



Operation & Maintenance Manual

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Operating Instructions

Horizontal sliders

The sashes can slide after releasing any locking catches fitted, and they can be removed by lifting into the head of the frame. Avoid damage to rollers through standing on gritty surfaces and take care to re-instate sashes in the right sequence. Take appropriate care when lifting large glass panels.

Vertical sliders

The sashes can be lifted or lowered vertically but the operator must be able to handle the weight of the sash.

Release the catches on each side of the sash and lower or raise the sash to pre-set positions. Carefully release the catches once in position. Reverse the sequence to replace the sashes in the original position. Damage or injury can occur if the sashes are dropped when opening/closing.

Sashes can be removed for cleaning by removing the retaining clips on either the left or right hand side, sliding the panels sideways into the frame. The panels are then re-instated by reversing the process. Care must be taken to install the retaining clips the correct way.

Horizontal sliders

The sliding sashes are attached to spiral spring balances and so cannot be removed. The ability to contra-slide the sashes helps when cleaning the glass surfaces. Always apply gentle pressure when opening or closing the sashes. Damage can occur if the sashes are moved too rapidly.

Vertical sliding operation:

- Unlock centre swivel fitch catch on interlocking mid-rail.
- Using the grip fin at the bottom of the sliding sash panel, lift to desired opening point, the spiral balances will support the sash. Using the grip fin on the opposite of the top sash, the top pane can be lowered in the same fashion.
- The sashes will not open to the full extent of the interlocking point, travel limit stops will prevent the sash being pushed beyond the spiral spring balance fixing point and elastic limit.
- To close, lower or raise the sashes to the closed position, ensuring both the lower and upper sashes are pushed fully home, and the mid rail is properly interlocked, the fitch catch should then easily be swivelled shut. If the catch does not close easily it is highly likely the mid-rails are not properly interlocked and/or the sashes are not fully closed.

Tilt Feature: (tilting models only)

It is important to familiarise yourself with this information, as damage or injury can occur if you fail to undertake the process correctly. The tilt feature is only required when cleaning the inner surface of the Secondary glass or to gain access for maintenance or cleaning of areas which cannot be accessed by the standard vertical sliding action.

To engage the tilt feature:

- Unlock swivel fitch catch, lift the sash in the vertical sliding method, so the bottom of the sash slightly clears the bottom of the main frame (circa 2cm). This releases the interlock of the mid rail, and allows the sash to pivot free of the main lower frame.
- Using your forefingers, release the buttons/tilt the catches on either side of the interlocking mid-rail (pulling inwards towards the fitch catch), this will release the sash pane from the main frame. Move the frame slightly towards you, the buttons can then be released, the spring clips will then be free of the frame.
- **IMPORTANT:** once the tilt catches disengaged from the frame, the pane is free floating and can fall if not supported. Take care at all times during this process to ensure the pane is supported whilst tilted out of the frame.
- Once released, keeping the pane level at all times, carefully and slowly lower down to approx 90 degrees. This can be rested on a stool or chair back etc. The pane needs to be kept level at all times, if it twists it can pull the spring balances out of the frame track mounting.
- The top sash can then be lowered in the standard vertical travel method to its lowest point of travel, and the same tilt release method used.
- **Note:** The sashes cannot be removed from the frame completely as they are locked into a spring balances.
- Once the required work is complete, the sashes can be returned by reversing the process. Carefully and keeping level lift the top pane then the bottom pane back into position. Locking the tilt releases catches back into the sides of the main frame.
- **VERY IMPORTANT:** Ensure the tilt retaining clips are securely locked back into the frame, if these are not securely locked back the sash will potentially be free to fall.
- Subject to the size of the units, the tilt process may require two people.

Forte Tilt-in balanced vertical sliders

Constant force balances support top and bottom panels. The bottom panel can slide upwards after releasing the centre Fitch catch. Both sashes tilt inwards for ease of cleaning using the tilt latches. Both sashes are supported by stainless steel stays, Plated steel pivot bars, drop in and take out clutch/brake shoe sets. Top rail and bottom rail extrusions have integral finger lift flange.

Arched top (tilting) vertical sliding systems

The top sash is not designed to open for ventilation purposes, as the retaining clips cannot be fitted to hold the panel, into the frame.

For cleaning or maintenance, to engage the tilt facility on the top sash: If anti-slide blocks are fitted these can be unscrewed and removed. The top sash can then be lowered in the standard way. **IMPORTANT:** To prevent damage or injury, the sash must be supported (held back into the frame) when lowering to prevent it falling forward. This would then operate as the systems described above. To close, reverse the process, taking care to lock the panels securely back into position. It is recommended that this be carried out by 2 persons.

Lift out units

The sashes can be removed by lifting vertically within the frame until the bottom edge is clear of the frame and can swing towards the operator. It is re-instated by reversing the process. Taking appropriate care when lifting large glass panels.

If the lift out has the inclusion of turnbuckles, the lift out panel is obviously held in place by the turnbuckles. These operate by rotating the buckle manually clear of the panel, approximately 180° and removing the panel as above. When the panel has been replaced re-set the buckles by reversing the process.

For units over 1200mm x 1200mm, 2 people are required to enable safe removal and replacement.

Single and double side hung casements

The operating handle is turned to the horizontal position to allow the windows to open. The "slave sash" of the double casement has a retention bolt fitted at sill level. This must be re-engaged when closing the window to ensure a good seal.

Single and double side hung casements

Turn the handle towards the centre of the window into the horizontal position, this allows the window to turn in (lift up in the case of top hung), to secure the window close and returning the handle to the vertical position. Glazing is by beading of the clip-in type - internally fixed, and cavity side wedged.

Maintenance

There are no special maintenance requirements other than periodic cleaning as all moving parts are factory sealed with lubricant before assembly. The cleaning cycle will be dictated by local conditions and should consist of washing down the glass and aluminium with non-alkaline detergent in warm water using a cloth or sponge. For more stubborn marks a soft brush or nylon pad should be used. Avoid abrasive cleaners, steel wool, strong acids or alkalis. After cleaning it is advisable to rinse the surfaces with clean water and wipe dry.

Chips and scratches in the paint finish can be touched in using non-cellulose paint but care must be taken to prevent paint getting into draught seals or moving parts. Repair of anodised finishes is not practical other than by touching in with a colour-matched paint but the finish appearance is seldom complementary.

Bottom tracks of horizontal sliding systems should occasionally be vacuumed to avoid dirt build up and, if necessary, a silicone lubricant can be sprayed onto the track.

Clearview offer a full maintenance service outside of our standard 10 year guarantee period. Preventative maintenance contracts are also available upon request.

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