

Operation and Maintenance Guide

Leekes
You're home

Windows | Doors | Conservatories



CONGRATULATIONS ON YOUR NEW PURCHASE

Your HALO windows, doors or conservatory have been manufactured and installed to the highest standards. They will serve you well for many years

This document sets out the care requirements applicable on our extensive range of PVCu windows, doors and conservatories. It also illustrates how to achieve optimum performance and longevity from our products by demonstrating correct operating procedures and applying effective care and maintenance. We ask that you invest time in familiarising yourself with its contents so that you are best placed to enjoy trouble free performance for many years to come.



Do's & Don'ts

The following section indicates 'best practice' to ensure optimal performance of your windows and doors.

DO

- ✓ Clean the glass regularly with a good quality glass cleaner
- ✓ Wash down the PVCu profiles with warm soapy water and wipe dry
- ✓ Only use cleaning materials which do not impair anti-corrosive properties of the surface coatings
- ✓ Use non abrasive cream cleaner for isolated stubborn stains on white PVCu ONLY
- ✓ Apply with a damp cloth using minimal pressure
- ✓ Ensure drainage slots are unblocked and free from dirt and debris
- ✓ Keep all tracks clear of dust and debris in order to reduce the wear on sliding parts
- ✓ Ensure all conservatory gutters and their outlets are kept clear of leaves and debris to ensure unobstructed flow
- ✓ All moving mechanical parts are lubricated including hinges, locks and 'keep plates' will benefit from a small application of light oil at least every 4 months



DON'T

- Use ANY type of bleach, solvent (white spirit, methylated spirits, nail varnish remover) or adhesive.
- Use abrehisive or brass cleaner on furniture handles, door knockers, letter plates
- Use glass cleaner on PVCu profile
- Use a ladder when cleaning your conservatory roof, always use a crawler board to evenly distribute your weight
- Use abrahsive paste of cream cleaners on ANY laminated profile
- Use excessive pressure when cleaning PVCu
- Use high pressure or steam cleaners
- Use ANY abrehisive papers, such as sandpaper
- Use excessive loads on the windows or doors
- Lean ladders against conservatory gutters
- Paint or try to remove paint
- Use any unspecified tools

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Safe and Secure

Our window and door range is internally beaded (except where specifically requested) this means the glass is installed and beaded from the inside for additional security.

Our window and door range carries all required industry accreditations including BBA and BSI.



Safety Advice

Always engage multi locking points on doors when leaving the house. Never leave a key on the inside cylinder if going out as you may not be able to regain entry. Remember, when going away, to cancel newspapers, cancel milk if you have it delivered, fit intermittent switches to lights. Inform neighbours and the local neighbourhood watch of your absence.

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Care and Maintenance

Friction Stays

A friction stay is a type of hinge that controls the opening of the window so that it will stay open at the width you decide to open it to, not closing under its own weight or being too difficult to open and close. The hinge is factory set and may, after continued use, loosen. Should this occur, use a small flat bladed screwdriver to turn the screw on the friction hinge clockwise to increase the amount of friction. The same adjustment should be made to both the bottom and top hinges to the window. Also should the window be stiff in operation turn the screw anticlockwise until the desired result is achieved (see picture A).

Lubrication

All moving mechanical parts require lubrication; your windows and doors are no different. The hinges, locks and keep plates of windows and doors will benefit from a small application of light oil. We recommend lubrication of these parts at least every 4 months. For lubrication points see arrows in pictures B, C and D.



A - Friction Adjustment Screw
B - Typical Lock Keep
C - Typical Window Lock
D - Typical Hinge

Coastal or Industrial Areas

In coastal or industrial environments where there's a possibility of exposure to salt or pollution it is strongly recommended that the frequency of cleaning and maintenance is increased. It is difficult to be prescriptive regarding the increased frequency but it will be relative to the amount of pollution and location of the installation. For example, properties within the immediate vicinity of an industrial site or the coast should be cleaned thoroughly every 2-3 months with the frames being cleaned every time the glass is cleaned. Care should be taken to ensure all salt/industrial deposits are removed from the frames, weatherseals as well as hardware; in addition all drainage slots should be cleared. Wipe down the frames and hardware internally and externally and apply a light coating of lubricant to the face and moving parts e.g. '3 in 1' type oil, Vaseline or similar proprietary protection to all hardware surfaces.

Halo Products Fitted

With a minimal amount of care and maintenance your Halo windows and doors will stay looking good and performing superbly for many years to come - a valuable, long lasting asset giving continued satisfaction and pride. Our products are easy to use and simplicity itself to care for and maintain.



Cleaning of PVCu Frames (White)

Under normal circumstances the washing down of the windows and doors with dilute washing up liquid will suffice but occasionally where more stubborn stains build up it may be necessary to use a non-abrasive PVCu liquid cleaner. Apply the cleaner using a dry cloth. Use sparingly in small circular motions then buff back to shine.

Cleaning of PVCu Frames (Grained/ Laminated Colour Finish)

Use only diluted washing up liquid and water. Do not use any cleaning fluid on wood grain finish windows.

NB: Please do not personally attempt repairs to windows, doors or conservatories as this may invalidate the warranty. They are highly engineered products and require specialist parts and experience. We have experienced fitters and service engineers that will be happy to assist with any repair issues that you may experience.

Conservatory Maintenance

For general cleaning and maintenance, you should follow the instructions already outlined for glass and frame cleaning.

There are however, some additional points to bear in mind with your new conservatory.

Your conservatory roof may be made from high quality polycarbonate or glass. Whilst this material is strong and durable and able to stand up to the worst of British weather, you should never walk on any conservatory roof. Always use crawl boards to spread the load. You should also never lean ladders against the PVCu frames, glass or gutters as this may cause damage.

To clean the roof panels, simply use mild soapy water and a cloth and sponge every four months or so to remove the build up of grime and atmospheric deposits. Telescopic poles are available with soft brushes attached.

The gutters and box gutters may be different to those on the rest of your home and you may occasionally notice standing water in the system. This is perfectly normal and nothing to be concerned about. However, it is important to ensure that all gutters and their outlets are kept clear of leaves and debris to maintain efficient operation.

Casement Windows

Our casement windows have a push button catch or key lock. To open turn the key if locked or push button and turn the handle. To close turn the handle again, if the handle is lockable turn the key.

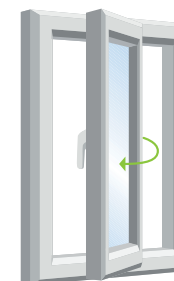


Fire Escape

In the fire escape position the window is fully open to allow unrestricted means of escape in the event of an emergency.

Easy-clean

The easy-clean position allows you to clean the window from the inside if the window is inaccessible from the outside, e.g. above a conservatory.



Tilt & Turn Windows

Our Tilt and Turn windows are state of the art and come complete with our 'tilt before turn' handles. These incorporate an important safety feature ensuring the window cannot be fully opened by small children or vulnerable people.



The tilt and turn window in the closed position, the handle is locked and the key is removed.

Key inserted and handle turned to first position allows the window to open for ventilation. With key removed safety and security are maintained preventing full opening.

Key re-inserted to unlock to second position, allowing full turn of handle for cleaning or fire escape.



PVCu Doors

Our PVCu doors come in a variety of styles and operations. Take time to be fully conversant with the operating features and security benefits.

Standard French Doors (single handle)

Our single handle french doors have a high security multipoint locking system. The master door can be opened from either side by unlocking the door then depressing the handle. To close simply push or pull the door as applicable, and pull the handle upwards to engage the multi-lock points, then turn the key. When the door is locked you should not be able to push the handle down.

To open the slave door the master door must be opened first. Pull down the thumb lock located at the top of the slave door. Push up the thumb lock located at the bottom of the slave door and pull the door open.

PLEASE NOTE: Ensure you return the thumb locks back to their original position.



Bi-Fold Doors

- Each door should be opened and fully closed on to the next door leaf (locking magnets together) prior to opening the next.
- Starting with the master door open fully onto the next door leaf until you feel the magnets “click” together.
- When opening the double hinged door, twist the handle anti-clockwise to 90° and then use the “grab” handle on the hinge to push open the doors. Continue to stick doors together until magnets lock.
- When closing, repeat process in reverse making sure the “grab” handle on the hinge is used to pull the doors and the handle is used to lock shootbolts.
- When closing the master door lift the handle upwards to 45° to engage shootbolts prior to locking with key.

Entrance Doors

Our doors have a high security multi-point locking system. The door can be opened from either side by unlocking the cylinder key then pushing down the handle.

To close simply push or pull the door as applicable, and pull the handle upwards to engage the multi-point locks, then turn the key. When the door is locked you should not be able to push the handle down.



NB: Your door is not sealed unless the handle is lifted to engage the lock which should be done at all times.

Sliding Doors

Our in-line sliding doors can be opened from either side by unlocking the door then flipping up the small lever which releases the catches between the door and outer frame. Then simply slide the door open or reverse the action to close.



French Doors (double handle)

The door can be opened from either side by unlocking the door then depressing the handle. To close simply push or pull the door as applicable, and pull the handle upwards to engage the multi-point locks, then turn the key. When the door is locked you should not be able to push the handle down. To open or close both doors repeat the above actions.

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Glass Information

External condensation

Due to recent innovations in the efficiency of double and triple glazing, along with updated requirements of building regulations and the lowering of carbon emissions, certain weather conditions may allow the formation of external condensation on energy efficient windows and doors. This is a natural phenomenon and a clear indication that the window or door is preventing heat loss from your house.

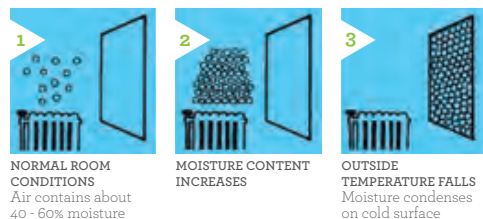
Condensation (Inside the sealed unit)

This is between the two panes of the sealed unit and unlike the example above, you would be unable to wipe it off with a cloth as you do not have access to the surface where the condensation has formed.

The formation of condensation on a surface within the sealed unit, usually upon the inside face of the external pane, is likely to have been caused by sufficient water penetrating the seal and using up the capacity of the absorbent material in the sealed unit construction.

This results in a rise in the humidity within the space between the two panes and when the temperature of the glass falls below the dew point, condensation occurs. As this condensation is within the sealed unit it cannot be removed.

What is Condensation?



Visual quality of sealed glass units

Because of the nature of the glass production process, perfect optical quality and surfaces free of any marks cannot be guaranteed. Some blemishes are to be expected.

The following extracts are based upon recognised European and industry standards. This is supported by the Glass & Glazing Federation document "Visual quality of double glazing - after installation" which forms our basic standard of supply.

Viewing sealed units for scratches on the outer faces of the panes must be carried out as early as reasonably practicable following installation.

How to check

Stand no less than 2 metres away from the panes. 3m for toughened, laminated or coated glass. Where it is not possible to stand the right distance then stand as far away as possible:

- Look through the glass, not at it
- Check in natural light, not direct sunlight
- No moisture on the glass surface
- Exclude from the check the 50mm wide band around the edge of the glass.

What to expect when viewed as described

The sealed unit is acceptable if the following are neither obtrusive nor bunched:

- Bubbles or blisters
- Hairlines or blobs
- Fine scratches not more than 25mm long
- Minute particles.

If you have any queries regarding the visual quality of your glass, please contact the Glass & Glazing Federation.

How to reduce condensation

Bathroom

- Stop water vapour finding its way into the rest of the house, particularly during and after bathing.
- After a bath or shower, close the door and open a window for a few minutes. Position a radiator, or heated towel rail, under the window.
- Consider installing an extractor fan.

Bedrooms

- Check points under "Living Rooms", particularly with respect to the position of curtains and the provision of vents.
- If possible extend the central heating programme to compensate for the night time drop in external temperature, and the increase in water vapour caused by the occupants' breathing.
- Bedroom windows should be opened during the day to allow at least one complete air change.

Kitchens, Laundries

- Close internal doors and keep a window open. Alternatively, install extractor fans or cooker hoods, ventilated to the outside air.

Conservatories

- Consider crossflow ventilation with the use of vents in walls and roofs especially if the conservatory is south facing.
- Trickle ventilation in the wall, eaves and ridge zone can also help.

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Conservatory Self Cleaning Glass

Conservatory roofs can be particularly susceptible to the build up of dirt and grime. Windows have a vertical face and shed water and dirt quickly.

Conservatory roofs have less gradient, which means dirt can get left behind and is more inclined to build up.

This build up can form the basis for the growth of lichen, mould, algae and moss. Particularly where glass is north facing or over-hung trees.

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Lead work

Your new PVCu windows may incorporate leaded designs.

However, as with any new lead work, when exposed to rain it will start an oxidisation process which appears as white or mottled staining on the lead.

This process can take a few months to complete but when it has the lead will be dark Grey in colour and no longer stain.



Composite Doors

Cleaning of PVCu (grained/laminated colour finish) and composite doors

Only use diluted washing up liquid and water. Do NOT use any cleaning fluid on wood grain finish doors.

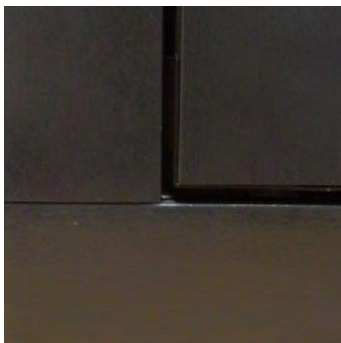
NB: Please do not personally attempt repairs on your door as this may invalidate the warranty. They are highly engineered products and require specialist parts and experience. We have experienced fitters and service engineers that will be happy to assist with any repair issues that you may experience.

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Every foil window is hand finished using colour coded edging pens and mineral waxes ensuring supreme performance across the board.

Following installation, the installation team will carry out any finishing that maybe required using a range of tools including a wax repair kit and colour coded pens which are colour coded to match the selected foil colour of the window.



Typical mechanical joint



Typical welded joint

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System 10 from Halo

Leekes

Leekes are one of the UK's leading professional PVCu window installers, mainly thanks to the combination of our very own EXCLUSIVE manufacturing facility, robust quality system and master installation teams



Our superior quality System 10 PVCu windows are constructed using an innovative profile and specification that is completely unique to LEEKES.

System 10 PVCu products have been independently assessed and have achieved British Standards BS6375 for weather performance and PAS024:2012 for security.



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