

# SEALCRAFT

Architectural Window Systems

## STANDARD PROCEDURE

No. M-100

SUBJECT: Window Maintenance Instructions  
Seal Craft 8050 Double Hung Windows  
AAMA DH-C50

Examined, Accepted and Approved

By:

Title: President

Date: 01/15/03

STANDARD PROCEDURE

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## 1.0 INTRODUCTION

- 1.1 The purpose of this standard procedure is to establish the procedures required for the routine maintenance required to ensure that Seal Craft windows maintain their optimum performance, appearance and function 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 specific recommendations.
- 1.3 The maintenance issues listed below are dependant upon a proper initial installation and can not remedy poor 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 - periodically check the perimeter seal for 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 property use and management requirements. High traffic, public use facilities may require frequent inspection, where private, limited use facilities may require only random periodic attention.
- 2.4 Perform any maintenance on one selected window and 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 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.

#### 4.0 PRODUCT DESCRIPTION

4.1 Double hung windows are comprised of one mainframe, one upper sash and one lower sash. Upper and lower sash are removable per the drawing at the end of this procedure.

4.2 Hardware includes replaceable sash balances (one pair for the upper and one pair for the lower sash) which are replaceable without the use of tools.

4.3 Sash locks are located at the meeting rail and snap locks are located at the top rail and bottom rail (if specified).

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 use.

#### 5.0 INSPECTION AND CORRECTION

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

5.2 Inspect interior perimeter 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 Operate sash and check for travel characteristics, noises and that the sash remains open at its intended height. Remove sash as required per instructions at the end of this procedure. Remove defective balance by releasing top end from clip and detaching balance from punched hole at the jamb center. Install new balance in reverse order. Exercise care while removing balances to prevent hand or eye injury from spring tension in the part being handled.

5.5 With sash removed, inspect weather seals for wear or damage and replace as necessary.

5.6 Locks and latches should be inspected to ensure that screws are tight and properly aligned and that snap latch springs are functioning properly.

5.7 Ensure that sash stops are in place.

## 6.0 ADJUSTMENTS

6.1 Ensure that all sash travel to full opening without undue pressure, scrape or noise. Check jamb track for any debris, dents or obstructions that impede proper travel and correct.

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.

6.3 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 manufacturer touch up paint available from manufacturer.

## 7.0 CUSTOMER SERVICE

7.1 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.

7.2 Warranty claims should be brought to the attention of Seal Craft immediately upon discovery and are subject to the conditions set forth in the approved warranty documents for this project.

## 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, 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.

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 its products and must be adhered to in order for the Seal Craft warranty to be in effect.

- 8.3 By stamping and/or signing or by any other means affixing a 'mark' to the submittal booklet that contains these instructions, both architect and contractor demonstrate complete agreement and accept full responsibility for these procedures. Further, both architect and contractor agree that the manner in which the windows are installed is beyond the control of the manufacturer and as such, Seal Craft has no responsibility for any liabilities that may arise from the improper installation of its products.