should be loaded in such a way to have the sash planes parallel to the longitudinal axis of the vehicle. The product ought to be supported by special safety straps so that they were stable and safe during the transport.

MOUNTING AND PLACEMENT INDICATIONS

The correct way of mounting the PVC windows and balcony doors in the window opening is an essential condition to have them working properly , which also includes the thermal and acoustic insulation, as well as their tightness against leakage. That is why, if you do not posses the knowledge or expertise at mounting windows, you should leave that task for professionals in that field.

The basic rules for window placing are as follows:

1. The mounting should take place in the temperature higher than -5 degrees Celcius
2. Before attempting the placement of a product you should:
 - check the window opening measurement and correct them, so that the gap between the wall and window was around 10-25 mm, according to the table below:

Window/construction size (width or height)	to 1.5 m	to 2.5 m	to 3.5 m	to 4.5 m
Gap width on each side	10 mm	12 mm	15 mm	20 mm

NOTE!!! In case of coulered windows the gap should be larger by minimum 5 mm.

- disassemble the sashes (store them safely) - that helps to place correctly the window frame in the opening

3. To place and mount the frame in the opening you should use supporting blocks and mounting wedges. You should check the frame position in the gap: vertically, horizontally, make the diagonal measurements, as well as measure the depth of the frame from inner and outter wall, bearing in mind that:
 - maximum deviation from the vertical (horizontal) window frame in the window opening should not exceed 1mm/1m
 - difference in the length of diagonals should not exceed 3 mm.
4. Windows should be installed with the prediction of all the factors affecting them, taking under consideration all the joint movements. Thus, one should remember to:
 - place the window in the opening , making sure that there is a suitable gap between the wall and the window
 - stabilise the frames in the opening using supporting blocks and mounting wedges
 - choose the proper type of mounting elements (like mounting brackets, dowels, metal release sleeves, with hollow bricks you should use special screws, for example ,spaks' etc) bearing in mind that the depth of mounting elements should not be smaller than 60 mm; mounting bracket should be attached to the window through a prepared hole
 - estimate the number and location of the mounting points, depending on the type and size of load that will affect the window. The distance between mounting brackets should not exceed 700 mm, whereas the distance from the windows edges and from the posts should be 100-150 mm (white windows),and up to 300 mm (coloured windows). The mounting brackets should be used respectively – on the inside and outside of the room.
 - Special constructions like arches or bevels should be installed using dowels
 - For a constructions bigger than 2000m it is advised to use static connector
5. The window mounting should be done mechanically – it is not allowed to use glues or foam. The mounting elements (like mounting brackets etc) ought to be protected from corrosion.
6. After installing the frame in the window opening one should check whether it has not been damaged – if any deformation occurs, mounting wedges should be used to correct it.
7. Mount the sashes in the frame, check whether they work properly, regulate the fittings if necessary.
8. Before isolating the gap between the window and wall, the fittings and outter window surface should be protected with tape or foil to avoid paint or insulating materials stains.
9. The gap between the wall and the frame should be filled with PUR foam, remembering that:
 - the wall and the frame should be damp and moistened
 - there should be a free flow of excess foam, to prevent the frame deformation
10. Once the filling foam gets hard , the spacers and mounting wedges should be removed and any remaining gaps should be filled with the mounting foam.
11. Should one attempt to carry out any construction work, all the mounted windows and balcony doors should be protected with foil (to avoid stains, scratches or any other surface damage).
12. Once all the mounting and finishing works are done, all the window elements should be cleaned using special cleaning products. The foil protecting the window frames should be removed as soon as possible.

CLEANING, USING AND MAINTENANCE

Cleanig the window frames – small stains should be removed using water with delicate cleaning products. In case of persistant dirt it is allowed to use delicate abrasive and polishing products affecting the surface of window frames. The surface of window frames does not need any maintenance. The windows are not to be painted or varnished. It is not necessary to use any other forms of protective coating. It is advisable to protect the window frame surface from any hot objects (like iron, oven and etc) as well as from sharp items which could damage and scratch it.

GASKET MAINTENANCE

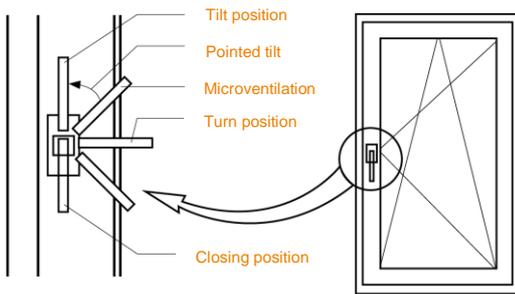
The elastic gaskets used in windows are made od EPDM – a material resistant to ageing and weather conditions. Therefore, they do not need any maintenance and if damaged, they can be easily replaced.

CLEANING OF GLASS UNITS

The windows are glazed units with hermetically sealed one-or two-chamber glass units. One should only clean the two outer surfaces of glazing units. It is allowed to use general cleaning products designed for glass cleaning . It is not allowed to use any corrosive agents. It is not allowed to use any sharp tools to scratch dirt off. Persistant stains should be initially moistened with water (+cleaning product) and then removed with a clean soft cloth.

FITTINGS – THE MANUAL

The PVC windows and balcony doors are equipped with a top class Winkhaus activePilot fittings. These fittings are easy to use and are wear-resistant. The fitting mechanism is started by a handle to maneuver, and a sash is regulated at several points at the sametime. In the closed position the handle is facing down. The way to operate the handle while using a window with a tilt and turn fitting (with microventilation) shown below:

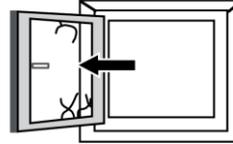


HANDLE POSITION



Do not use any additional load on the window!

WINDOW VIEWED FROM THE INSIDE



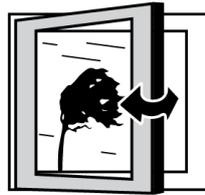
Do not press the sash against frame!



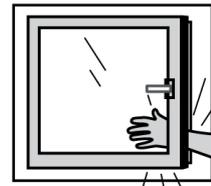
Do not put any objects between the sash and frame!



To protect children or people with mental disorders from unwanted access to windows, it is recommended to install blocking elements (e.g. window lock or handles with a key)



Do not leave the windows sash open during a strong wind!



Do not put hands between the sash and frame while closing the window. The impact caused by strong sash movement (e.g. wind) may harm you!

The condition for keeping fittings efficient and accurate is to follow the guidelines of installation and adjustment, as well as cleaning and maintenance. The adjustment is not necessary, however, the need to regulate a window may depend on the long-term using period. The maintenance consists of periodic reviews of fitting components and lubrication (annually) of the window moving parts. Fitting components should be regularly monitored in terms of proper attachment – if necessary, tighten the mounting screws and in case of damage, replace the faulty element. Annual lubrication of the essential elements of sash and frame (including moving parts) will prevent the premature wear.

NOTE!!! For lubrication, use oil or grease without resins and acid contents, like for example WD-40. Repair and maintenance, such as replacing worn or damaged parts of fittings or their adjustment should be done by a recognised professional, as the incorrect actions can lead to its improper functioning.