

WINDOWS

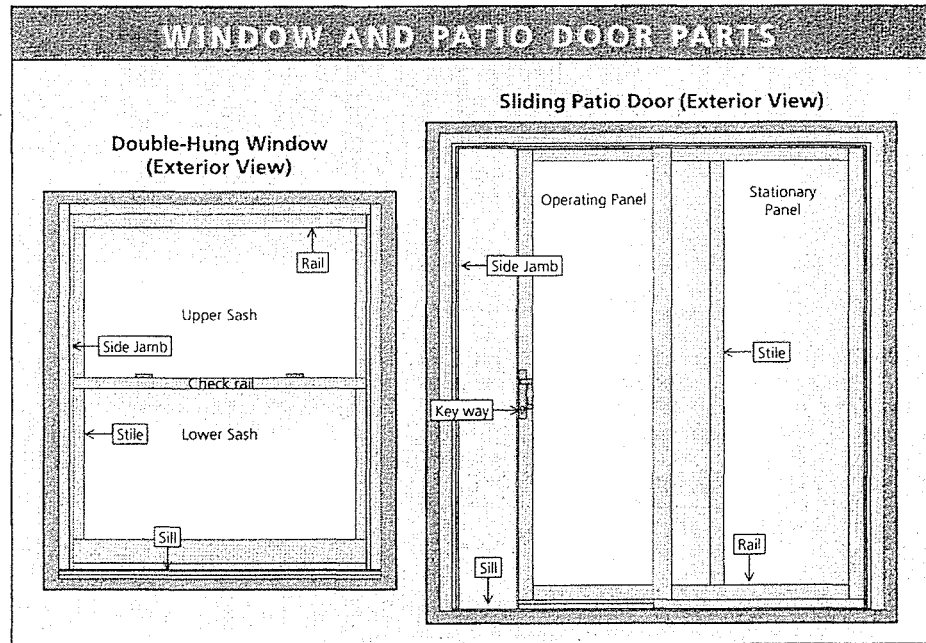
CARE AND MAINTENANCE

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Caring for your wood and metal clad wood windows and patio doors will save time and money. Proper maintenance requires periodic tasks to maintain long life, smooth operation, and warranty coverage. Regular inspections are the best way to keep these products in good condition.

All words in *italics* and with an asterisk (*) are defined in *Definitions*.

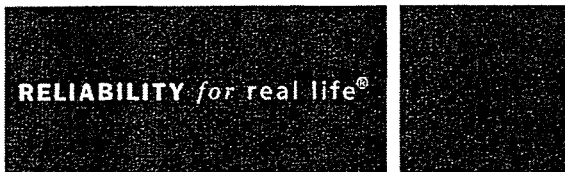


Do-It-Yourself

Technician

The advice offered herein can be done by a homeowner with some mechanical aptitude. If you are unsure, it is recommended that you hire a trained service provider such as a competent and licensed construction contractor or building professional. JELD-WEN disclaims any and all liability associated with the use and/or provision of these instructions. Any reliance upon the information or advice is at the risk of the party so relying. The information contained herein may be changed from time to time without notification.

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PRECAUTIONS AND SAFETY

General

- When using cleaning and finishing products, always read and follow safety instructions, cautions, and disposal instructions on manufacturers' labels.
- Never mix cleaners or solvents. This may be dangerous as well as ineffective.
- If using solvents, provide proper ventilation and always wear protective clothing and goggles.
- Use help when working with a large window sash or patio door panel to avoid injury.
- Use proper/safe equipment and precautions when cleaning and servicing the exterior side of windows above ground level.
- Window insect screens are not security devices and will not prevent a child or anyone from falling through.

Glass Cleaning

- Do not power-wash windows or use a garden hose; this can cause seal failure and allow water to enter the structure.
- When cleaning windows on the exterior with more than one story, start with the windows at the upper story.
- Use safety precautions for reaching windows above ground level.
- Avoid using metal tools, razor blades, or other sharp metal objects and abrasive cleaners. They can damage window surfaces, scratch glass beyond repair and remove glass coatings.
- Avoid cleaning glass in direct sunlight. This may cause streaking.
- Avoid cleaning glass that is very cold. Cleaning solution may not dry properly.
- If using commercial cleaning products or solvents, carefully read and follow instructions, cautions, and disposal instructions on manufacturer's labels, and wear appropriate safety gear (e.g. clothing, goggles, gloves).
- Do not allow aggressive cleaners to come in contact with vinyl, metal clad or wood surfaces.
- Do not allow cleaners to puddle or collect at glass edges near glazing materials.

Exterior Wood Finish and Aluminum Cladding

- Avoid cleaning in direct sunlight or in temperatures too hot or too cold.
- Avoid excessive rubbing and over-cleaning.
- Do not scour.
- Clean and rinse one area at a time.
- Clean twice a year (monthly in coastal areas) or when dirty.

Weatherstrip

- We recommend denatured alcohol for non water-soluble cleaning (for stubborn stains, lacquer thinner may be used in small amounts and only as directed). Other solvents such as mineral spirits or petroleum-based products may damage or dissolve weatherstrip.
- When using alcohol, always test small area first to avoid product damage.
- Always heed warnings and instructions on manufacturers labels.
- Do not allow solvents or silicone to touch wood or clad surfaces around weatherstrip.
- Do not use abrasives, sanders or anything sharp near weatherstrip.

Hardware Cleaning and Lubrication

- Make sure painted surfaces are completely dry before installing hardware.
- Do not install brass hardware on freshly painted or finished wood surfaces for at least two days; the curing process may cause tarnishing.
- The following substances may damage protective hardware finishes; do not use
 - Vinegar-based cleaners
 - Citrus-based cleaners (lemon, etc.)
 - Paint removers
 - Window cleaners
 - Brick/siding washes
 - Any other industrial or abrasive cleaners
- Use caution with silicone-based sprays. Apply only in small amounts; do not overspray; silicone may cause some hard plastic parts to become brittle; misapplication to wood surfaces can cause problems with painting or refinishing.
- Use care when applying lubricant to avoid staining and/or damage to other window or patio door parts; wipe off excess lubricant.

GLASS CLEANING

GENERAL CLEANING

Materials

- Baby shampoo and water or vinegar and water
- Several clean, soft, non-abrasive, absorbent cloths

◆ **CAUTION:** Avoid using metal tools, razor blades, or other sharp metal objects and abrasive cleaners. They can damage window surfaces, scratch glass, and remove exterior glass coatings.

1. Prepare cleaning solution (1 tsp baby shampoo to 1 gal water or 1 1/2 cups vinegar to 1 gal water).
2. Apply with clean, soft cloth or sponge.
3. Rinse with clean water.
4. Promptly dry glass with cloth.
5. Dry window frame and sill with separate cloth.

STUBBORN STAIN REMOVAL

For stubborn stains, commercial glass cleaning products may be necessary for cleaning.

Materials

- Commercial glass cleaning products or solvents
- Plastic putty knife (for paint or label removal)
- Plastic wrap (for label removal)

WARNING: *If using commercial cleaning products or solvents, carefully read and follow safety instructions, warnings, cautions, and disposal instructions on manufacturer's labels. Wear appropriate safety gear (e.g. clothing, goggles, gloves).*

- Apply small amount directly to the stain. Avoid spilling or dripping down the glass.
- Some persistent stains may need higher strength cleaning solutions that contain active ingredient chemicals such as toluene, xylene, mineral spirits or naphtha. Special care must be taken when using these types of cleaners.
- Do not allow aggressive cleaners to come in contact with wood, clad, or vinyl surfaces (immediately rinse and dry).
- For oil and grease, try baking soda and water or washing soda and water.
- Rinse thoroughly with clean water and dry.

Paint Removal

- Soak dried latex paint drips with warm water and baby shampoo solution.
- Wipe with damp cloth or sponge.

If needed,

- Scrape gently with plastic putty knife. Repeat soak and scrape.
- Repeat if necessary.

Note: For oil-based paint drips, consult local paint professional.

Label Removal

- Slowly peel from one corner.

If label tears or sticks,

- Moisten with soapy water and gently scrape with plastic putty knife.

TIP: *For stubborn label, soak with soapy water and cover overnight with plastic wrap. Gently remove with plastic putty knife. If needed, refer to General Cleaning for touch up.*

FOR MORE INFORMATION ON GLASS CLEANING

Visit the following websites:

- The Glass Association of North America (GANA): www.glasswebsite.com (perform search on *glass cleaning*, select "*Technical Information*," then choose "*Glass Cleaning*")
- Cardinal Glass Industries: www.cardinalcorp.com (perform search on *glass cleaning*)

Note on websites: While these sites contained the desired information at the time visited, they may or may not contain the same information at a later date.

EXTERIOR FINISH

Exterior care includes proper finishing and maintenance of wood and cleaning and caring for metal clad surfaces. Annual inspections are sufficient for most areas; however, coastal areas require monthly inspections because of moisture and salt in the air.

MATERIALS FOR WOOD AND ALUMINUM CLADDING

- Finishing supplies (primer, paint, etc.)
- Mild soap
- Sandpaper
- Soft bristle brush
- Water
- Spray bottle
- Sponge
- Chamois or soft, lint-free, dry cloth
- High quality, non-abrasive car wax
- Appropriate solvent

MATERIALS FOR COPPER CLADDING

- Non-abrasive paste cleaner
- Baking soda

WOOD

Wood is vulnerable to attack by fungus, ultraviolet light deterioration, expansion (from moisture), and shrinkage (from drying). Careful maintenance reduces wood splitting, warping, poor operation, fungal infestation, wood deterioration, and glass seal failure. For wood finishing instructions and other information, visit our website at www.jeld-wen.com/resources.

Protection

- Paint within three weeks of delivery as per our finishing guidelines.

Important Note: These painting/finishing guidelines also apply to AuraLast™ wood, a special wood protection process used on our wood products beginning 2004.

- Perform regular inspections, and repair when needed.

Repair

Wood shrinkage and expansion cause stress to finishes and may cause paint film to crack. Paint film cracks occur mostly at wood-to-wood joints, horizontal surfaces, and exposed end wood grain.

- Clean and lightly sand crack or void, then paint.

Note: Make sure area is completely dry before applying paint.

Cleaning

1. Wash lightly with mild soap and water.
2. Rinse with water mist from spray bottle; dry thoroughly.

For stubborn residue,

- Consider lightly sanding and refinishing, or contact a paint professional for recommendations.

For mildew cleaning,

- Consult a paint professional.

ALUMINUM CLADDING

Aluminum cladding is a protective shell on the exterior surfaces of a wood window or patio door, and provides beauty in a variety of colors. Aluminum cladding offers durability and excellent resistance against scratches, cracking, blistering, and flaking under normal use conditions. When properly maintained, aluminum clad products will remain attractive for many years.

Damage to exterior cladding from acid rain, salt air, or other corrosive elements may not be covered under the manufacturer's warranty.

Color Maintenance

Clad surfaces exposed to sunlight are subject to color-fading due to ultraviolet radiation. If your cladding has faded, apply a coat of high quality, non-abrasive car wax to entire surface. If this doesn't help, contact us or your local supplier for further options.

SOLVENT RECOMMENDATIONS

Do not use solvents on painted surfaces other than metal cladding or damage may result.

◆ *Caution: Do not allow petroleum-based products to come in contact with hardware and weatherstrip. Do not use acetone and paint removers on coated aluminum clad surfaces. They may remove coatings.*

These solvents may be used to clean non water-soluble debris from coated aluminum clad surfaces. Most are flammable and/or toxic and must be handled with extreme care. Do not use near open flame, sparks, or electrical motors. Use only in small, inconspicuous areas first. Follow solvent manufacturer's instructions and cautions.

- Alcohols: Try these least strong solvents first for non water-soluble debris.
 - Denatured alcohol (ethanol)
 - Isopropyl (rubbing alcohol)
 - Methanol (wood alcohol)
- Petroleum solvents and turpentine: Especially helpful in removing grease, sealants, or some caulking compounds.
 - VM&P naphtha
 - Mineral spirits
 - Kerosene
 - Turpentine (wood or gum spirits)
- Ketones, esters, lacquer thinner: Use with extreme caution. Limit contact to one minute; always test a small, inconspicuous area before using.
 - Lacquer thinner
 - Methyl ethyl ketone (MEK)
- Chemical solutions: Especially helpful in removing rust and masonry grout stains. Limit contact to five minutes; test a small, inconspicuous area first. Thoroughly rinse with water. Acid solutions are corrosive. If unsuccessful, call a paint professional. Mix one part to ten parts water.
 - Sodium hypochlorite solution (laundry bleach)
 - Acetic acid (vinegar)
 - Hydrochloric acid (muriatic acid)

Note: These solvents are helpful in removing dried concrete stains.

For more information, contact a paint professional.

Aluminum cladding does not require painting or finishing. However, we offer special paints for touching up scratches. For more information, call our service department.

General Cleaning

1. Rinse with water from bottom to top to bottom to prevent dirty run-down and streaking. If needed, use a soft bristle brush while rinsing.
2. Air or wipe dry with soft, lint-free, dry cloth.
3. Apply high quality, non-abrasive car wax for protective finish (follow wax manufacturer's instructions).

Moderate, Water-Soluble Cleaning

1. Rinse surface with clean water from top to bottom.
2. Clean with mild soap and water and sponge or soft brush with uniform pressure horizontally, then vertically.

Note: Quickly rinse and dry any run-down. Don't allow cleaning solutions to collect or puddle on surfaces, crevices, etc.

3. Promptly rinse cladding thoroughly with clean water (sponging while rinsing may be helpful; do not allow cleaning solution to dry on the surface).
4. Wipe dry with chamois, squeegee, or soft, lint-free, dry cloth.
5. If necessary, repeat steps above until clean.
6. Apply high quality, non-abrasive, car wax for protective finish (follow wax manufacturer's instructions).

Moderate to Heavy Non Water-Soluble Cleaning

Some solvents are acceptable for removing heavy soils (e.g. oil, grease, sealants, dried concrete stains, tar, rust, and graffiti). See *Solvent Recommendations* on the previous page. After using solvents, clean area with mild soap and water to remove traces of remaining solvent.

1. Clean with appropriate solvent per manufacturer's instructions.
2. Flush surface with water; clean with mild soap and water, then rinse.
3. Air or wipe dry with soft, lint-free, dry cloth.
4. Apply a high quality, non-abrasive, car wax for protective finish (follow wax manufacturer's instructions).

COPPER CLADDING

Copper cladding is a protective copper shell applied to the exterior surfaces of a wood window or patio door. Over time, the copper naturally oxidizes and acquires a rustic, aged look for which copper cladding is popular. Wear cotton gloves during installation or servicing to avoid fingerprints on copper surface. If fingerprints do occur and the following recommendations for cleaning do not remove them, call our service department for assistance.

Maintenance & Cleaning

To maintain this aged look, no maintenance is required except for occasional cleaning of surface debris with mild soap and water. For heavier cleaning, follow the same cleaning instructions for aluminum cladding. Do not use any solvents or cleaners that contain salts or oxides.

Oxidation Removal

If you prefer a shiny, non-oxidized copper appearance, try removing the oxidation with a baking soda/water solution depending on the severity of the oxidation. A non-abrasive paste cleaner may also work. Always test in an inconspicuous area first, and read the manufacturer's label for instructions.

INTERIOR FINISH

With new, energy-efficient modern homes, much of the interior moisture does not escape to the outdoors. Therefore, it is especially important to properly finish and maintain interior wood surfaces. For wood finishing instructions, visit our website at www.jeld-wen.com/resources.

MATERIALS

- ☉ Mild soap
- ☉ Spray bottle
- ☉ Soft, lint-free, dry cloth
- ☉ Water
- ☉ Sandpaper

PROTECTION

- ☉ Paint or finish within three weeks of installation as per our wood finishing guidelines.

Important Note: These painting/finishing guidelines also apply to AuraLast™ wood, a special wood protection process used on our wood products beginning 2004.

- ☉ Regularly inspect and repair when needed.

REPAIR

Wood shrinkage and expansion cause stress to paint or finish and may cause film to crack. Cracks occur mostly at wood-to-wood joints, horizontal surfaces, and exposed end wood grain.

- Clean and lightly sand crack or void, then apply paint or finish.

Note: Make sure area is completely dry before applying paint or finish.

CLEANING

1. Wash lightly with mild soap and water.
2. Rinse and dry thoroughly.

To clean stubborn residue,

- Consider lightly sanding away residue and refinishing, or contact a paint professional for advice on a cleaner that will work on painted or finished surfaces without causing damage.
- To clean mildew, consult a paint professional.

SASH/PANEL INSPECTION

Maintain your sash or patio door panel with annual (monthly for coastal areas) inspections.

- Inspect stiles and rails for damage (cracks or splits in painted or finished wood surfaces, dents or scratches to aluminum cladding, etc.).
- Immediately repair scratches or cracks in painted or finished surfaces (for assistance, contact a paint professional).

Note: For scratches on aluminum clad surfaces, call us or your supplier for a paint touch-up kit. For damage other than scratches, call a service technician for assistance.

- Check glass for cracks. If cracked, call your local glass supplier for replacement.

For insulating glass units,

- Look for moisture or fogging between glass panes (most likely to occur on cold mornings).

Note: Moisture between the panes of glass is an indication of seal failure. Call us for recommendations if this is the case.

WEEP SYSTEM

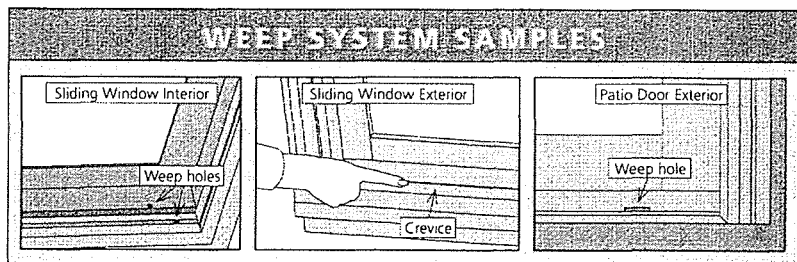
Some windows and patio doors are designed with weep systems. These systems are critical to the drainage system. When water does not drain properly to the exterior, it could drain to the interior causing extensive damage.

Inspect *weep holes** for blockage as follows:

1. Clean sill track with vacuum or wipe thoroughly with damp cloth.
2. Pour small amount of water (1 cup) into interior sill track.

If water drains through exterior weep holes or crevice, system is clear. If not, continue to Step 3 to clean.

3. Insert thin wire into weep hole.
4. Repeat step one until water runs clear to the exterior. If not successful, call a service technician.



TIP: Periodically vacuum sill track to help maintain clear weep system.

WEATHERSTRIP

Just as a car needs periodic oil changes, *weatherstrip** on windows and patio doors needs inspection and maintenance. The few minutes it takes to accomplish this task can help avoid costly structural damage from water leakage and energy loss due to air and/or water infiltration.

Replace weatherstrip that is torn, cracked, brittle, discolored, gummy, or that has no “bounce back” when pressed down. Replace missing weatherstrip. Call us for replacement instructions.

LIGHT CLEANING

1. Clean with damp cloth.
 - If necessary, clean with mild soap and water.

2. Rinse and dry thoroughly.
3. Repeat if necessary.

NON WATER-SOLUBLE CLEANING

- ☒ Clean with denatured alcohol on soft cloth.

If denatured alcohol doesn't work,

1. Clean with small amount lacquer thinner on soft cloth.
2. Repeat if necessary.
3. Clean with mild soap and water, then rinse. If unsuccessful, consider replacing weatherstrip.

MAINTENANCE

If weatherstrip is loose or falling out of the kerf,*

1. Carefully remove weatherstrip.
2. Apply thin bead of silicone sealant into kerf.
3. Reinstall weatherstrip.
4. Hold in place with tape for 24 hours.
5. Carefully remove tape.

HARDWARE

Annual hardware inspection is sufficient for most locations. However, coastal areas require monthly inspections due to moisture and salt in the air. Normal wear, discoloration of hardware finishes, and corrosion-related damage are not covered under our manufacturer's limited warranty. Therefore, proper care and maintenance of hardware is important.

HARDWARE TYPES

- ☒ Metal hardware offers functionality, aesthetic appeal, and resistance to corrosion but is not totally corrosion proof. Replace corroded hardware.
- ☒ Plastic hardware offers high resistance to the elements; however, over time can deteriorate from ultraviolet light, heat, cold, and chemical exposure.
- ☒ Brass hardware has a special protective film to reduce/eliminate polishing and requires special care.

GENERAL MAINTENANCE

- ☒ Inspect hardware at least annually (monthly for coastal areas) for the following:
 - Dirt/debris
 - Loose screws
 - Damage
 - Cracks (plastic)
 - Discoloring (plastic)

Note: Inspect hardware any time windows are not opening or closing properly.

- ☒ Tighten loose screws (not too tight).
- ☒ Replace damaged hardware.
- ☒ Maintain your brass hardware by applying several coats of high quality car wax; prolong the finish with follow-up wax applications as necessary.

GENERAL CLEANING

- ☒ To clean hardware, use mild soap and water on a soft cloth; rinse and wipe dry; lubricate as necessary.

HEAVY CLEANING

- ☒ Solvents, abrasives, and other cleaners could cause damage to protective hardware coatings. If the cleaning procedure in this guide is not sufficient, call us for assistance.

TARNISH CLEANING

Brass hardware will eventually tarnish because of exposure to the environment. Clean undesirable tarnish buildup, and polish for protection as follows:

Note: The following cleaning and polishing procedure is recommended by a brass hardware company.

1. Carefully remove hardware.
2. Gently clean with extra fine steel wool (No. 0000) soaked in light oil or mild soapy water.

For tough-to-clean hardware,

1. Soak overnight in lacquer thinner or paint reducer.
2. Dry completely.
3. Apply brass polish to dry hardware (follow instructions on manufacturer's label).
4. After polishing, apply several coats of high quality, non-abrasive, car wax.
5. Prolong finish with follow-up wax applications.
6. Reinstall hardware.

LUBRICATION

Lubricate gear mechanisms with white or lithium grease and rotating joints with light oil. Always follow the instructions, cautions, and warnings on the lubricant manufacturers' labels.

Note: New operators and hinges are greased and oiled and should not need lubrication.

CASEMENT/AWNING HARDWARE LUBRICATION APPLICATION

Do not spray directly onto hardware surfaces. Spray onto clean cloth to apply. For gear mechanisms that do not look exactly like these illustrated, apply grease to areas like these shown. Use care when applying to prevent possible staining of parts. New operators and hinges are already greased and oiled and should not need lubrication.

There are two types of operators with gear mechanisms that need lubrication. One type has the gears easily accessible under a removable cover. The other has a non-removable face, with the gears reachable through the back side.

For operators with removable covers,

1. Remove set screw (if there is one) on crank handle with small screwdriver or allen wrench and remove handle.

Note: Some handle styles don't have screws and will just pull off.

2. Gently remove plastic cover (lift from underneath).
3. Apply grease to gears and oil to joints.

For operators with non-removable covers,

1. Apply grease to gears through back side of operator.

Casement/awning operator handle and removable cover Casement/awning hinge Casement single-arm operator with non-removable cover
Casement single-arm operator with non-removable cover Casement single-arm operator with non-removable cover

Casement/Awning Gear Mechanism

There are two types of operators with gear mechanisms that need lubrication. One type has the gears easily accessible under a removable cover. The other has a non-removable face with the gears reachable through the back side.

Operators with Removable Covers

1. Remove set screw (if there is one) on crank handle with small screwdriver or allen wrench; remove handle.

Note: Some handle styles don't have screws and will just pull off.

2. Gently remove plastic cover (lift at the base).
3. Apply grease to gears and oil to joints.

Operators with non-removable covers,

1. Apply grease/oil through back side of operator.

Casement/Awning Rotating Joints

Light oil provides lubrication for rotating joints. Spray lubricants or graphite are acceptable lubricants, but must be applied more frequently.

1. Open window for access to joints.
2. Oil joints.

Note: Some windows may have other types of hardware with pivot points that look different.

WINDOW SLIDER TRACKS

Some windows and patio doors have slider tracks that can become dirty and cause operation difficulties. Among these window types are double and single-hung windows that slide up and down, and horizontal sliders (with tracks in the window sill) that slide back and forth. To help maintain smooth operation, keep clean and lubricate as follows:

1. Remove sash.
2. Clean track.
3. Apply spray silicone to dry, soft cloth; wipe onto track, *jamb liner**, and/or weatherstrip; do not apply silicone to wood surfaces or pile (fuzzy) weatherstrip.
4. Reinstall sash and test operation.

PATIO DOOR ROLLERS & SLIDER TRACKS

WARNING: *Patio door panels are heavy. Use help for removal.*

1. Inspect patio door rollers and tracks if noisy or difficult to operate.
2. Wipe tracks clean and check for obstructions (e.g. toys, pet hair, rocks, etc.).

To lubricate rollers,

1. Remove door panel (see warning).
2. Tip door panel for access to rollers on the bottom.
3. Lubricate rollers on shaft through wheels with light oil.

For "quick & easy" light slider track lubrication,

1. Do not remove door panel
2. Apply spray silicone to a cloth and wipe onto clean track

BUTT HINGES

Note: Butt hinges are located on swinging patio doors and some window styles.

- Lubricate hinges with 3-In-One® oil (or equivalent) annually or when noisy.

MULTI-POINT & KEY WAY LOCKS

1. Lightly oil multi-point lock at each latch point.
2. Spray key way lock with graphite lubricant; follow instructions on manufacturer's label.

Note: Multi-point locks and key way locks are located on some patio doors and some windows.

INSECT SCREENS

WARNING: *Insect screens are not a security device and will not prevent a child, pet, or anyone from falling through.*

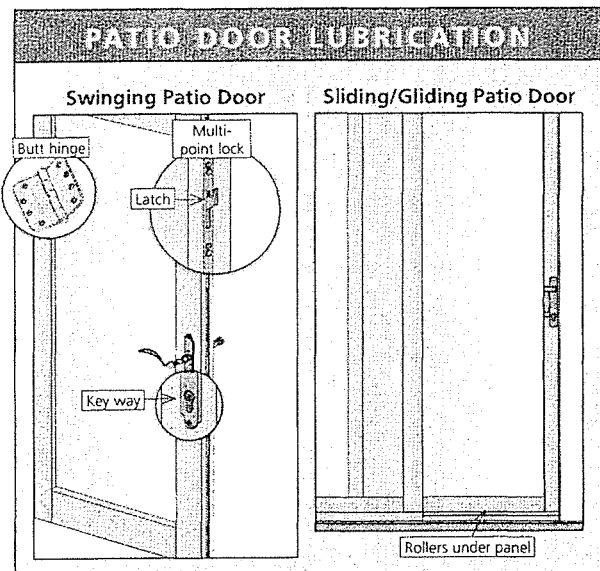
MAINTENANCE

1. Inspect for the following:
 - Cuts, scratches, or holes
 - Looseness
2. Replace or repair damaged screens; if replacement is necessary, contact a local supplier for ordering information. Your local hardware or home improvement store is a good source for supplies and information on screen repair.

Note: Screens may not be covered under manufacturer's warranty. To be sure, ask your supplier or distributor.

CLEANING

1. Remove screen and place screen into tub or shower if indoors, on lawn or hard surface if outdoors (avoid exposure to dirt).
2. Gently spray with water and brush lightly with soft bristle brush until clean (use gentle spray nozzle setting).




For stubborn dirt,

1. Gently scrub with soft bristle brush with mild soap and water.
2. Rinse clean.
3. Replace screen.

EXTERIOR SIDING JOINT

A critical inspection concern is to ensure a proper seal of the joint between the window and the exterior surface of the structure. An improperly applied or damaged sealant joint will not provide a proper shield from the elements and can allow water and/or air leakage into the home.

 *TIP: Sealants are available at most local hardware stores. If necessary, seek professional help in selecting a high quality sealant.*

- Inspect sealant in the joint for the following:
 - Cracks
 - Voids
 - Deteriorating areas (e.g. loss of adhesion)
- Repair damaged sealant with a best quality sealant (100% silicone sealant is the most durable type to use); follow sealant manufacturer's instructions for proper application.

Note: Do not apply sealant to areas where installer or contractor did not originally seal. Seek professional advice from an installer or contractor if unsure.

GUTTERS AND OVERHANGS

Gutters and overhangs protect windows and patio doors from excess water exposure. Clear at least once a year.

CONTACT US

For questions, feel free to contact us by phone or email.

- Email: customerserviceagents@jeld-wen.com
- Phone: 1-(800)-JELD-WEN / 1-(800)-535-3936

DEFINITIONS

Jamb liner: A removable balance system that fits into the side jamb.

Kerf: A groove that often holds weatherstrip.

Weatherstrip: A strip of material that covers the joint between two separate parts of a window or patio door and is used to prevent rain, snow, and cold air from entering.

Weep hole: The visible exit or entry part of a water drainage system used to drain water out of a window unit.

INSPECTION CHECKLIST

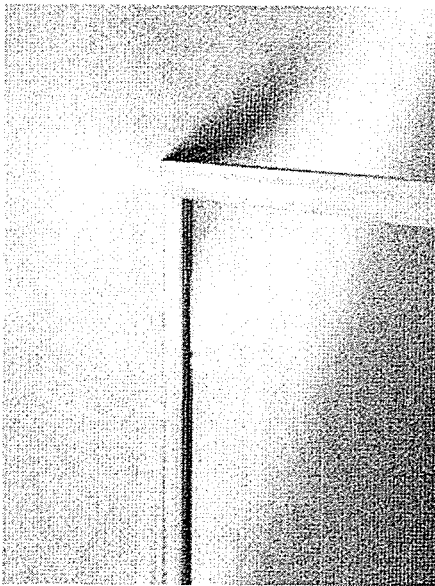
EXTERIOR	INSPECTION DATE	NOTES
<input type="checkbox"/> Paint/Cladding Dirty Cracks, scratches, blisters, other damage	____/____/____	
<input type="checkbox"/> Sealant Joint (window frame to house siding) Cracks, voids, other damage Deterioration, loss of adhesion	____/____/____	
<input type="checkbox"/> Glass Dirty Scratched, cracked, other damage	____/____/____	
<input type="checkbox"/> Weatherstrip Missing or loose Tears, cracks, other damage Brittle, gummy, discolored No "bounce back"	____/____/____	
<input type="checkbox"/> Insect Screen (if applicable) Dirty Missing or loose Mesh damaged or loose	____/____/____	
<input type="checkbox"/> Gutters Dirty Damaged Missing	____/____/____	
INTERIOR		
<input type="checkbox"/> Paint or Finish Dirty Cracks, scratches, other damage	____/____/____	
<input type="checkbox"/> Glass Dirty Moisture between glass panes (insulating glass only)	____/____/____	
<input type="checkbox"/> All Product Hardware Dirty or damaged Discolored or tarnished Problems with sash locks <i>For Casements/Awnings</i> Operators not working properly Operators need lubrication <i>For Double/Single-Hung Windows</i> Jamb liners damaged Sash balances fail to hold sash properly Problems with sash tilt latches Problems with cam pivots <i>For Sliding Windows</i> Track dirty <i>For Patio Doors (sliding and swinging)</i> Track dirty Problems with rollers (sliding only) Problems with locks Locks or hinges need lubrication	____/____/____	
If any of these problems exist, perform maintenance or cleaning as soon as possible.	____/____/____	

SHOWER DOOR
GLASS &
HARDWARE



Here are a few tips to help you care for and clean your Agalite shower door or tub enclosure to keep it looking new. Agalite suggests using a squeegee after you use the shower. This will help to keep the glass looking clean. We also recommend cleaning the glass regularly with a glass cleaner. Agalite follows the recommendation of BEMA, the Bath Enclosures Manufacturing Association. BEMA recommends Lysol Basin, Tub and Tile Cleaner for use on shower and bath enclosures. To squeegee the glass select any of the numerous squeegee-type products on the market. Using a squeegee for a minute after each shower helps keep spots and scale from accumulating on glass components. A combination of regular cleaning and squeegeeing will help keep your glass door clean and clear.

A short list of cleaning agents that should be avoided because they either damage the metal or scratch the enclosure surface includes: Vinegar or vinegar based products, abrasive or soft abrasive powders and liquid bleach or bleach based cleaners and steel or Teflon pads.



Aluminum:

Most of the silver, gold, brushed nickel or satin silver metal components of your shower door are anodized aluminum. Aluminum is a lightweight, non-rusting metal which is anodized to give it its color, to make it shiny and to help seal it against corrosion and pitting. Some glass and scale cleaners can damage the anodizing and cause pitting of the aluminum surfaces.

You can permanently damage the metal's finish if improper cleaning compounds are used. The result can be the appearance of white spots on the aluminum. These spots are caused by alkaline and phosphoric acids that are found in cleaners. Many of these products' labels warn against use on anodized aluminum. Read labels thoroughly before using on your shower door. Drywall, spackle and tile grout, which contain lime, can also spot aluminum.

Powder Coating:

If your unit is not one of the anodized colors listed above, it is probably painted via a powder-coating process. The powder-coat surface is very durable, but it can scratch or chip. If a scratch occurs, please contact your dealer or Agalite directly for a bottle of touch-up paint. Cleaning and care for the powder-coated metal is the same as the anodized metal.

To conform to building codes, shower doors must use tempered glass. Building codes specify tempered glass due to its safety properties. Tempered glass is four to six times stronger than untempered (or annealed) glass and in the rare event of accidental breakage; it will break into smaller, less jagged pieces. Due to these benefits, automobile windows utilize tempered glass.

The area of a tempered piece of glass which is most vulnerable to breakage is any exposed edge. For this reason, be sure that when the door is swinging or sliding that it does not hit something hard or sharp, such as, a toilet, towel rack or sink, etc. Also ensure the glass door does not swing or slide into unprotected metal components of the shower door itself. If the door does hit another unprotected part, it may indicate shifting or settling of the house, an improper installation or any other situation that requires attention. Call your Agalite dealer or the company who installed the door, immediately, to have the situation corrected. In the event of breakage, contact your dealer for replacement.