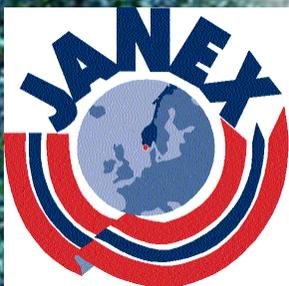


# Fitting, Adjustment & Maintenance Manual

Janex Canopy (Topswing & Sideswing)



## Fitting, Adjustment & Maintenance Manual

This manual provides fitting, maintenance and adjustment instructions for Janex Canopy windows (topswing and sideswing). Instructions are included on delivery, storage, handling and ongoing maintenance of these products.

Installation details are in accordance with UK best practice as outlined in the British & European standards and GGF codes of practice.

Janex supplies a wide range of high quality windows. Correct storage, handling, installation and maintenance will ensure that the products will function and perform with the minimum attention for many years.



1

Windows should be checked for level. Wedges should be used to level and support the frames under the cills (if used). Supporting wedges must be positioned under the jambs and mullions.



2

Frames are checked and adjusted to ensure that they are plumb using the internal face of the frame.



3

The diagonals are checked and adjusted to ensure that the frame is square. Frames should have a difference no greater than 2mm between diagonal measurements.



4

Pre-drill holes to accommodate fixing screws. Please refer to BS644 for the number and position of screws. It is important that the correct gauge and length of fixing screws are selected. Screw sizes and types are dependent on the substrate being fixed to and expected wind loadings. If brackets or straps are used they should be a minimum of 2 x 20 x 150mm. If in doubt please seek specialist advice from your fixing supplier or structural engineer.



5

Adjufix Fixing: Wedges are not required to the sides if the Adjufix fixing system is used. The Adjufix system allows the frame to be adjusted on the sides using an allen key



6

Secure the frame when the frame is plumb and square using the appropriate number, type and position of fixings.



7

Fixed windows should be levelled using wedges as shown above. Wedges should be placed 100mm from each corner and also under mullions.

Please follow steps 1-7 to complete the installation.



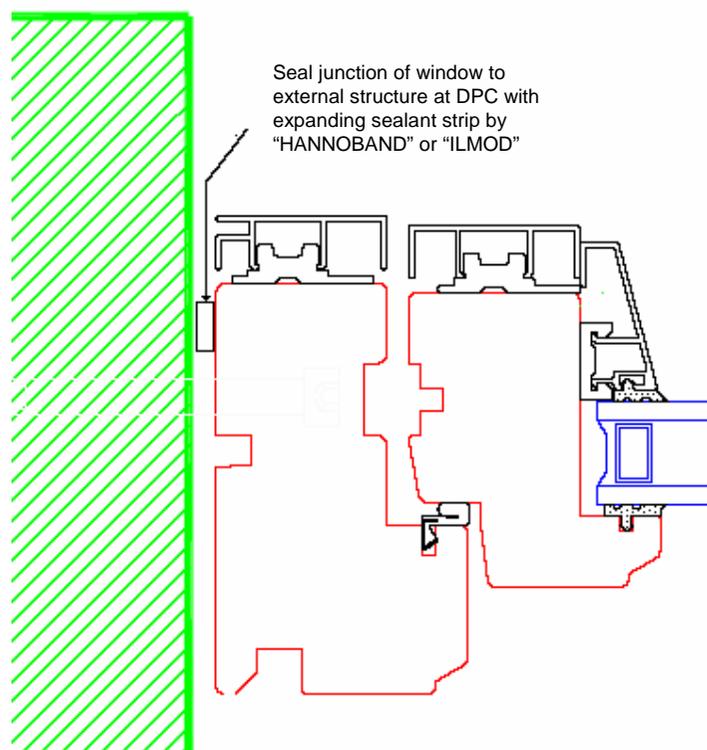
8

Flashing used to cover the joints between the window and cladding systems should be positioned so that it overlaps the head of the window. This will ensure water is drained away from the window.



9

Extension cills or flashings must be firmly located into the groove or clip to the underside of the frame to ensure an effective seal.



### Sealing

Frames should be sealed around the perimeter using an expanding polyurethane tape as shown in the diagram. The tape should be positioned at the outer part of the timber section, allowing free air circulation around the alu-clad system as illustrated

Timber frames should have the expanding tape applied to the same position as shown for the alu-clad system.

Please refer to following pages for further details of sealing into timber frame structures or in-check situations

Cross section of Janex Alu-Clad timber window showing the position of expanding foam seals (not supplied with the windows).

## Delivery

All Janex products are packed in our factories using methods to minimise movement during transport. Frames are secured to pallets with timber battens that are screwed or nailed to pallets and other windows to form a rigid pack. The screws or nails should be carefully removed when unpacking to prevent damage to the frames or the surface finish. Suitable personal protective equipment should be worn when removing the battens and care should be taken to ensure frames are adequately supported during disassembly.

It is the responsibility of the customer to ensure adequate and appropriate lifting methods are used to offload the pallets on site. Prior to offloading it is the customer's responsibility to check that no damage has occurred during transit. Any transit damage should be noted on the proof of delivery document and Janex should be notified immediately.

No liability will be accepted for subsequent damage once the pallets have been offloaded from the vehicle.

## Transport

Windows and doors should be moved wherever possible in an upright position. The products should not be carried using window handles as this can cause damage to the window mechanism. Windows and doors must not be dragged across the floor. This will result in damage to the underside of the frame. Damaged surface treatments can enable water penetration which may result in a shorter lifespan of the products.

## Storage

It is recommended that windows and doors are stored in near vertical upright position on battens or pallets on a flat surface. Care should be taken to avoid leaning the doors in such a way that may induce a bow in the frames. Pallets of windows and doors should be stored in a dry well ventilated area having an air moisture content of the order of 55%. If the products can only be stored outside they must be covered with a substantial waterproof sheet with adequate drainage and ventilation to the base. It is very important the frames are well ventilated to avoid moisture accumulating under the waterproof sheet.

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## Masking Tape

If there is a need to use masking tape during installation it is recommended that low tack easy release masking tape is used. Masking tape should be applied and removed during the same day, it should not be left in place overnight or damage may occur to the paint finish.

## Exterior Surface Treatment

All windows and doors that are subject to the outdoor environment will require periodic maintenance. Under normal UK condition the surface treatment from the factory will be 5 years. However the surface treatment should be inspected annually. Any kind of diffusion open water or oil based paint or stain can be used to treat scratches. Failure to maintain the integrity of the paint finish may lead to premature deterioration of the overall paint finish and frame. Aluminium clad windows and doors require no exterior treatment other than wiping clean annually using a soft cloth and a mild detergent solution. Abrasive cloths or compounds will damage the powder coated finish.

## Interior Surface Treatment

Factory finished surfaces exposed to a normal domestic interior environment should not require maintenance for 10 to 20 years. The interior finish only requires painting typically for decorative purposes. Any type of diffusion open water or oil based paint or stain can be used to re-finish internal surfaces.

## Hardware

All hardware and moveable parts on windows and doors must be lubricated annually using an acid free Vaseline or grease. Locking cylinders should only be lubricated occasionally with graphite lubricant. Sliding tracks should be cleaned using a soft cloth. Aggressive cleaning materials must not be used. If needed the hardware should be adjusted. Hardware glass and gliding tracks must not be overpainted.

## Cleaning

Windows and doors may be cleaned using a soft cloth with a mild-detergent solution. Abrasive cloths or cleaning compounds will damage the paint and shorten the expected life of the paint finish.

Glass should be cleaned using a mild detergent solution and a soft cloth. Abrasive cloths or aggressive fluids must not be used or this may result in damaging the glass or surrounding paint finish.