

Use & Maintenance Manual



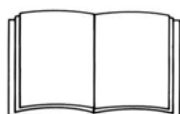
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INTRODUCTION

Thank you for your preference.

The use of Secco windows and doors is a guarantee of robustness and durability over time and exceptional levels of performance.



READ CAREFULLY THE INSTRUCTION MANUAL

1. GENERAL WARNINGS

Pay attention to the following use hazards. Observe the following precautions.



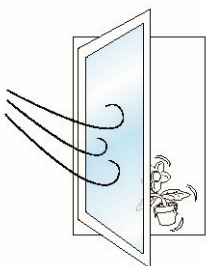
Attention! Finger-pinch hazard.

When opening and closing windows and doors pay attention, risk of finger-pinching between the leaf and the frame.



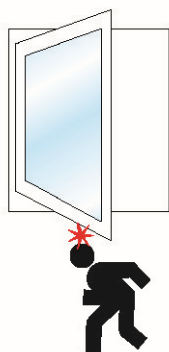
Attention! Falling hazard.

Be careful with opened sashes, risk of falling. Never leave opened windows and doors unattended.



Attention! Falling objects hazard due to accidental sash closure.

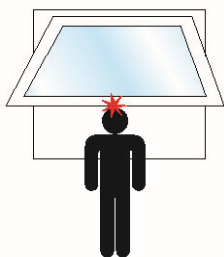
Pay attention to air currents which might shut opened sashes; objects left on the sill might fall.



Attention! Injury hazard due to open sashes.

Be careful not to injure yourself against open sashes.

Close the sash before passing under it or in the presence of children.



Attention! Injury of hazard due to accidental opening and closing of the sashes.

Bottom-hung windows, due to accidental release of the restrictor arms might open.

During opening and closing operations of horizontal and/or vertical pivot windows, be careful, they might cause injuries.

1.1 Symbols



DANGER

Indicates a danger to the user.



WARNING

Indicates a warning or a note on key features or useful information.
Pay high attention to the referred text.

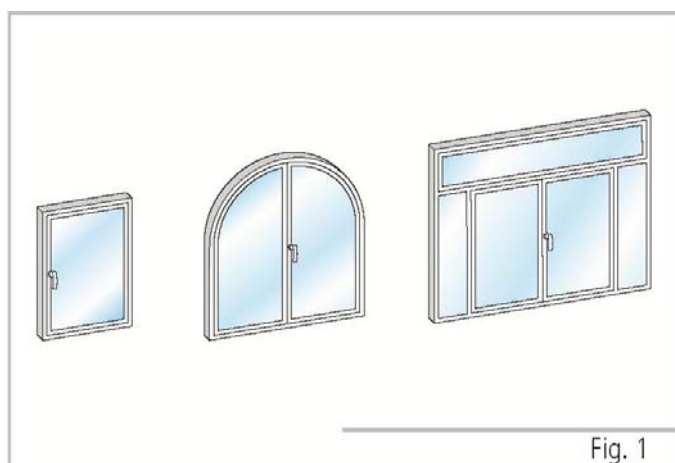
2. WINDOWS USE

The frame must be delivered in the right conditions, with the correct functioning of opening and closing:

- Casement or Tilt&Turn opening for windows with cremone-bolt set
- Casement opening for doors.
- Unlocking for Lift&Slide and/or Tilt&Slide doors



The followings indications of use are valid for every opening shape.



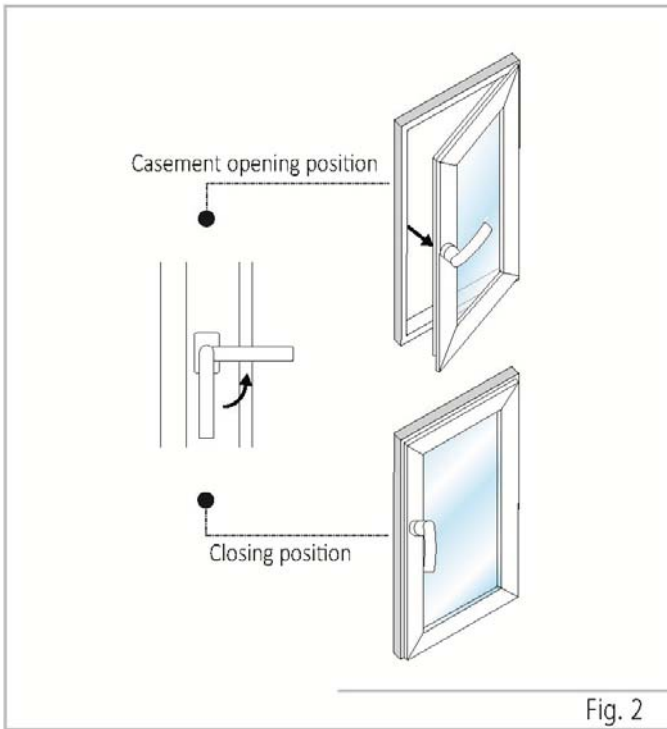
2.1 Opening and Closing operations

The operation of opening and closing must be carried out with reasonable delicacy avoiding sudden or forced movements (for example the closing of the doors not in position or the shutting of the door against the frame) that might damage movement or closing parts and/or, in extreme cases, cause glass breakage. Furthermore, during the operation the window must not oscillate due to the malfunction the hinges or any movement of the glass.

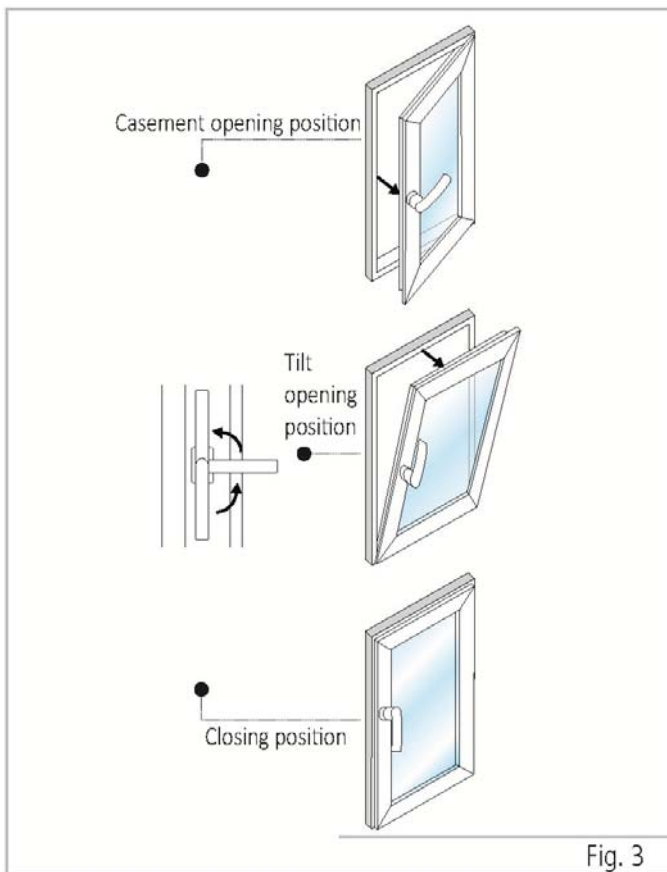
An incorrect operation of the window requires the intervention of a professional technician. The most noticeable faults in the frames are:

- sagging of the leaf
- glass breakage
- noise during operation
- difficulty in opening / closing

2.1.1 Casement Window operations

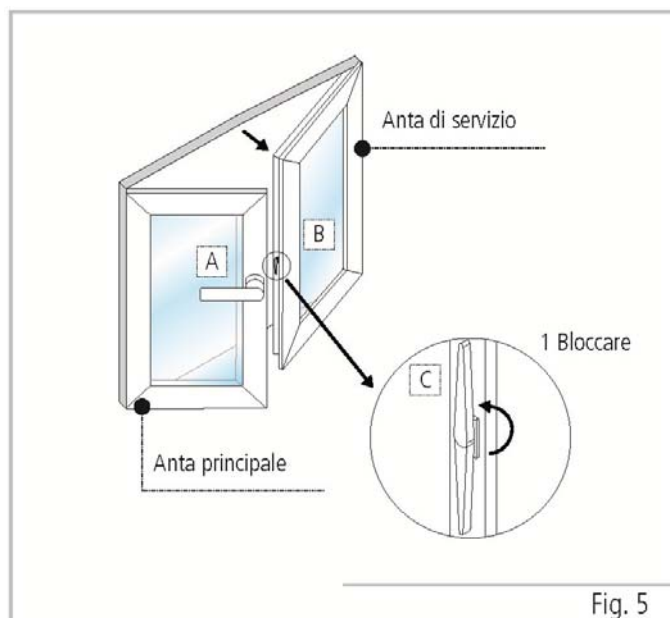
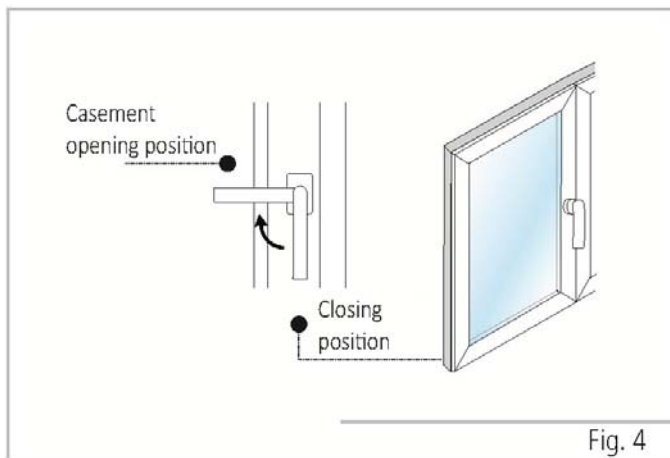


2.1.2 Tilt&Turn Window operations



2.1.3 Double-leaf Window operation

2.1.3.1 Double Casement Window



Slave-leaf opening

- Open the Master-leaf A.
- Turn up the flush-bolt lever C.
- Open the Slave-leaf B.

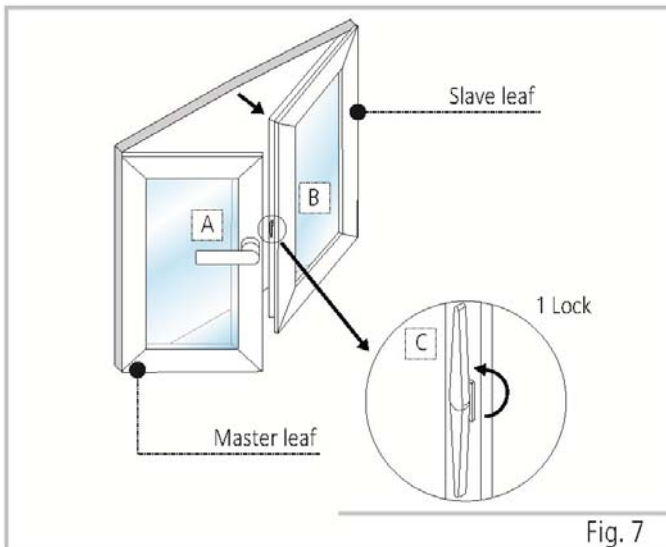
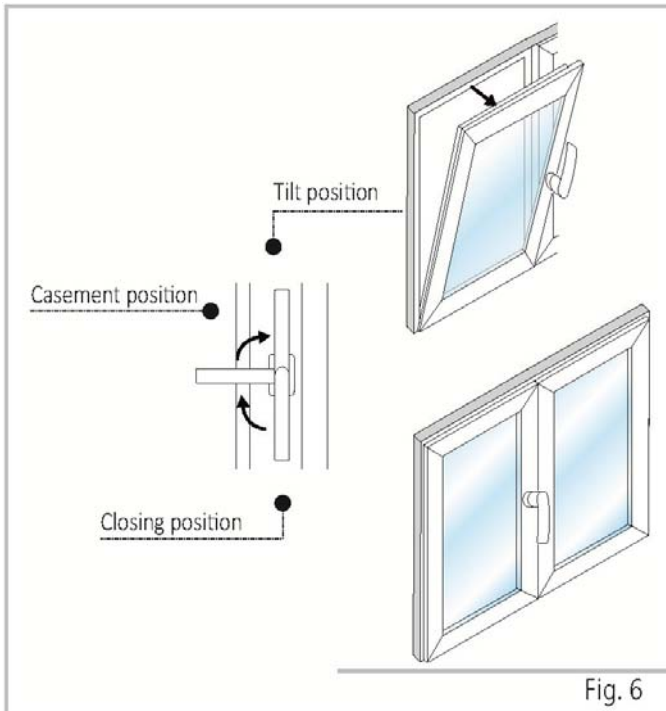
Slave-leaf closing

Repeat the above operation in reverse order.



To open the Master-leaf in tilt position verify the locking of the Slave-leaf first.

2.1.3.2 Double Tilt&Turn Window



Slave-leaf opening

- Open the Master-leaf in turn-position A.
- Turn up the flush-bolt lever C.
- Open the Slave-leaf B.

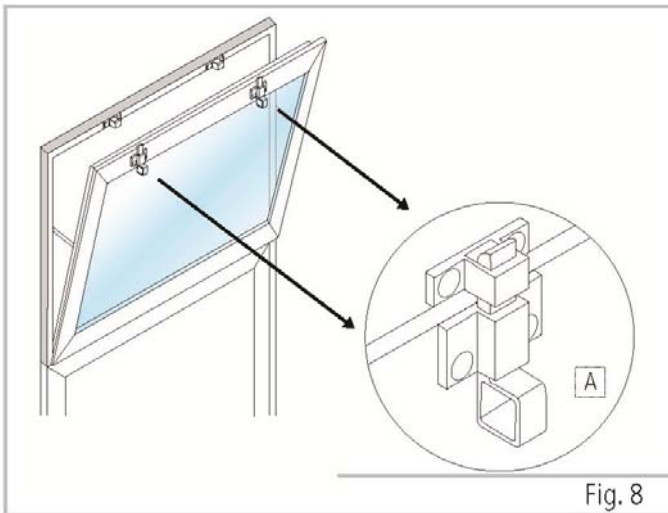
Slave-leaf closing

Repeat the above operation in reverse order.



To open the Master-leaf in tilt position verify the locking of the Slave-leaf first.

2.1.4 Bottom-hung window w/ finger latch



Opening

- Pull-down to unlatch the finger-latches A.
- Open the leaf.

Closing

Push the leaf until the finger-latch engages the striker.



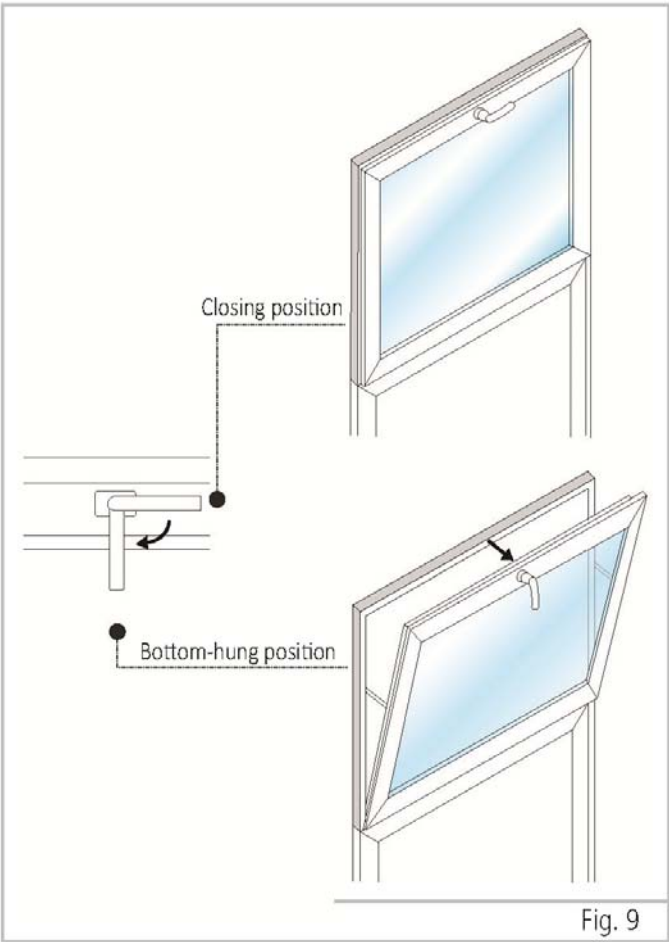
Side restrictor arms, laterally fixed, prevent the leaf to completely open.

2.1.5 Bottom-hung window w/ handle

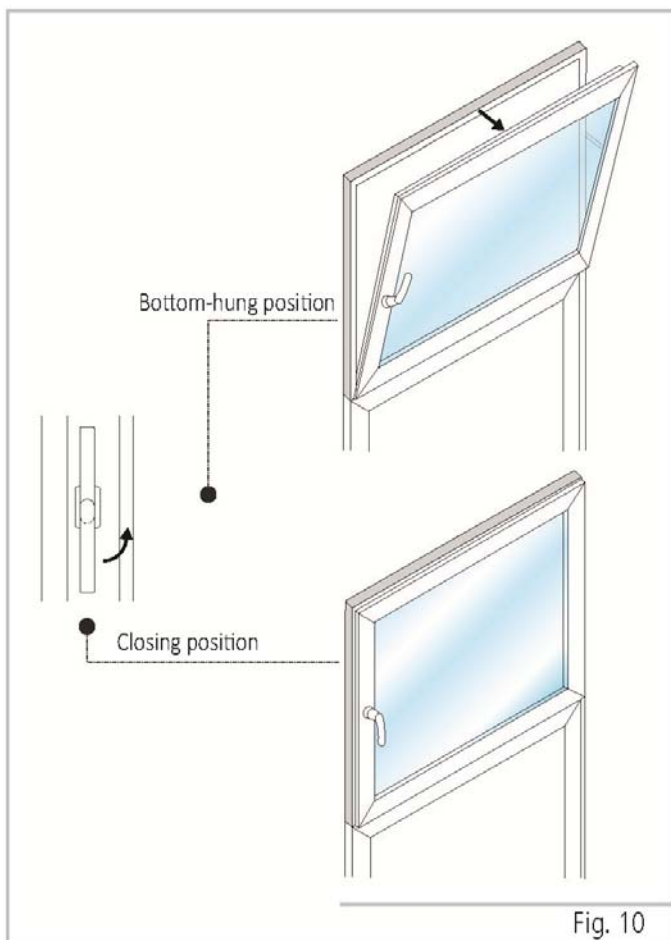


Side restrictor arms, laterally fixed, prevent the leaf to completely open.

Upper handle



Side Handle



DANGER

Support the entire weight of the leaf before releasing it, in order to avoid uncontrolled or accidental closure. There must be no objects in the area of rotation of the leaf.

2.1.6 Side arms unhooking (cleaning position)



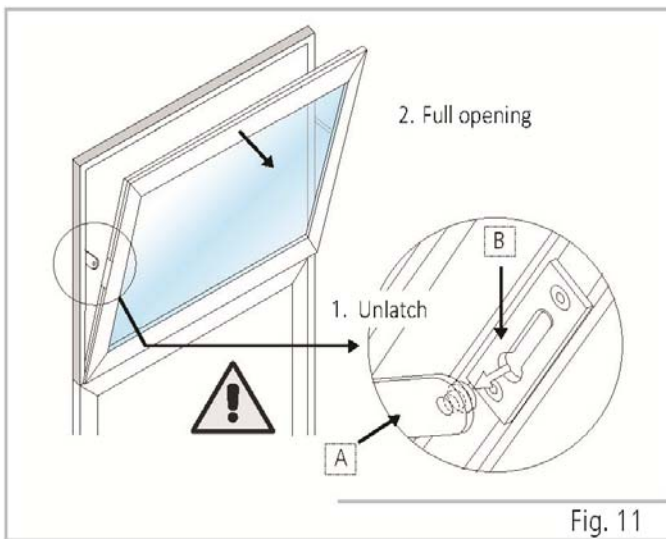
DANGER

Support the entire weight of the leaf before releasing it, in order to avoid uncontrolled or accidental closure. There must be no objects in the area of rotation of the leaf.

Unhook the opening restrictor arms to turn the leaf completely.



In tilting opening, pay maximum attention to protruding elements (i.e. handle) which could be damaged by hitting objects below.



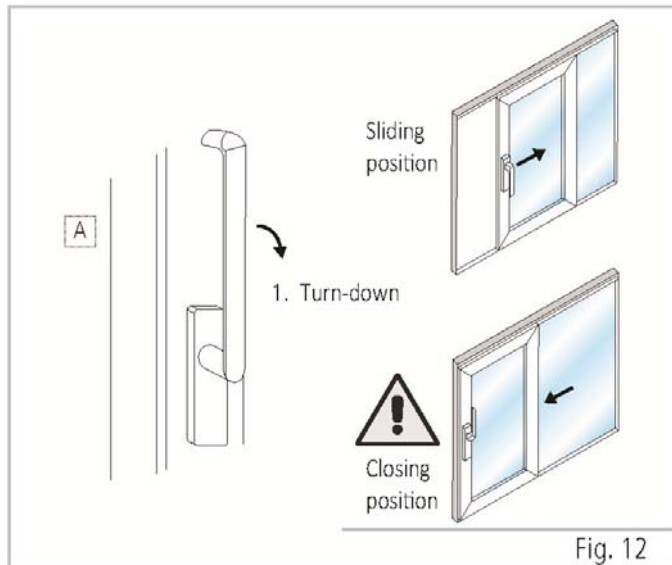
- Open the leaf in tilt position.
- Unhook the side arm A from its guide B by slightly closing the leaf. (Fig. 11)
- Slowly open the leaf. (Fig. 11)

Hooking of the sash

Repeat the sequence above in reverse order.

2.1.7 Lift&Slide Door operation

Handle locking

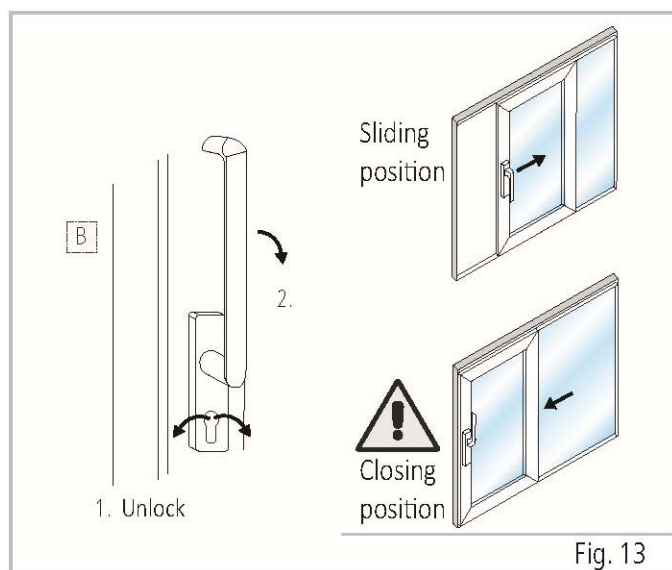


Opening

- Rotate the handle A downwards in order to allow unlock the sash.
- Slide the sash.

Closing

- Slide the sash, by the handle, until achieving a complete closure
- Rotate the handle upwards in order to lock the sash.



Handle with key locking.

Opening

- Turn the key to unlatch the lock.
- Turn the handle to unlock the sash.
- Slide the sash by the handle.

Closing

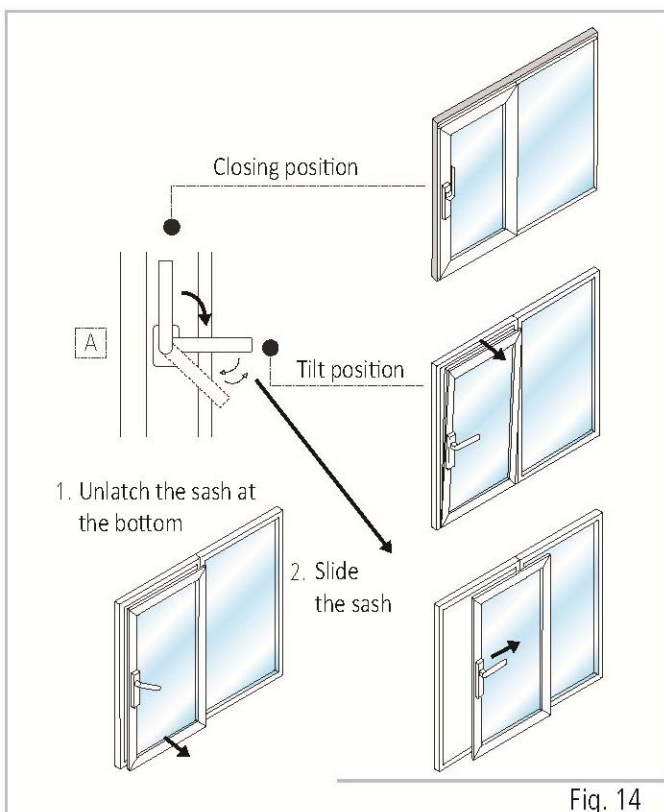
- Slide the sash, by the handle, until achieving a complete closure
- Rotate the handle upwards B in order to lock the sash.
- Turn the key to engage the latch.



ATTENTION: in case of magnetic lifting-sliding door do not insert objects into the floor slot, in correspondence with the lower rail, which would hinder the sliding of the leaf at the level of the carriages with an increased risk of damage of the magnetic supports

2.1.8 Tilt&Slide Door operation (PASK)

Forced automatic control



Tilt position

- Turn the handle A of 90° to tilt the sash

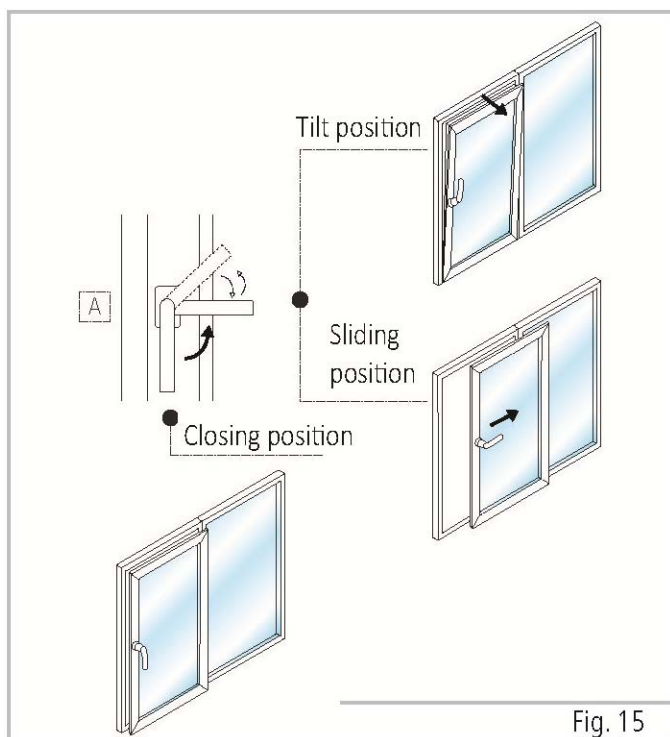
Sliding position

- Turn furtherly the handle to unlock the sash.
- Turn back the handle to tilt position and slide the sash.

Closing

- Slide the sash in closing position until automatic engage is completed (Tilt position)
- Turn the handle upwards A and lock the close the sash.

Standard manual control



Tilt opening

- Push the sash against the frame, turn the handle upwards of 180° A from closing position and tilt the sash.

Tilt closing

- Push the sash against the frame and turn the handle of 180° downwards A until closing position.

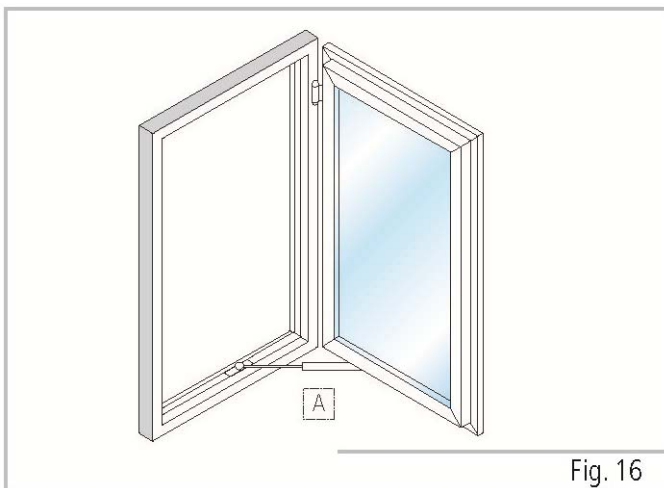
Sliding opening

- Bring the sash in tilt position.
- Turn the handle at 90°, pull the sash inwards and slide it by using the handle.

Sliding closing

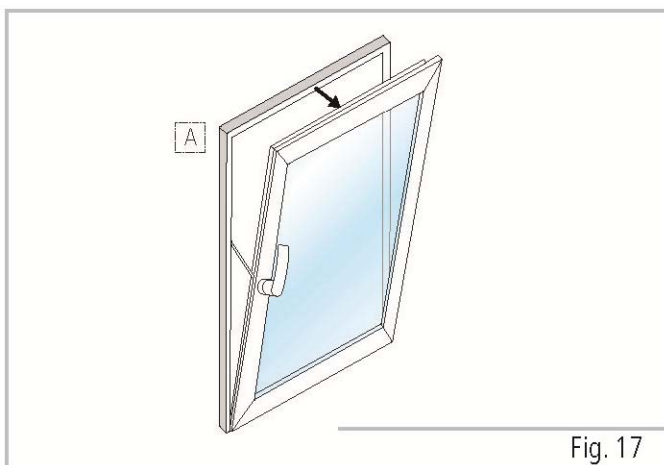
- Slide the sash until closing position and, after pushing it against the frame with both hands, turn the handle downwards A in closing position.

2.1.9 Casement Opening restrictors



The opening restrictor A limits the movement of the sash in presence of air current and limit the opening to 90°, minor opening angles can be set.

2.1.10 Safety arms



Safety arms A reduce the possibility of leaf shutting due to air currents and/or repeated accidental closures thus preventing possible damages.

3. DOOR USE



DANGER

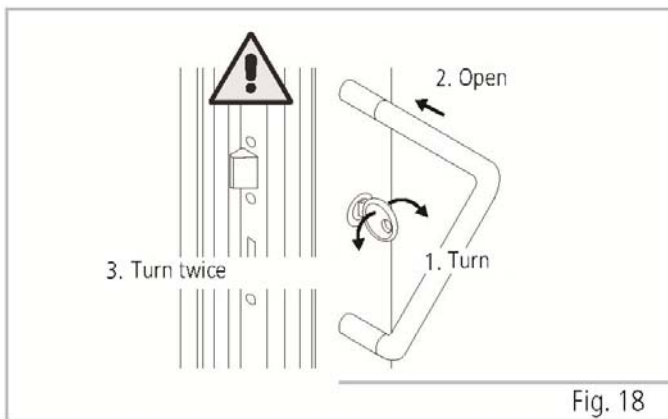
When opening the leaf don't keep the key turned, as it might cause finger-pinching between sash and frame. During opening don't turn the key



Single-turn locks are locked by only one turn of key.

Multi-turn locks reach maximum efficiency only with a double turn of key.

3.1 Doors with external handle.

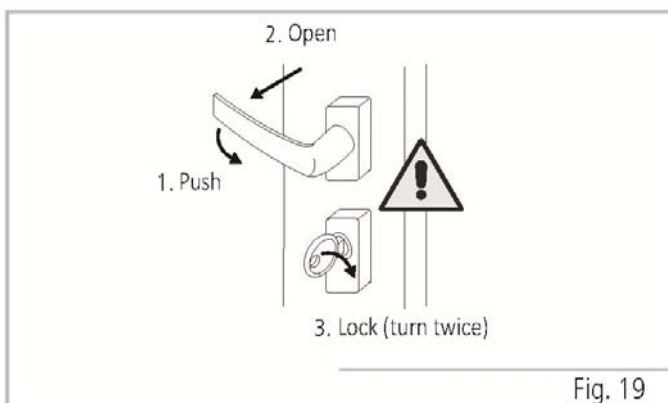


Open from outside

- Unlatch the lock by turning the key towards the glass
- Slightly open the leaf and then immediately release the key
- Open completely the leaf.

Closing from outside

- Close the leaf.
- Turn completely the key to lock the sash.



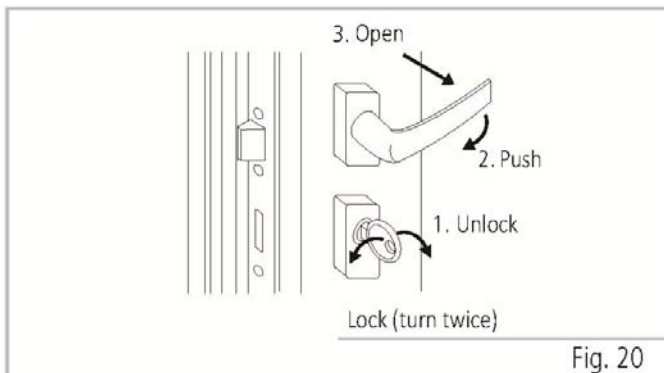
Open from inside

- Push the handle downwards.
- Open the leaf.

Close from inside.

- Close the leaf.
- Turn completely the key to lock the sash.

3.2 Doors with double handle



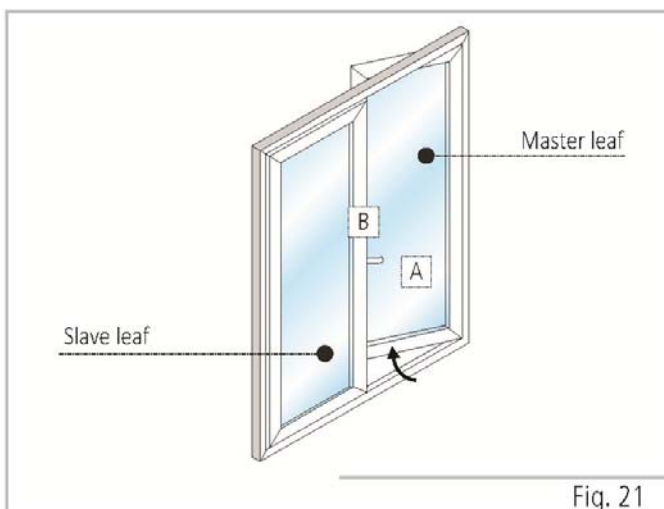
Open from outside/inside

- Turn the key towards the glass to unlatch the lock.
- Push the handle downwards.
- Open the leaf.

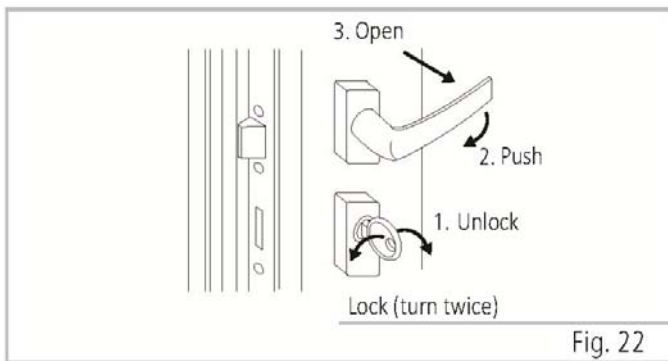
Close from outside/inside

Repeat the above operation in reverse order.

3.3 Double Casement Doors



Master and Slave leaf



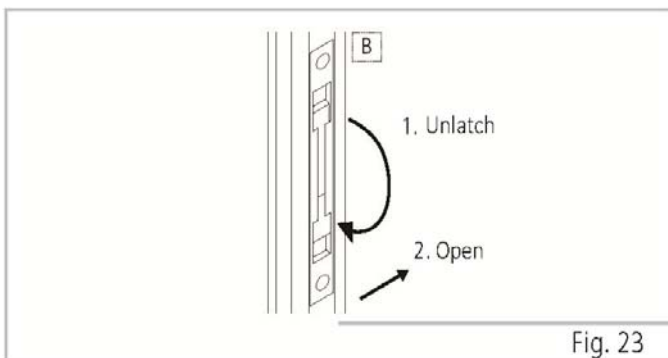
Master-leaf opening

- Turn the key towards the glass to unlatch the lock.
- Push the handle downwards.
- Open the leaf.

Master-leaf closing

Repeat the above operation in reverse order.

Slave-leaf



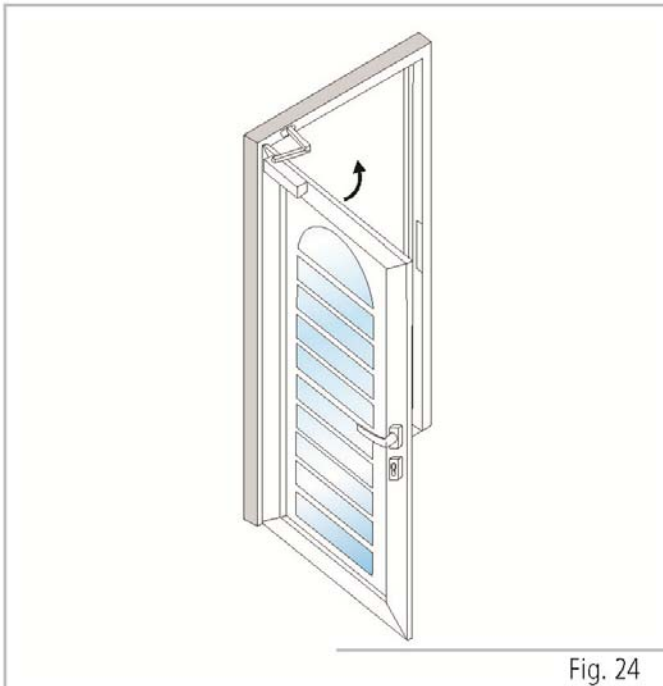
Slave-leaf opening

- Open the Master-leaf.
- Turn downwards the flush-bolt lever B
- Open the Slave-leaf.

Slave-leaf closing

Repeat the above operation in reverse order.

3.4 Door Closer



The door closer allows to automatically close the leaf.

Some door closers might also limit the opening angle. In such casement, to close the leaf, push it first in the opening direction to unlock it and allow the automatic closing.



For any repair and/or adjustment work, contact qualified personnel. Only repairs carried out by competent personnel and with original spare parts guarantee the quality of the doors.

4. WINDOWS and DOORS MISUSE

Misuse, therefore a use of the product that does not comply with the intended use verifies above all:

- when foreign bodies are inserted in the opening between the frame and the doors, thus preventing their use in accordance with the intended use.
- When the windows and doors are pushed in an uncontrolled manner (e.g. because of the wind) or contrary to the direction of closing thus against the anchorage of the leaf, so that the materials of the frame or other individual parts of the window/door can be damaged or destroyed, or cause damages.
- When additional weights are loaded on the leaf.

- When, to close the leaf, the hand is placed on the leaf frame instead of the handle, finger-pinch hazard.
- When the magnetic sliding lift leaf is pushed (in opening or closing phase) in an uncontrolled manner, so as to increase the risk of accidental crushing or crushing of the leaf to the users in transit through the window frame, as well as damage to the materials of the door or frame or other individual parts, causing damage

5. WINDOWS and DOORS MAINTENANCE

The maintenance of Window and Doors must be planned to guarantee:

- the use in safety
- the duration of the components

To this extend, the elements most subjected to physical degradation (due to aging and / or use) must be identified and appropriate maintenance activities must be carried out.

5.1 Cleaning of the surfaces

In relation to the material chosen for the construction of the frames, refer to the following instructions for cleaning the different finishes.



It is good practice to check the information on the packaging of the products used.

a. Painted Galvanised Steel

The surfaces of the steel frames must be cleaned with special neutral products and with cloths and sponges that do not damage the finish.

Absolutely avoid the use of detergents that contain chlorine or its compounds. Do not use metal scouring pads, abrasive substances or powder detergents.

b. Stainless Steel

Absolutely avoid the use of detergents that contain chlorine or its compounds.

Do not use metal scouring pads, abrasive substances or powder detergents.

Water, even if sufficiently pure, can contain salts, iron, limestone, chemical substances (acid or basic) which can favor oxidation or corrosion of the surface. To eliminate them, use only specific products for stainless steel, following the instructions on the product label.

In the presence of very resistant stains (limestone or substances) use hot white vinegar or denatured alcohol applied with a soft cloth for cleaning.

If after some time the steel appears opaque, clean it with specific detergents available on the market.

c. Corten Steel

The remarkable resistance to the corrosive environmental agents of the corten allows doors and windows to have a practically unlimited duration in time and to require minimum maintenance: the only operation to do is the periodic cleaning with a soft cloth wet with water and the application of a layer of beeswax for Corten (SA 3003).

It is recommended not to use acid solutions that could damage the surface of the profile.

The use of common detergents causes the removal of the protective patina and the consequent recovery of the base material.

The removal of the dust present in the air (smog) can be carried out with products based on light alcohols such as those usually used for cleaning glasses (free from chlorides, surfactants or abrasive particles). The use of these products, thanks to their water repellency (anti-drip) and the subsequent application of beeswax, also favors the outflow of water from the surface with a decrease in the adhesion of the dust.

In any case, the following behaviors should be avoided:

- avoid any direct contact of the material with sea water, with materials that can cause the phenomenon of a galvanic battery, with acid solutions of any kind;
- avoid any direct contact with mortar or plaster: in the event of splashes of such materials over Corten surfaces it is necessary to immediately wash them out with natural water;

- avoid applying any adhesive material on the pretreated surfaces (labels, temporary protections, etc.);
- avoid any direct contact of the pretreated surfaces with other materials (wooden planks, concrete, etc.).

Never use detergents or scouring pads for cleaning, but only non-aggressive liquids: it is not advisable in any case to leave too much moisture on the surface of the profile, as it could favor the progression of the oxidising process against the protective one.

d. Architectural Bronze (brass alloy OT67)

The remarkable resistance to environmental corrosive agents of the OT/67 alloy allows the windows and doors to have a virtually unlimited duration over time and require minimal maintenance: the only operation to do is periodic cleaning with a cloth soaked in vaseline oil and the application of a layer of beeswax.

It is recommended not to use acid solutions that could damage the surface of the profile.

The use of common detergents causes the removal of oxidation and the consequent temporary polishing of the treated part.

5.2 Maintenance and cleaning of the components

Maintenance operations are carried out to ensure correct functionality and safety in the use of the frames over time. In addition to normal routine maintenance, a technical inspection should be carried out annually by a specialized technician.

5.2.1 Hardware, Hinges, Handles

Where foreseen, check that the fixing grains of the handles (cremone bolts) are firmly screwed to the fixing accessories to avoid detachment.

The hardware details that are important for safety must be checked, both at the fixing site and for wear. Depending on requirements, the fastening screws must be tightened and any worn parts must

be replaced. In addition, the following maintenance operations must be performed at least once a year:

- All moving parts and all hardware locking points must be lubricated and their operation must be checked
- Only those detergents and lubricants that do not affect the anticorrosive protection of the hardware can be used.

The adjustment of the hardware, especially with regard to the lower frame hinge and the scissors, as well as the possible replacement of the parts and the dismantling of the opening doors, must be carried out by specialized personnel. In case of surface treatment, for example lacquering or polishing, no detail of the hardware must come into contact with the product used for the treatment, while all the details must be protected from impurities.

Hardware cleaning:

The following points must be observed for a lasting maintenance of the hardware finish and to avoid damage due to corrosion:

- The hardware and leaf rebates must be sufficiently ventilated, especially in the construction phase, so as not to be exposed to the effects of humidity and the formation of condensation.
- The hardware must be kept clean from dirt deposits deriving from building materials (dust, plaster, cement, etc.).
- Aggressive vapors in the leaf rebate (e.g. formic acid or acetic acid, ammonia, amino or ammoniacal compounds, aldehyde, phenol, tannic acid etc.) combined with small condensation, can lead to rapid corrosion of the hardware. Should aggressive vapors of this kind appear, the rebates of the leaf must be sufficiently ventilated.
- Sealing materials containing acid or cross-linking acetic acids or those containing the aforementioned substances must not be used, as both direct contact and evaporation can attack the surface of the hardware
- Only non-aggressive detergents with a neutral pH in diluted form can be used to clean the hardware. Under no circumstances should aggressive or abrasive detergents containing acids or the above substances be used.

5.2.2 Water Drainage

To be able to operate properly, the drip trays, which have the task of draining (exit system) the meteorological waters, must be kept under control, verifying in particular the internal cleaning of the holes or the water discharge slots, which must be clear. from dirt, sediment or insects. Any cleaning must be carried out using neutral products that do not attack the treated surfaces.

5.2.3. Gaskets

The EPDM gaskets must be kept clean to prevent rubbing in areas in contact with the metal surface: after cleaning, the gaskets with vaseline oil or silicone spray are passed.

It is also necessary to check their correct insertion in the prepared raceways and that there are no cuts or other damages along the perimeter.

5.2.4. Sliding Guides

To ensure correct sliding of the doors, dust and dirt must be removed periodically from the lower frame guide and from the sliding carriages.

In the case of magnetic sliding lift it is advisable to provide with normal cleaning operations of the lower node, accessible by removing the portion of removable flooring above the slide guide.

Pay attention to the removal of dirt accumulations both in correspondence with the lower guideway and near the sliding supports in order to eliminate any element preventing the door from sliding correctly.

5.2.5. Glass

The cleaning of the glass panes and the removal of label residues and spacer beads must be carried out with non-aggressive detergents immediately after laying on site. Impurities that cannot be eliminated by the usual wet processes, using plenty of clean water, a sponge, a rubber spatula, a deerskin or spray detergent and a cloth, can be removed with household detergents (for example Stahlfix, Sidol).

In particular, traces of cement and slag from building materials must be immediately removed, as they corrode the surface of the glass, causing its possible tarnishing. Ordinary impurities must be eliminated according to the above procedure. However, abrasive cleaning materials or steel wool are not to be used.

The most stubborn impurities, such as splashes of paint or tar and glue residues, must be dissolved and subsequently removed with suitable solvents, such as alcohol, acetone or domestic gasoline.

When using solvents, special care must be taken to ensure that the junction materials of the glass, gaskets or other organic components are not damaged. Use of scratching tools, blades and scrapers should be avoided as they may leave scratches on the surface. To clean glass elements, never use solutions with a high alkaline concentration or acid substances, especially hydrofluoric acid, or detergents with hydrofluoric content. These substances could damage the surface treatment and the surface of the glass, causing irreversible damage

5.3 Ventilation

The performance of air and water permeability of your windows guarantees an excellent waterproofing of your home but decreases the natural air exchange of the rooms. In modern homes there are places particularly subject to the formation of humidity (see bathrooms and kitchens) so as not to forget the production of humidity caused by plants and people.

Damage caused by humidity can be eliminated by proper ventilation of the premises.

Air humidity deposits on the windows in a particular way in the form of the so-called condensation water. This moisture can cause damp walls, stagnation spots, mold growth.

- Ventilate throughout the day, depending on room usage, several times for at least 5 minutes.
- Avoid ventilating for a long time when the heating is on.

This short repeated aeration consumes relatively little energy, helps to reduce energy waste while guaranteeing an effective change of air.

The air humidity level also returns to normal values.

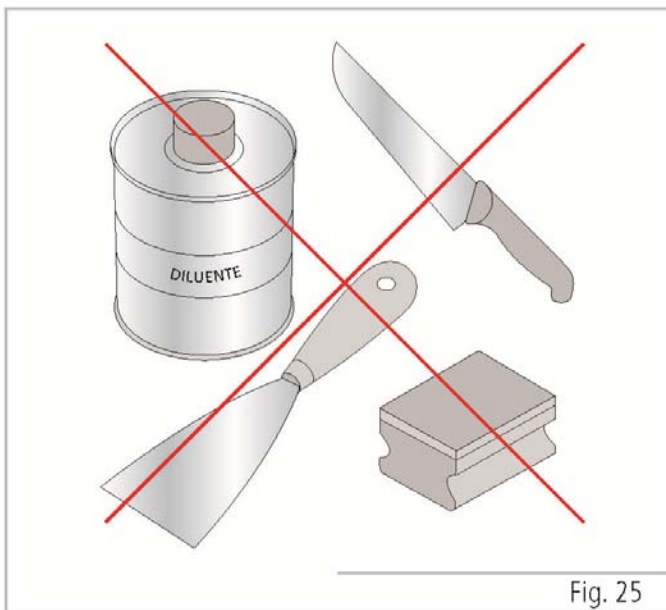
6. MINTENANCE PLAN

Surface cleaning does not require the presence of a specialized technician.

- Every 3 months for installation in poorly polluted environments and with little aggression from corrosive agents.
- Every month for installation in polluted environments and with high aggression of corrosive agents.
- If necessary, due to events that pollute or attack, locally or in full, the surface. Hardware and hinges require the presence of a specialized technician.
- 3 months after installing the frames.
- After 1 year from the installation of the frames.
- Every 2 years afterwards.
- If necessary following an incorrect use of the window frame that could damage the moving and closing parts.

Seals and water drains: does not require the presence of a specialized technician when cleaning the surface.

7. CLEANING



For cleaning do not use tools with sharp or abrasive edges such as knives, metal spatulas, steel wool, metal brushes as they would damage the surface.

Do not use chemicals such as solvents, alcohol, alkaline products or acids.

Clean the frame and gaskets with any product to wash the glass surfaces. Use a neutral and non-abrasive product.

Persisten dirt

Remnants of plaster and mortar or similar can be removed more easily with a lego or plastic spatula.

Stains

To remove stains more safely and permanently, use the products we recommend.



Pay attention to the instructions on the packaging of each product.

8. TECHNICAL ASSISTANCE AND CUNSLTING

If these instructions have not answered all your questions, contact your Secco Sistemi window-maker.

In addition to a competent consultant, window and door manufacturers can help you with adjustment and repair work.

REFERENCES FOR MAINTENANCE

COMPANY

.....

REFERENCE PERSON

.....

TELEPHONE

.....

E-MAIL

.....

MAINTENANCE REGISTER

DATE	EXECUTED OPERATIONS	SIGNATURE



Secco Sistemi spa

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