



НОВА ГРУП

# Aluminum Secondary Glazing

Operation and Maintenance

June 2012



**NOVA GROUP**  
Double Glazing Systems

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# Aluminium Secondary Glazing

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## Operation and Maintenance

### Maintenance

Nova secondary glazing products are produced using high quality components and will, with the right care, give you many years of satisfactory performance.

Ensure all channels are free from debris to allow moving parts to travel freely in their fittings using either a small brush or Hoover.

All moveable parts are self lubricating however a small amount of WD40 can be used to help maintain smooth operation.

### Cleaning

On a regular basis the frames should be cleaned with soapy water using a clean cloth, in order to retain their original appearance. If the frames are exceptionally dirty then cream cleaner is available.

You should never use scouring powder, abrasive materials, bleach or any ammonia based products. These can cause irreparable damage to the frames and/or the glazing gaskets.

Similarly never use any abrasive materials or scourers on the glass. These will cause scratches. For best results use a proprietary glass cleaner and a soft lint-free cloth.

## Fixed Panel

There are no operations involved with this unit unless the pvc cover trims are removed exposing the screws which hold the panel in place. This is the method of removal should very occasional access be required to decorate or clean the primary window.



## Hinged Casement

### Single Casement

The window is kept securely closed using the nylon hinge clips.

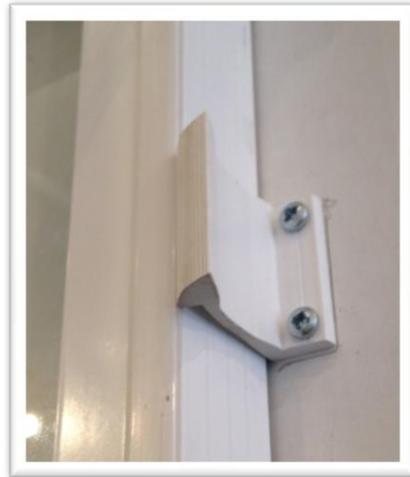
Avoid slamming the hinged unit closed as this could damage the stay.

Hinges should be kept free of debris to ensure smooth operation.

Hinged panels are dangerous if left swinging freely in the open position, these could potentially be walked into or blow in the wind. It is recommended that they be secured in the closed position when left unattended.

### Double Casement

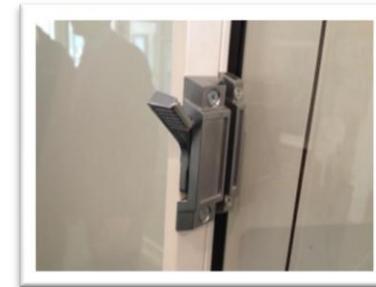
The main leaf is operated in the same way as the single casement.



## Horizontal Slider

NB. Please carry out a full risk assessment of the panel size and weight before continuing. We recommend 2 people are involved in the removal of panels. Glass panels weigh 2.5kg per mm thick, per square metre.

For instance a panel glazed with 1m<sup>2</sup> of 4mm thick glass weighs;  $2.5 \times 4 \times 1 = 10\text{kg}$  excluding the aluminium frame.



## Sliding Operation

- The glazed panels can slide after releasing any locking catches.
- Avoid fast movement or slamming action.
- It is good practice to use both hands to slide larger panels. This will ensure a smooth even movement.
- After closing the horizontal slider ensure that the locking catches are switched to the locked position, this will ensure the correct seal of the panels within the outer frame is achieved optimising noise reduction and thermal benefits.



## To Remove Glazed Panels for Access and Cleaning

- The panels slide on a specially designed roller carriage.
- To remove, locate the nylon wheel locator block at the bottom corner of the glazed panel.
- Hold the panel securely and lift one edge.
- Use your finger to release the carriage from the nylon locator block allowing it to drop into the track.
- Repeat on other corner of panel.
- Hold the panel secure whilst pushing it up into top rail and pulling bottom out towards the room at a slight angle.
- The panel will then slide away from the outer frame.
- Place panel to the floor and secure to prevent damage to the panel frame or glass.
- Replace the panel by sliding the wheels in the bottom track to almost the correct width of the panel and situated in the track ensuring you can lift the panel into position and gently onto the wheels. Carefully position each wheel so that it sits neatly and then gentle downward pressure will ensure it locates onto the nylon locator block. Failure to do this can result in the panel sliding off its wheel when operated.



## Vertical Slider

**NB. Please note on vertical sliders the glazed panels are not designed to be removed**

- The glazed panels can slide up and down after releasing the locking catches.
- The spring balances should hold the panels in any position. Only occasional light lubrication should be applied to the balances.
- Avoid any fast movement or slamming action.
- It is recommended that both hands are used when operating the window to ensure even pressure on the balances.
- When closing the vertical slider, ensure that the locking catches are switched to the locked position; this will ensure the correct seal of the panels within the outer frame is achieved optimising noise reduction and thermal benefits.
- It is normal for vertically balanced sliders to open slightly when the catch is released, they can also creep down when in the open position. This is not necessarily a fault but purely the spring tensioned balances providing assistance to the operation.



## Lift Out

**NB. Please carry out a full risk assessment of the panel size and weight before continuing. We recommend 2 people are involved in the removal of panels. Refer to the weight calculation method in this manual.**

### Lift Out Panel Removal

- Using the panel grip at the bottom lift it up into top rail as far as it will travel whilst pulling bottom out towards the room at a slight angle.
- The panel will then slide away from the outer frame.
- Place panel to the floor and secure to prevent damage to the panel frame or glass.

