

# GRADY JOINERY

*Manufacturing and Installing  
Windows & Doors*

*Since 1979*

## Maintenance Guide



# MAINTENANCE INSTRUCTIONS

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## 1. GUIDANCE

### 1.1 General Maintenance

PVC windows and doors are designed to be low maintenance. General servicing and maintenance is simple to carry out and does not require specialist skills or the use of any specialist tools or equipment. Composite doors, hardwood frames, hardwood toplights, hardwood windows and doors will need surface treatment periodically, i.e. paint or stain, filling of any joints or cracks that would allow moisture ingress, etc.

### 1.2 Warranty

Failure to carry out regular and routine maintenance of window and door products in accordance with these guidelines may result in reduced levels of performance and in severe cases may invalidate any applicable product warranty.

### 1.3 Precautions

When using cleaning and lubricating products always follow the manufacturer's instructions, take care to ensure not to use excessive quantity.

For cleaning products, always test a small area of the product on a trial location first.

NOTE: Do not use solvent based or abrasive cleaning products or products containing bleaching agents.

### 1.4 Protective Film

All Timber, PVC and Composite products can be supplied with a protective film on glazing to protect against damage during plastering.

It is recommended that the protective film should be removed after plastering, but no longer than three months after installation. When protective film is removed there may be a residue of adhesive left behind. This residue can be removed by using Wurth Industry Cleaner (available from any good DIY outlet).

Application: Spray on areas to be cleaned, allow product to take effect for a short period, wipe with a clean dry cloth. Sharp tools or blades should not be used to clean glass as these can cause damage.

## 2. MAINTENANCE - GENERAL

### 2.1 All doors and windows

Clean internal and external frame faces and glass surfaces at least every six months. Use a soft cloth with a mild detergent solution; rinse off with water and dry.

### 2.2 Moving parts (Hinges and locks)

Lubricate all moving parts with a quality lubricating product every 6 months.

Before lubricating remove any build-up of dirt and atmospheric grime with a clean soft cloth.

Lubricant should then be applied to all moving parts and at the top of any locks so as to let the lubricant trickle down to concealed moving parts at the back of the lock.

See Appendix A-D-E-F-G1-G2-H

### **2.3 Weather Seals**

Inspect the weather seals around glass. If the seal is broken, clean the seal and apply a bead of clear silicone to the full perimeter. This check needs to be carried out annually.

### **2.4 Door & Window Sash Seals**

Inspect the seal fitted to the opening of door and window sashes. See Appendix C. If the seal is found to be cracked torn or is shrinking it may need to be replaced.

### **2.5 Weather bar (drip rail at base of door)**

Occasionally the weather bar on PVC doors can be displaced and can easily be placed back on the door by pressing it over the collar studs.

A good quality silicone should be applied to the back of the weather bar to provide a seal between door and weather bar.

### **2.6 Timber windows and doors**

Inspect the paint finish on timber windows and doors annually, if evidence of deterioration is present then reseal with a quality paint/stain.

A minimum of two coats of a quality paint/stain (eg: Teknos Aquatop recommended in Section 4) should be applied.

In order to achieve a quality finish the surface needs to be sanded prior to each coat. A 280 grit sand paper is recommended for this task.

Do not paint over locking hardware.

Particular attention must be given to the following areas

- Top and bottom of doors and windows
- All exposed end grain
- Corners
- Nail holes
- Joints

### **2.7 GRP Door (Composite)**

Inspect the paint/stain finish on the door and frame annually, if evidence of deterioration is present then;

Lightly abrade all surfaces to be re-coated with a fine grade abrasive paper, wash down with a mild detergent solution and rinse with clean water to remove dust, insects and other contaminants which can form a base for algae and fungi growth.

Apply a coat of Teknos Aquatop opaque or translucent topcoat in the appropriate shade, colour and gloss level. Allow to dry for four hours and then apply a second coat.

In cases of severe surface deterioration requiring application of a base primer before a topcoat, please refer to section 4.0 Repair and Touch Up of GRP Composite and Timber Products.

## **3. MAINTENANCE- HARDWARE**

### **3.1 Hinges**

Hinges should be kept free from dirt, debris and obstruction at all times.

Every 6 months clean the visible surfaces, use a soft cloth with a mild liquid detergent solution, rinse with water and dry off. See Appendix A.

### **3.2 Adjustable hinges (doors)**

Some hinges are adjustable; the adjustment method is specific to the hinge type fitted to the door. Periodically hinges need adjusting. See Appendix I, J.

### **3.3 Furniture and fittings**

#### **3.3.1 Handles**

Handles should be kept free from dirt debris and obstruction at all times.

Every 6 months clean and remove debris from moving parts, use a soft clean cloth with a mild liquid detergent solution, rinse with water and dry.

Lightly oil moving parts with a quality lubricating oil.

#### **3.3.2 Letter Box**

Letter plates should be kept free from dirt, debris and obstruction at all times.

Every six months clean and remove debris from moving parts, use a soft clean cloth with a mild liquid detergent solution, rinse with water and dry.

Check that the external frame of the letter plate is flush with the face of the door. If a gap can be seen tighten the fixing screws located behind the flap; do not over tighten the screws. If there is still a gap apply a bead of a high quality silicone around the external frame. This inspection should be carried out yearly. See Appendix B.

### **3.4 Thresholds**

The threshold should be kept free from debris and obstructions at all times.

Periodically check that drainage holes are free from any obstruction, if blocked, remove obstruction and flush through with water to ensure correct drainage. See Appendix C.

### **3.5 Compression**

Over a period of time the weather seal gaskets on PVC, Composite and Timber products relax, and as a result optimum compression can be reduced.

#### **3.5.1 Door lock adjustment for compression**

Using a 4mm Allen key, adjust 4 roller cams (2 on Elegance door) clockwise or anti-clockwise as necessary in order to achieve greater or lesser compression on weather seal gasket. The direction of travel of the cams will depend on;

- Opening in or opening out door.
- Door hinged left or right.

The customer should be able to see the roller cams moving as they adjust them. When increasing compression the roller cams will move closer to the weather seal on the sash and away from it when reducing compression. The roller cams can be located on the face of the lock. See Appendix D. When adequate compression has been achieved there should be slight resistance when operating the handle.

### **3.5.2 Hook/roller keeper (Elegance door)**

With frequent use the adjustable latch on the hook/roller keeper can become loose.

Periodically check for this and if found to be loose or not parallel to the frame edge then it can be reset by slackening the retaining screws with a Philips head screwdriver or a 4mm Allen key. When repositioned retighten screws, this can also be used to adjust compression. See Appendix E.

### **3.5.3 Door latch/striker plate**

With frequent use, the latch striker on the door frame may need adjusting.

With a Philips head screwdriver or a 4mm Allen Key slacken the screws retaining the latch slightly (1-2 turns only).

Line up latch with the edge of the door frame so that it is parallel and retighten the retaining screws. The sash should latch smoothly with minimal movement between sash and frame when the door is closed. See Appendix F.

### **3.5.4 Window Elegance Espagnolette (Casement Window) adjustment for compression**

Using a 3mm Allen key (4mm on Elegance window) turn all roller cams anti-clockwise to achieve greater compression on weather seal. Turn roller cams clockwise in order to achieve less compression on weather seal. See Appendix H1-H2

## **3.6 Door Keys**

Where doors are fitted with high security cylinders, the accompanying keys will be provided with a Key Code Card, which features three barcodes. It is vitally important to keep this card in a safe location, as you will need it to purchase replacement or duplicate keys. Please contact our office on 094 9291000 for further information.

Door keys must be kept dry and free from dirt and debris to ensure good performance.

## **4. REPAIR AND TOUCH UP OF GRP COMPOSITE & TIMBER PRODUCTS**

### **4.1 General Information**

Good household maintenance will extend the repainting intervals. Simple exercises such as regularly wiping down the paint finish to remove dirt, insects and surface pollution will help extend the life of the decorative finish. GRP Composite & timber products can be successfully touched up or repaired on site in accordance with the following:

- Teknos Aqua Primer Base Stain and Teknos Anti Stain Aqua Opaque Primer are suitable primers for covering the filler and bare wood.
- All areas to be re-coated should be lightly abraded with a fine grade abrasive paper, washed down with a mild detergent solution and rinsed with clean water to remove dust, insects and other contaminants which can form a base for algae and fungi growth.
- To aid brushing and flow, particularly in warmer weather, the product can be thinned with 5% to 10% clean water
- Use a good quality, long haired, synthetic brush, designed for use with acrylic paints, and apply one or two coats of Teknos Aquatop opaque or translucent topcoat in the appropriate shade, colour and gloss level. Allow to dry for four hours between coats.
- Do not paint when the temperature is below 5 degrees Celsius, or if the relative humidity exceeds 80%. The curing and performance of the coating may be impaired.

### **4.2 Repair and touch up products**

The list below shows the typical maintenance products used to maintain factory finished joinery:

Primers and Base Stain: Teknos Aqua Primer Base Stain; Teknos Anti Stain Aqua Opaque Primer

Topcoats: Teknos Aquatop Translucent or Opaque Finish

Ancillaries: Teknoseal 4000 End Grain Sealer; Teknos V Joint Sealer; Teknos Fine Surface Filler

### **4.3 Problem areas**

If regular maintenance is delayed or damage has occurred, additional steps may be necessary to reinstate the finish to its initial conditions:

- When minor flaking affects small areas of the topcoat surface but the substrate is not exposed; abrade the damaged area with a fine grade abrasive paper to remove all unsound coating and feather out to leave a smooth surface. Clean down and wash the abraded area to remove dust, allow to dry thoroughly. Apply a coat of Aquatop opaque or translucent topcoat in the appropriate shade, colour and gloss level to the damaged area. If the damaged area is widespread, lightly abrade the complete frame; repair the damaged area as described above, apply the second coat.

### **4.4 Additional help**

All of the above after care information is provided in conjunction with our coating supplier, Teknos, and they will be pleased to assist in any further enquiries that you may have in regard to the above and the aftercare of joinery coatings. Telephone +44 (0)2879 3014 472

#### 4.5 Removal of dried cement

Cement products should not be allowed to come into contact with joinery, if at all possible.

Where cement does come into contact with joinery, it should be washed down with warm water and a mild detergent immediately, taking care not to damage the surface of the joinery product, or glass.

Acid or acid based agents should not be used on dried cement, plaster or concrete as they will damage the surface coatings on the joinery. In this case, an alternative means of removal should be sought from the cement manufacturer.

Note: Please be aware that cement, plaster or concrete should not be allowed to dry on the surface of the joinery, as a chemical reaction will occur, damaging the surface coatings and creating a moisture bridge between the dried cement and the timber. This will present itself in several different formats and may not be possible to repair.

#### 4.6 Cleaning of Glass

To comply with Building Regulations, toughened glass is widely used in windows and doors, a symbol can be found, usually on the corner of the glass, to identify it as such. Toughened glass is stronger than ordinary glass, but its surface is easier to scratch. Glazing 800mm or less from the floor, as well as some larger panes, plus all door units, would incorporate toughened glass. Customers must avoid cleaning or wiping glass with abrasive material, or any material which may contain debris or grit.

Cleaning glass with metal blades or similar implements should be avoided as this will damage the glass surface. **Extra care is required when cleaning toughened glass.**

Customers are advised to test cleaning in a small area, and observe the result in bright conditions, to ensure damage is not caused before proceeding to clean a large amount of glass and then to discover damage has been caused.

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Appendix A



Drainage Slot clear from dirt, debris & obstruction.  
Lubricate here

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Appendix C



Drainage Slot clear from dirt, debris & obstruction

Inspect Weather Seals

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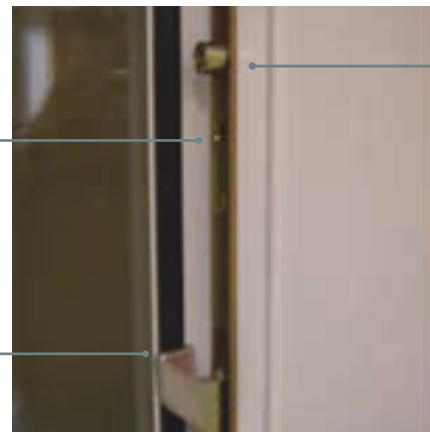
Appendix B



Check external frame is flush all around door

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Appendix D



Adjustment for compression

Lubricate here



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Appendix E Hook Roller



Adjustable latch

Lubricate here

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Appendix G1 Elegance Espagnolette  
(Casement Window)



Lubricate here

Adjustment for compression

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Appendix F Door/Latch striker plate

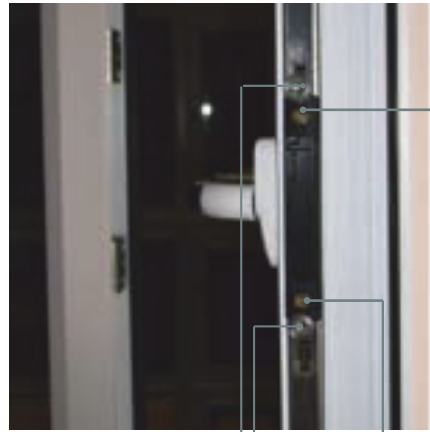


Lubricate here

Adjustment for compression

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Appendix G2 Elegance Espagnolette



Lubricate here

Adjustment for  
compression

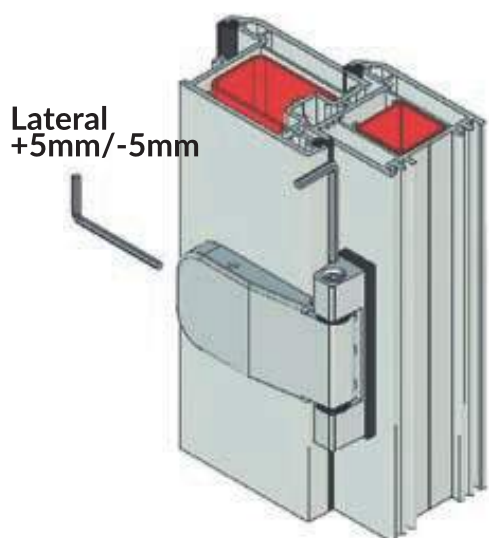
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Appendix H Door Lock & Handle



Lubricate here

## Appendix I Adjustment of Door Hinges pre 2014



Compression  
+1mm/-1mm

## To adjust for compression

- 1) Using a 2.5mm Allen Key, slacken the locking grub screw which becomes visible when the door is open.
- 2) Using a 3mm Allen Key, rotate the pin clockwise / anti-clockwise as appropriate.
- 3) Retighten the locking grub screw.

## To adjust for lateral movement in door sash

- 1) Using a 2.5mm Allen Key, slack the locking grub screw located below the face plate of the hinge.
- 2) Using a 4mm Allen Key, rotate the Allen screw located on the front edge of the hinge in a clockwise / anti-clockwise direction to move the sash in the desired direction.

## Appendix J Adjustment of Door Hinges post 2014

### To adjust for lateral movement in door sash

- 1) Remove the outer cap (*Image A*) from the hinge by unscrewing the two screws, accessible when the door is opened away from the frame (*Image C*).
- 2) Using a 4mm Allen Key, rotate Allen screw located on the front edge of the hinge in a clockwise/anti-clockwise direction to move the sash in the desired direction.
- 3) Replace the hinge cap & screws.

### To adjust for compression

Using a 4mm Allen Key, rotate the pin at the top of the hinge (*Image D*) in a clockwise/anticlockwise direction as appropriate.



Image A



Image B

Lateral +5mm/-  
5mm



Image C

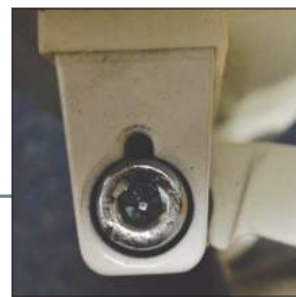
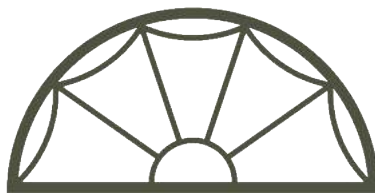


Image D

Compression  
+1mm/-1mm





# Grady Joinery

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**HEAD OFFICE**  
Charlestown, Co. Mayo, Ireland  
GPS Co-ordinates: 53.9693, -8.7464

**DUBLIN OFFICE**  
Unit 7G, Science & Technology Park,  
Mooneycooley,  
Maynooth, Co. Kildare, Ireland  
GPS Co-ordinates: 53.365624,  
-6.587827

**SALES & CUSTOMER SERVICE**  
Tel 094 9291000  
Email: [info@gradyjoinery.com](mailto:info@gradyjoinery.com)  
[www.gradyjoinery.com](http://www.gradyjoinery.com)

