



STANDARD PROCEDURE

No. M-203

SUBJECT:

**Window Maintenance Instructions
Seal Craft 2300 Fixed Light Window**

Examined, Accepted and Approved

By: D. Ray VanNess

Title: President

Date: January 2005

1.0 INTRODUCTION

- 1.1 The purpose of this standard procedure is to establish the requirements for the routine maintenance required to ensure that Seal Craft windows maintain their optimum performance, appearance and functionality throughout their intended life as installed in the property.
- 1.2 The guidelines set forth herein are based on standard industry practices and Seal Craft's specific recommendations. Please also refer to the AAMA Standard.
- 1.3 The maintenance issues listed below are dependant upon a proper initial installation and cannot remedy poor initial workmanship.

2.0 GENERAL MAINTENANCE INSTRUCTIONS

- 2.1 Ensure that the windows have been installed in accordance with the contract requirements and Seal Craft installation procedures.
- 2.2 Ensure that the specified perimeter sealant has been used and periodically check the perimeter seal for shrinkage, cracks or failures. Remove any sealant that has failed and replace with new sealant of the same specification as original.
- 2.3 Frequency of maintenance to be determined by geographic location, property use and management requirements. High traffic, public use facilities may require more frequent inspection, whereas private, limited use facilities may require only random periodic attention, but not less than once in any twelve month period.
- 2.4 It is always a good idea to perform maintenance on one selected window, then obtain approval from property manager or owner before continuing maintenance activities.

3.0 CLEANING

- 3.1 Frame members are to be cleaned in accordance with AAMA 610.1-1979. Basic elements of this specification include a clean water rinse from the top down, sponge application of mild detergent and a second clean water rinse. Do not use corrosives or abrasives.
- 3.2 Glass surfaces are to be cleaned in similar manner as described in 3.1. Final rinse water may be removed and wiped dry with a chamois, squeegee or lint free cloth.

4.0 PRODUCT DESCRIPTION

- 4.1 Fixed windows are comprised of one mainframe and non-operable glass light(s). The non-operable glass is glazed directly into the mainframe.
- 4.2 Fixed light windows do not incorporate any hardware that requires maintenance, however there are exterior weep covers that must kept in place, unobstructed and functioning properly.

5.0 INSPECTION AND CORRECTION

- 5.1 Visually inspect windows for appearance and clean as required per 3.0.

- 5.2 Inspect perimeter seals for noticeable air leaks and reseal per 2.2.
- 5.3 Glass units should be inspected for breakage or Insulated Glass unit failure. Broken glass must be replaced immediately to limit the possibility of injury to persons present at the property.
- 5.4 Inspect all exposed finished surfaces for scratches, abrasions and dents and correct. Scratches and abrasions to painted finishes should be wet sanded with 400 grit emery cloth, wiped clean and painted with touch up paint available from manufacturer.

6.0 CUSTOMER SERVICE

- 6.1 Seal Craft maintains a knowledgeable staff of individuals who may be able to assist you in understanding concerns that may arise relating to its products and are available during normal business hours at 1-800-844-4486.
- 6.2 Warranty claims should be brought to the attention of Seal Craft, in writing and immediately upon discovery and are subject to the conditions set forth in the approved warranty documents for this project. Fax to 318-221-7685.

7.0 MANUFACTURERS DISCLAIMER

- 7.1 Seal Craft is a manufacturer of quality commercial window systems and as such is compensated for the delivery of the same, per architectural specifications, unto the job site. Seal Craft is not compensated for, and therefore assumes no responsibility for, building design, interface of its products with other building elements or any area of accountability other than the manufacture and delivery of quality window systems as required under each contract.
- 7.2 7.2 The qualifications and procedures as set forth herein are recommendations of Seal Craft as the manufacturer and are intended as a minimum guideline for the successful maintenance of its products and must be adhered to in order for the Seal Craft warranty to be in effect. Proof of a maintenance schedule will be required.
- 7.3 It shall be the responsibility of the Architect and/or General Contractor to provide these Maintenance Instructions to the Owner along with other related close out documents. By doing so, both that Architect and/or General Contractor acknowledge that the design, specific product selection and/or manner in which the window units were installed and/or maintained were beyond the control of Seal Craft and is as much, Seal Craft shall have no responsibility for and/or will not be party to any action from any liabilities that may arise from the neglect of, improper use of or installation of its products

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