Installation Guide

How to fit Clearview Secondary glazing

clearviewsg.co.uk

Clearview
secondary glazing

What's inside the packaging

Your order contains secondary glazing unit/s and trim/s. The frame arrives fully assembled with glazing panels shrink-wrapped in weather-proof packaging. If you ordered additional items, such as keys for locks, you'll find these taped to to the frame inside the packaging.

Note that units have been quality checked before despatch. If opening panels seem not to fit or appear misaligned, this is most likely to be distortion of the frame caused in transit. This is perfectly normal and will be corrected during installation.

The units become a rigid structure once fitted. During installation panels may appear not to fit. This is usually because a panel has been removed, and then when replaced, not repositioned in the right location in the track. Correcting distortions around the frame during fitting also resolves most panel issues.

If your order contains Vertical slider units, ensure that these are opened in an upright position.

Fixing Materials screws
Packing materials and adhesive are not supplied, a list of the standard items are listed in the guide. If you ordered the optional fixing kit, it will be delivered under separate cover.

Tools
Are not supplied, a list of the most commonly used items is in this guide. Any tools used should be checked to ensure they are in a good condition and appropriate for the required task.

Health & Safety
Units contain glass, and dependant on size and weight, we advise seeking assistance to handling and supporting the unit whilst moving and installing.
Clearview cannot accept any responsibility for any damage or injury caused by handling or installing the units.

Step 1

You've received your Secondary Glazing order

Units arrive shrink wrapped with trim packed separately.

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Step 2

Familiarise yourself with the product

Remove the shrink wrap, taking a few minutes to familiarise yourself with the product. Note how panels are positioned in the tracks.

Step 3

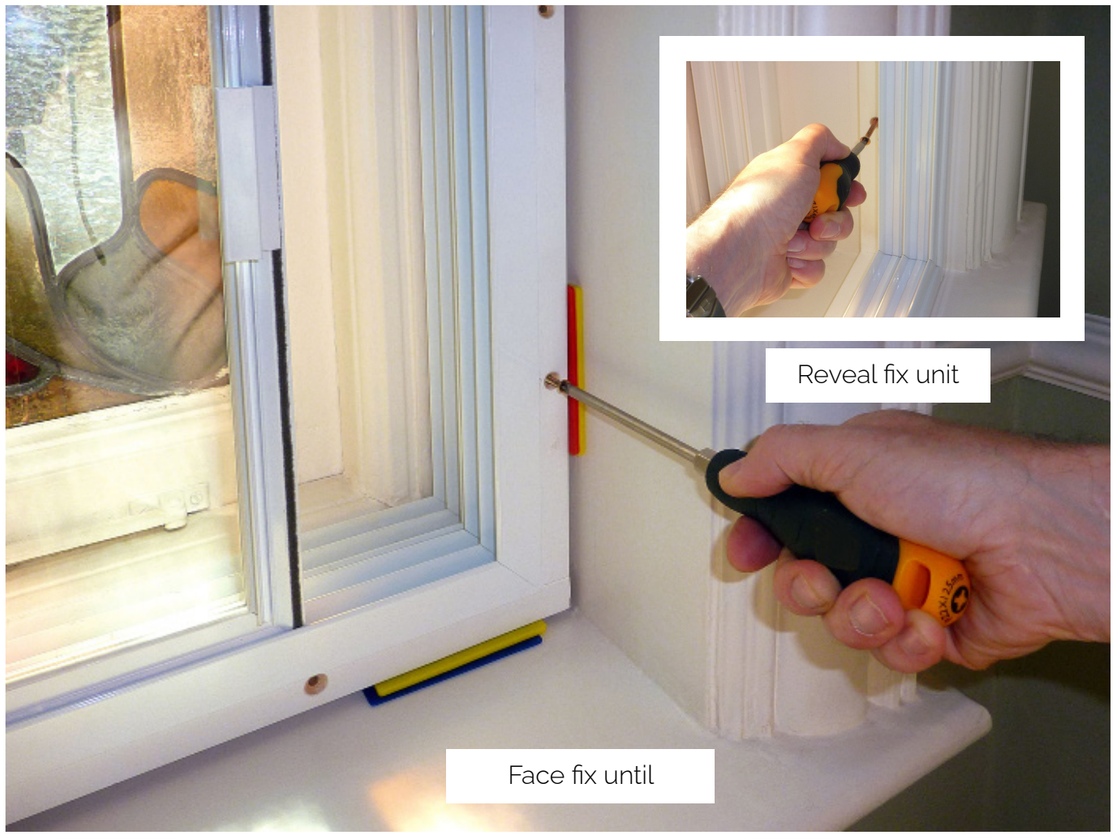
Does it look distorted?

If the unit appears distorted, this will have occurred in transit, and is normal. It will be corrected during the fitting process. Hinge units in particular may appear to show the casement dropping & not fitting, again this is to be expected and will be corrected during the installation. The timber sub-frame is designed to be hidden from view on completion, it may appear marked or show imperfections, chips and cracks, this is northing to be concerned about.

Step 4

Face and Reveal fix explained

Installation and positioning is the same regardless of whether your unit is Face or Reveal Fix. Note for Lift outs and Horizontal sliders: panels can be removed to help with handling during installation. Reveal fix Vertical sliders and Hinge units: panels need to be open to access fixing points at the back of the frame.



Reveal fix unit

Face fix until

Step 5

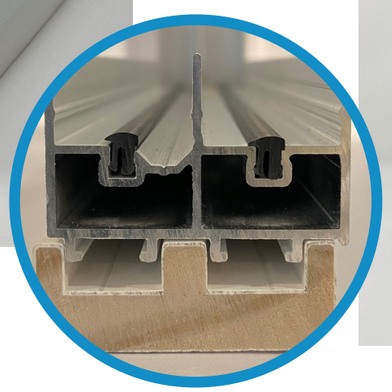
Onsite Reveal Fix Track Drilling

Where units have been specified with a reveal fix requirement through the aluminium track, a drilling support tool will have been included with the order.

This is a simple process designed to ease the drilling process protecting the aluminium. Holes can be placed where required to accommodate/avoid any obstacles around the primary window. We recommend spacing holes to an approximate 150mm to 200mm in from each end and spaced at approx. 500mm intervals, e.g. 2 screws per meter length, adjusted as required to given an even spread in the width and height frame lengths.

For most units the tool will be used in a portrait position, as per the image with the flat plate at the top.
With the HD Hinge Unit, it will be placed on its side in a landscape position.
The drill hole is a 5mm diameter so a 4mm drill will be sufficient.

There is a U-Shaped groove in the aluminium frame track, this has a counter sunk profile keeping the screw fixing away from the roller track.



Step 5.1

Installing a Vertical Sldier

The Balanced Vertical Sliding systems are fitted with spriral spring balance tubes to the top side sections of the units. It is therefore not possible to track drill / screw fix through this area. (pre-drilled face fixing or XL Reveal fixing does have screw fixing points to the full perimeter).

If you are reveal fix track drilling, holes should be drilled to the top and bottom sections and to the lower side sections of the unit, holes distance as advised in step six. If the panels are equally split or offset, try to get a fixing hole drilled as close to the left and right side just below the panel meeting point, applying additional fixing holes below this as required. The aim for the sides is to get as rigid a fix as possible to minimise flexing. You can apply filler or adhesive to the top sections if required to reduce movement.

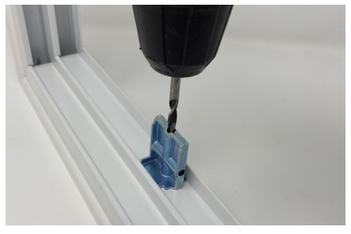
Reveal Fix Track Drilling

Balanced Vertical Slider &
Balanced Vertical Slider Glide:

Follow standard Track drilling instrcutions where indicated

Tilt-in Balanced Vertical Slider

Tilt the bottom and drill to the side of the spiral spring rod just below the spring tube casing



Top & Bottom Track
Invert the tool block

Sides: *use the tool oddleg to support against centre pillar*

Most installations require: **Packing material** to level, centre and support the frame. **Fixing Screws** 4mm x 60mm for Face fix 4mm x 50mm for Reveal fix Note: primary window frame construction may require an alternative screw type **Rawlplugs** needed to fix into stone or masonry. **Adhesive** to attach the trim. **Caulk** to finish around unit trim and wall.

Step 7

The Tools you'll need

Most installations require:
Tape Measure, **Pencil**, **Screw Driver**, **Hammer drill** and bit if fixing into stone or masonry
Saw, **Spirit Level**, **Prising Tool** to make minor positioning adjustments to the frame in situ. (Supplied in optional fixing kit), **Cartridge gun**.

Screwdriver

Drill

Saw

Tape Measure

Spirit Level

Prising Tool
(Glazing Shovel)

Pencil

Cartridge Gun

Step 8

Prepare the window

Clean the windows. Sand any bumps in the primary window frame and sill, to give a smooth fixing surface. Decorating is best done before secondary glazing is installed. Place packers across the sill width, to support the frame and prevent sagging. Lift unit into position on the packers, ensure it's the correct way up. Lift out and Horizontal sliding units: if a gap appears between the panel and frame, the unit is upside down.

Only the panels on Lift outs and Horizontal sliders can be removed to assist handling. Vertical sliding units: do not open Vertical Sliding units when laid flat, ensure they are in the correct upright position

Step 9

Get a firm fit

Place packers around the unit to give a firm fit.
At this stage, you can screw fix one point, e.g. top left, to hold the unit in place whilst you continue installation. You may need to loosen this point during this initial positioning process.

Step 10

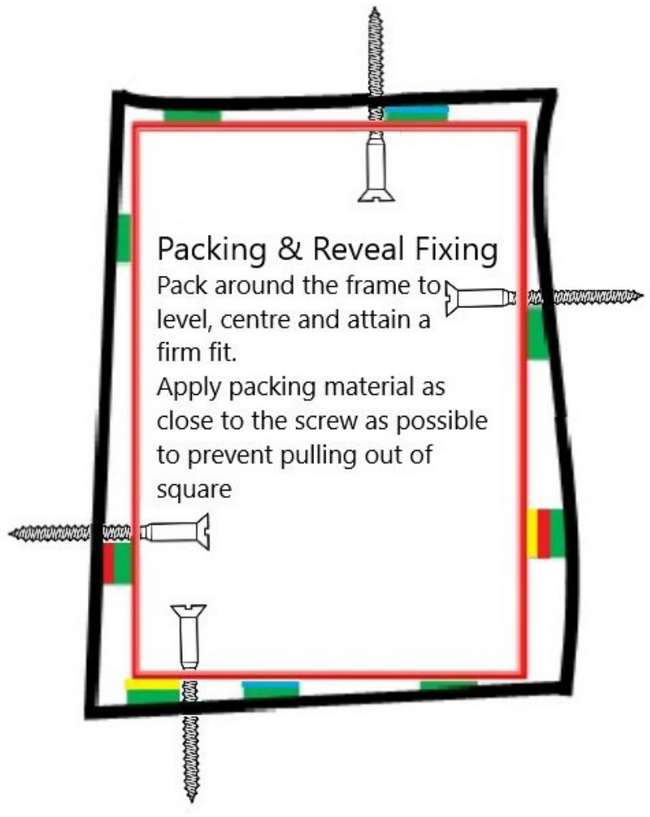
Correct the positioning

If sliding panels have been removed, replace them, checking location and that they slide smoothly. If there's any distortion or alignment problems, use the prising tool (supplied in optional fixing kit), to manipulate the frame and add, remove or adjust packers to correct any misalignment or distortion, levelling and centring as you go.

Step 11

Screw the unit into position

When you are satisfied the unit is properly located (level, centred, parallel), fit remaining screws. If fixing into timber, screw fix directly. Do not over tighten screws. Fix screws in order at the opposite point to the previous one fitted.



Step 12

Check, check, check

Checking levels and position throughout installation, to ensure the fixing process doesn't pull the unit out of line. Check the left, right, top, bottom, front, back. Check the sliding panels are locating and sliding smoothly, adjust if required.

As there are rectangles fitting inside rectangles, with minor degrees of distortions, primary window, secondary frame, & glazing panels, the secondary frame may appear correct, parallel sided with 900 corners but the glazing panels may not still fully align. Adjust and manipulate the packing around the frame to correct any panel misalignment correcting the overall distortion.

Step 13

Correcting distortion

A distorted frame affects the smooth running and opening of panels. To correct distortion, gently manipulate frame and packers using the prising tool/glazing shovel, as described in point 10, until you are satisfied with the result. Packers remain in place when fitted to support the unit. When you are happy with the installation, the panel fit and sliding functions, it's time to apply the trim.

Step 14

Fitting the trim. Measure twice, cut once!

If you've followed our instructions, there should be about 5mm gap around the unit between wall and sub-frame. Trim covers timber sub-frame and gap. Gaps around the frame are determined by any distortion of the primary window frame. Wider trim is needed if gaps are more than 6mm, which should have been apparent during the measuring process. Wider trim sections can be added to your order or purchased separately afterwards.

To fix the trim start with the verticals, left then right. Measure height of the reveal from sill to top, to calculate the length of the trim required for each side. The rounded trim edge fits up to the aluminium of the frame, the flat edge to the wall. We recommend butting up the joining corner pieces with a chamfered edge, or you can mitre the corners, if preferred.

Step 15

Fixing the trim

As you apply each length of trim, run a line of adhesive along the full length of the timber sub-frame. Attach the trim applying pressure where required. Follow this process around the frame - we recommend going from left to right, then top to bottom, measuring carefully before cutting as you go.

Step 16

Job Done

Once the trim is fixed, run a bead of caulk around the edge of the trimmed unit to finish the seal and cover any of the minor distortions and gaps.

Step 17

Top tips for a tip-top job

1 If trim needs scribing to fit over large bumps or round a cable, saw or plane for full length adjustments or use a sharp knife for small notches.

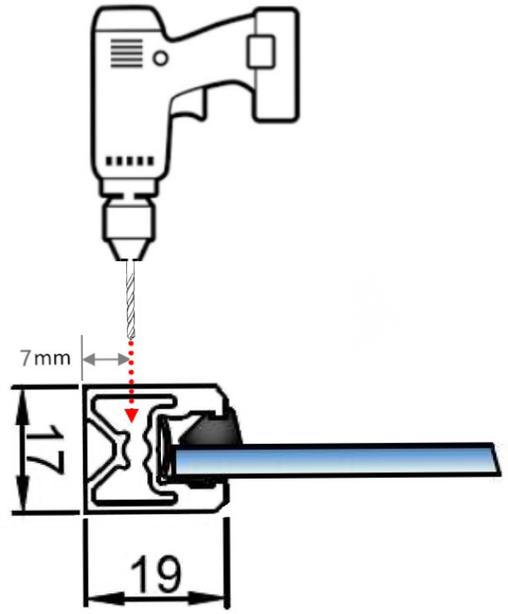
2 Mark the trim with a compass for cutting long sections. Place the trim section (cut to length) where it is to be attached, but back to front, the bull nose edge against the wall and the trim reverse showing. The bull nose edge needs to be flush to the wall down the entire length and the wall edge overlapping the aluminium. Set the compass with the point against the wall and the pencil by the start of the aluminium. Run the compass down the entire length of the trim, making sure you keep the point to the wall and the pencil marking the trim as it goes.

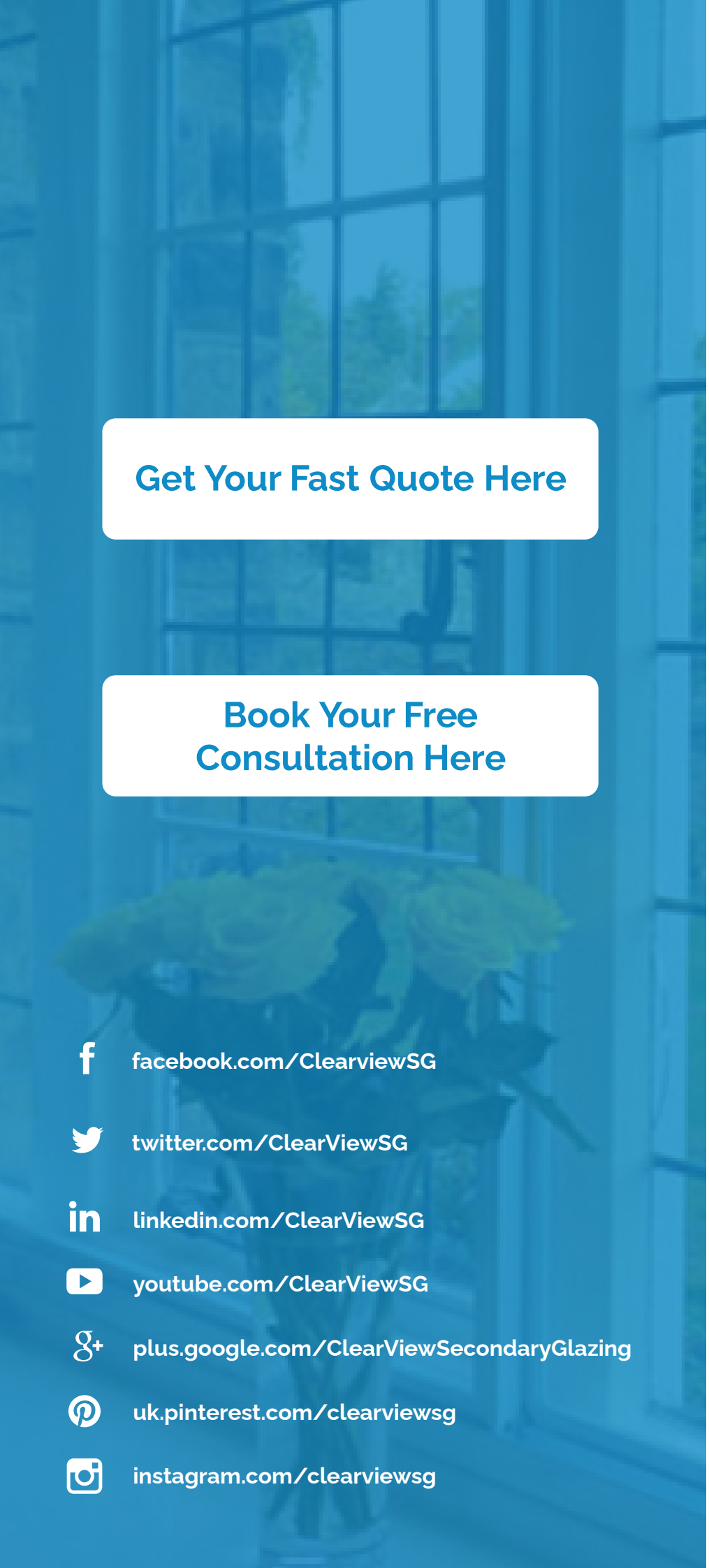
3 Saw or plane the marked trim reducing the width from the wall edge side. This trim should now neatly fit over the timber sub-frame and gap. This process can be used if needing to scribe around uneven stone or timber reveals.

Vision Insert Panel:

Drilling on site

Lay the insert face down on a flat drillable surface.
Ensure the face of the panel is protected from scratching.
Locate your required fixing points around the panel.
We recommend approx. 100mm in from each end and at equal intervals between each end approx. 300mm apart.
Use a 3mm metal drill bit to drill straight through the frame.
Turn the panel over, clear off any swarf.
If using a domed head screw the panel is ready to fit.
You can clean the swarf and create a shallow counter sunk hole with a counter sink drill bit, if using a flush fit screw head. Take care not to countersink too deep.





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