

PLEASE READ THIS SHEET **IN FULL** AND CHECK SIZE, FRAMES, GLASS AND ANCILLARIES **PRIOR TO COMMENCING OR ARRANGING** AN INSTALLATION.

IMPORTANT- MUST BE READ

ALL WINDOWS AND DOORS ARE CHECKED BEFORE THEY LEAVE THE FACTORY. HOWEVER, **PLEASE CHECK YOUR GOODS** TO ENSURE THEY ARE THE CORRECT SIZE AND STYLE, AND OPERATE EASILY. TO ENSURE A PROPER TEST ON SIDE HINGED OPENERS, INCLUDING DOORS, LAY THE FRAME FLAT HORIZONTALLY TO TEST OPERATION. IF YOU ARE UNHAPPY WITH ANY PART OF AN ITEM SUPPLIED **DO NOT BEGIN THE INSTALLATION! CONTACT US ON 0800 0776797.**

ANY SHORTAGES OR DAMAGES MUST BE REPORTED WITHIN 48 HOURS OF YOUR DELIVERY DATE. ANY ITEMS REPORTED MISSING OR DAMAGED AFTER THIS TIME WILL BE DEEMED CHARGEABLE.

It is well recognised that over 90% of remedial work is due to incorrect installation. The following procedure should be adhered to in all circumstances when fitting:

If a service call is requested and the door is found not to be toe & heeled or correctly installed, there will be a charge of £150.

Always check the size of your new framework against your old frame before removing old frame.

Do not leave the panel in direct sunlight, as the protective film will bond to the skin.

You will find the keys are fitted in the door sash (upvc door) or in the letterbox (composite door).

Check the size, style and hanging against order, before removing existing door, check opening sizes. Remember, your new door should be approx 10mm smaller in height and width than the brick opening!

ADVICE SHEET FOR THE INSTALLATION OF YOUR WINDOWS AND DOORS

Any information on this sheet is intended as a basic guide to installation. We cannot predict every type of installation that may be encountered. If you are unsure of any of the installation process then seek an installation expert to install for you.

STANDARD INSTRUCTIONS

1. Preparation

When you are happy with the goods supplied, you may begin to remove the old window or door. If you are fitting various sizes of window, we suggest you start with the smallest window first and complete the installation process before moving onto the next. Firstly, remove the glass from the old frame. When the aperture is completely clear and clean of the old frame and removed from the working area, ensure that the opening allows for a square installation with a minimum of 5mm all round the frame. **Remove the protective film prior to installation.**

2. Cill

If an external cill is being fitted, cut cill to exact length required and glue on end caps. A lot of installers fix the external cill in the opening as the first part of the installation procedure although others will fix the cill to the frame and then fit the cill and frame into opening at the same time. In any case, it is recommended that you fix the cill to the frame by means of 3 x 50mm screws after first placing clear silicone between on the top of the cill.

3. Fixing

Offer the frame to the opening, ensuring the cill is level and fully supported underneath, that the sides are plumb and vertical and that the top and bottom of the frame are level. To fix the frame, ensure the correct fixing bolts are used. Fixing bolts should start 150mm from the corners of the frame and evenly spaced there after. Please ensure you drill appropriate pilot holes when undertaking this process using a 6.0-6.5mm drill piece. Ensure that the diagonals are equal on completion of installation. Silicone should be used to seal the outside of the frame and Acrylic on the inside. Caution should be taken not to over-tighten the fixing bolts as this will create an outward bowing effect and will affect the operation of the frame.

4. Fitting the sealed units or panels into the frame

Using a flat edge scraper insert the scraper into the OUTSIDE edge of the bead where it touches the door frame a gap should appear and the blade will seem to go into the door. You will need some force to insert the blade between the bead and door (a lever action some times helps from side to side). Once started push the scraper handle flat to the door frame and run the blade up and down the bead this should release the bead, if the bead does not pop out simply bend it from the middle and it will release, once out WRITE ON THE BEAD WHERE IT CAME FROM TOP, LEFT etc the beads must be returned to the correct position. With all the beads out the glass unit/panel needs be held in with glazing packers (see toe and heeling section point 5).

Put the new glass unit/panel in and using the glazing packers wedge the glass unit/panel back in square and make sure that you have the glass unit/panel right back against the rubber seals on the out side of the door (it will leak if you don't). Ensure that you have the correct bead, insert a corner of the bead and push it right into the corner

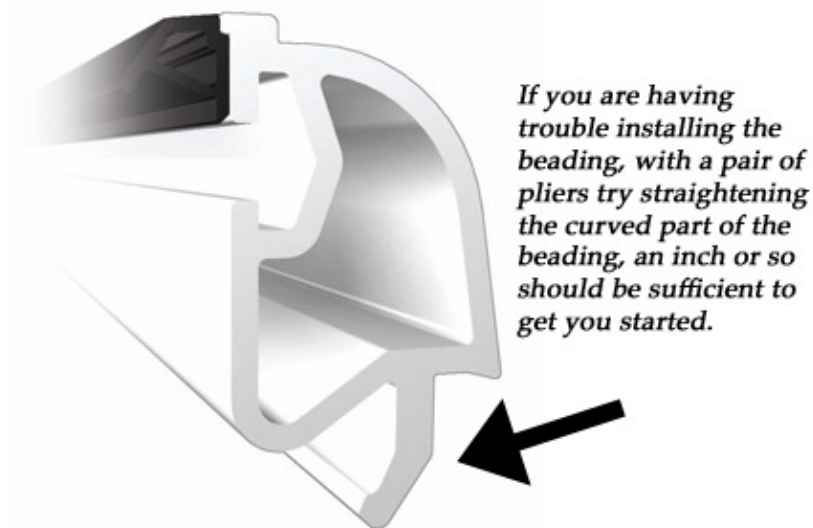
of the door using a bending action at the middle of the bead insert the other end of the bead into the other door corner and push the middle of the bead into the door, using a plastic or rubber mallet tap the bead into the door so that its flush all the way along the bead edge and the door (it should go in as it was before you started) all you have to do now is repeat so that all the beads are back to there original places.

BEADING TIPS

If you are having trouble getting the beads out, just take your time and persevere until the gap opens for the blade to go in.

You may find the beads slip out of the corners when you are putting them back in, again take your time and don't forget to bend the bead to get the other end in. A sharp strike to the rounded corner should get it back in DO NOT USE AN ORDINARY HAMMER IT WILL PROBERLY CRACK THE BEADS

If the bead doesn't look or sit properly just remove it and start again.



5. Toeing and Heeling

What *is* Toeing and Heeling, and *why do it anyway?*

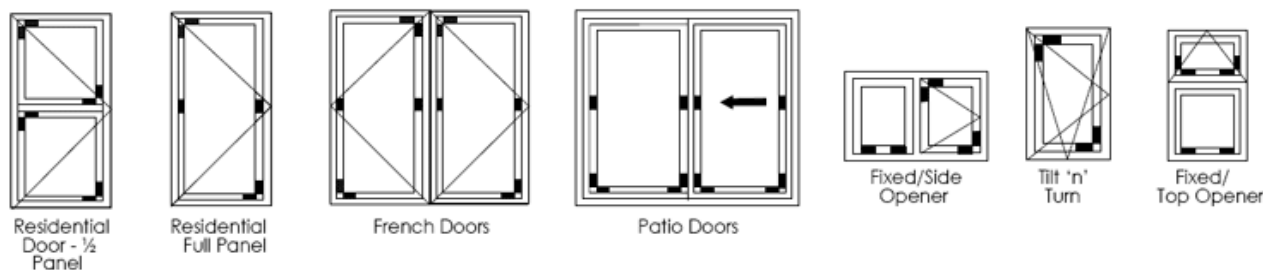
PVC-U doors are heavy, and although the dead weight is supported on the hinge side when it is opened, there is nothing on the lock side to support the weight, and without the procedure of toeing and heeling the door will 'drop' on the handle side, sooner or later. To stop a door dropping the glass/panel itself has to be braced diagonally corner to corner by the insertion of plastic packers slipped in the gap between the glass/panel and frame, under the beading. On the hinge side the packers go at the bottom corner, whilst on the lock side, the packers go at the top (opposite) corner.

To explain further:

To picture this in your mind more easily, look at or visualise the back of a normal

wooden side gate and you will see three 'ledges', that is horizontal planks - one top, one middle, and one bottom. These ledges are used for the diagonal planks of wood to sit on so as to brace across, and therefore to stop the gate dropping on the lock/handle side.

Examples of windows and doors and where to Heel and Toe.



So does *my* door need toeing and heeling?

When a PVC-U door has 'dropped' the first thing people usually notice is that the lock is not working as easily as it did, or will not lock all. The door may also possibly rub on the bottom as it is closed. Closer inspection may reveal that the mitred welds do not line through at the top and the bottom of the lock side of the door to its framework. If this is the case on any door, then the door will need bringing back to square (called 'jacking' in the trade) and it will then need 'toeing and heeling' to prevent it from dropping again in the future. If you suspect that your door may have dropped, then the easiest way to check is to measure corner to corner across the diagonals of the door, and verify that the measurements are near enough the same, or to within a couple of mm or so. A quarter of an inch difference in measurements is too much!

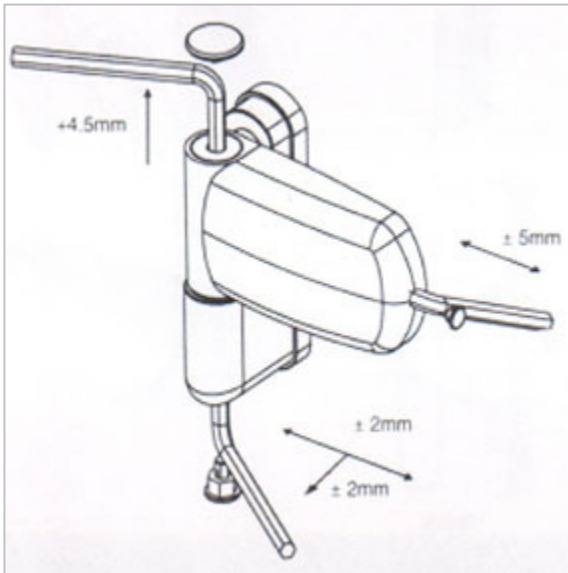
6. Checking

Make sure all openers work and have been correctly packed. Should an opener not work, then it is likely that it has been incorrectly packed. The unit must be removed, re-packed and reinstalled. Failure to do this can result in locks not engaging properly, daylight being seen, a lack of weather protection and possible grating on locks or on the bottom of the sash when closing. If you find you have any of these problems, to rectify, check :-

- Your installed item is square in the house aperture and is not twisted in any way.
- That its diagonal measurements are equal, both with the frame and any sashes.
- That the frame has not been stretched by over-tightening the fixing bolts (especially in a door)

Hinge Adjustment

If minor (mm) adjustments are required after toe and heeling, the flag hinges have minor adjustment capabilities.



- The small latch plate to the locking mechanism of the door is adjustable by using a Phillips screwdriver and rotating each screw half a turn to loosen the plate. Reposition, then tighten screws.
- Hook bolt latch plates are adjustable by rotating the cams using an Allen Key. Move inwards to tighten the door to the frame to give maximum security.
- Patio doors have adjustable wheels for upward and downward movement. Take a small Phillips screwdriver and adjust the wheels at the base of the sliding door locking mechanism.

Your installation is now complete.