



WINDOWS & DOORS

CARE & MAINTENANCE

VINYL WINDOWS & PATIO DOORS

Proper maintenance will help keep your vinyl windows and doors operating smoothly and looking beautiful, saving you time and money too. Following these simple guidelines will keep your windows & doors in good condition and enhance its longevity.

MAINTENANCE & CLEANING RECOMMENDATIONS:

How to operate & care for your new vinyl windows:

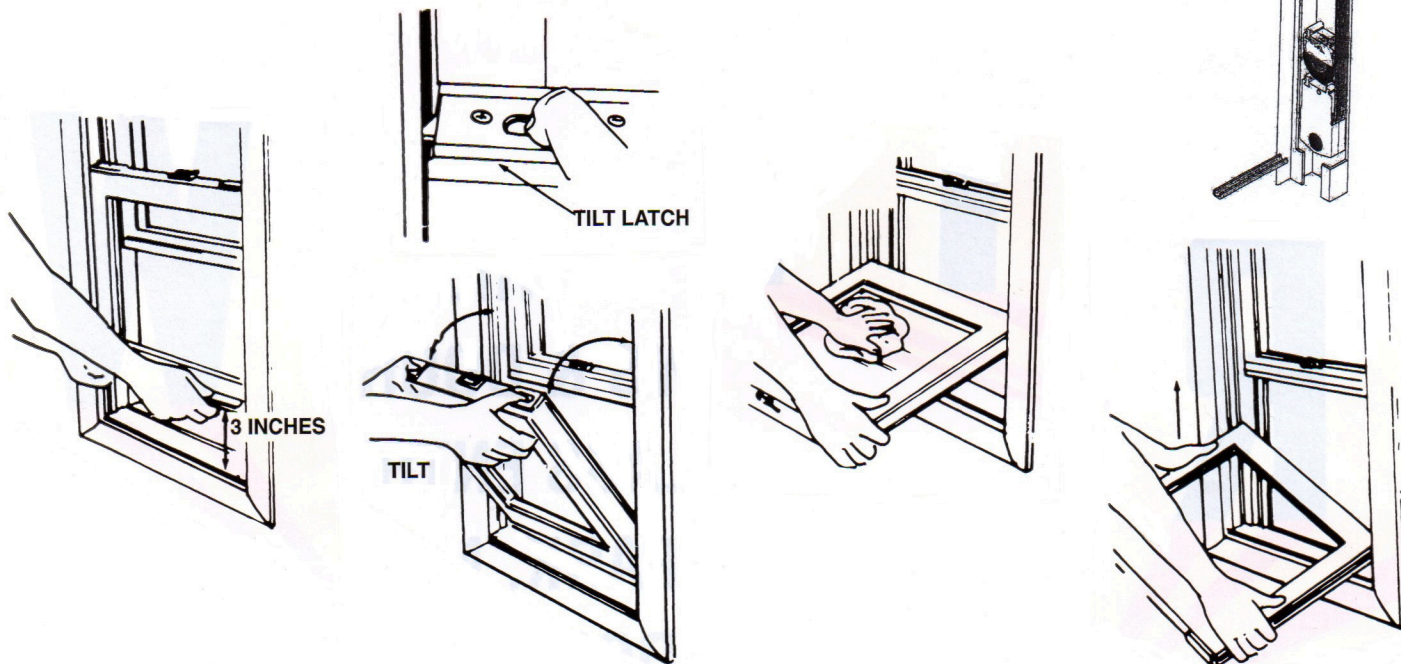
Each window comes with two tilt latches (surface mounted or recessed) on each operating sash. Raise the bottom sash about 3". Using both hands, disengage the tilt latches on both sides simultaneously. While holding the latches with your fingers, gently pull the top of the sash toward you until the latches are clear of the frame. Holding the top of the sash, continue to lower it evenly and let it rest on frame.

To tilt the top sash, lower it approximately 3" after the above step and follow same procedure.

When returning sashes to operating positions, begin with top sash first. Raise the sash back up by pushing inward and you will hear a click. Push sash gently into frame until the tilt latches snap back into place on both sides.

Note: To remove sashes from frame, follow above steps. Once sash is positioned straight, push up on a slight angle and remove sash. To re-insert sash, pop sash back in to shoes (one on each side) straight & evenly, making sure pins on sash entered both holes and are secure. Continue following above steps to complete.

If sash does not stay up this may indicate that sash was not properly put back into place after removing. Re-examine and make sure that pins are inserted into holes of shoes located on the balancer.





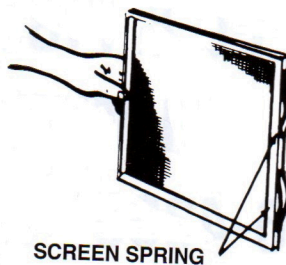
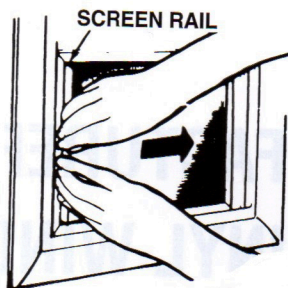
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Screens

Window screens are not security screens and will not prevent anyone/anything from falling through. Window screens are for the purpose of keeping insects out.

- Inspect screens for cuts or holes or extreme looseness. Screens can be re-meshed using existing aluminum frame. (Contact local supplier for screen repairs)
- To clean screen, remove by pushing to side where spring hinges are located and pull toward you from interior.
- Once screen is removed, clean track and rinse screen by gently spraying water. Do not use direct water pressure.
- For excessive dirt build up, gently scrub with soft brush & mild soap. Rinse, dry and re-install screen into track.

Note: Screens are not covered under manufacturer's warranty.





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MAINTENANCE & CLEANING **RECOMMENDATIONS**

Clean when dirty or at least twice a year by doing the following:

- Mild soap and water or vinegar and water (quickly rinse and dry.)
- Soft and smooth cloths
- Sponge
- Vacuum cleaner for excessive dirt/dust.
- Labels can be removed by moistening with warm soap & water.
- Avoid unnecessary rubbing and excessive cleaning.
- Abrasive cleaners can damage vinyl material and discolor the surface. Quickly rinse and dry.
- Avoid washing in direct sunlight or in extreme heat or cold.
- Do not use a hose or power washer when cleaning windows. Avoid direct pressure.
- Do not let cleaners build up in the glass edges near glazing materials.
- Avoid using sharp objects such as razor blades or knives. This may cause scratching on the glass and damage window surface.
- Never mix cleaners or solvents when cleaning windows, it may damage surface.

Sash

- Inspect sashes for any cracks and check glass regularly for cracks or condensation in between glass. Insulated glass units can be replaced by local glass suppliers.

Note: Moisture on inside of window, not in between glass, does not indicate seal failure.

Weep Holes & Weatherstrip & Hardware

- Inspect weep holes and weatherstrip periodically.
- Weepholes are located on exterior sill & on inside bottom track side walls, and they must be kept clean and free of blockage for water to drain properly.
- Clean weepholes with vacuum, damp cloth or thin wire to clear blockage caused by excessive dirt, caulking or stucco.
- Clean weatherstrip with damp cloth.
- Replace weatherstrip that is missing, brittle or ripped.
- Gutters and overhangs must also be maintained and cleared yearly.
- Thoroughly clean hardware from dirt/debris, tighten loose screws and replace damaged hardware. Normal wear and tear is not warranted on hardware.