



## STANDARD PROCEDURE

No. M-204

SUBJECT:

**Window Maintenance Instructions  
Seal Craft 2001 Single Hung Windows**

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, and 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.
- 3.3 Inspect sill area and meeting rail interlocks for debris and remove such if necessary.

## 4.0 PRODUCT DESCRIPTION

- 4.1 Single hung windows are comprised of one mainframe, one upper fixed light (inoperative) and one lower operating sash. The lower sash is removable per the drawing at the end of this procedure.
- 4.2 Hardware includes sash balances, which are replaceable. Optional tandem balances may have been specified and provided on this Project, meaning that there will be two

balances per jamb.

- 4.3 Sash locks are located at the bottom sash lift rail, are auto type snap locks and engage mainframe sill.
- 4.4 Sash stops are located in the interior jamb track at the head end and are required to prevent the sash balances from possibly disengaging during normal use.

## 5.0 INSPECTIONS AND CORRECTION

- 5.1 Visually inspect windows for appearance and clean as required per 3.0 above.
- 5.2 Inspect interior perimeter for noticeable air or water leaks and reseal per 2.2 above.
- 5.3 Glass units should be inspected for breakage or Insulated Glass unit failure, which is typically called “fogging”. Broken glass must be replaced immediately to limit the possibility of injury to persons present at the property and to insure weatherability.
- 5.4 Operate sash and check for travel characteristics, noises and to make sure that the sash remains open at it’s intended height. Remove sash, as required, per instructions at the end of this procedure. Remove defective balance mechanisms by releasing from retainer bracket at jamb, remove screw at upper end of balance tube. Install new balance in reverse order. Exercise care while removing balances to prevent hand or eye injury from the spring tension of the balance as its being handled.
- 5.5 With sash removed, inspect all weather seals for unusual wear or damage, replace as necessary to insure weatherability.
- 5.6 Latches should be inspected to ensure that they are properly aligned and that the snap latch springs are functioning properly.
- 5.7 Ensure that all sash stops are in place.

## 6.0 ADJUSTMENTS

- 6.1 Ensure that all the sash travel to their full opening, without undue pressure, scraping or unusual noise. Check jamb track for any debris, dents or obstructions that impede proper travel and correct same as needed. With the use of a balance tool, the tension on each balance may be adjusted; a balance tool was included with this Project’s “Care package” or contact Seal Craft.
- 6.2 Ensure that sash locks work as intended with appropriate amount of operating force. Confirm that sash is closing fully by checking meeting rail interlocks and upstanding sill leg for debris or dents and correct same as needed.

- 6.3 Inspect all exposed finished surfaces for scratches, abrasions and dents, correcting as

needed. 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.

## 7.0 CUSTOMER SERVICE

- 7.1 Seal Craft maintains a knowledgeable staff of individuals willing to assist you and capable of understanding concerns that may arise relating to it's products. They are available during normal business hours at 1-800-844-4486, Central Time.
- 7.2 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.

## 8.0 MANUFACTURERS DISCLAIMER

- 8.1 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, specific product type and grade selected nor interface of it's 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.
- 8.2 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 it's 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.
- 8.3 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 it's products

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