### Ventrolla SASH WINDOW SPECIALISTS



# Operation & Maintenance Manual Balanced Vertical Slider (BVS)

Vertical sliding secondary glazing designed especially for secondary glazing sash windows. These discreet units house self-supporting panes that remain in place at any chosen position.

#### **Operating Instructions**

Disengage the fitch catch to the centre of the meeting styles, which enables the bottom panel to slide up, and the top panel to slide down.

In order to lock the catch again, the top panel must be pushed right to the top and the bottom panel, right to the bottom and re-fasten the Fitch catch.

When both panels have returned to their original positions, the fitch catch can be locked.



#### Maintenance

There are no special maintenance requirements other than periodic cleaning as all moving parts are factory sealed with lubricant before assembly.

Environmental issues will dictate the cleaning cycle, i.e. location, weather, traffic etc. and should consist of washing down the glass and aluminium frames with a non-alkaline detergent in warm water using a soft cloth or a sponge.

Avoid abrasive cleaners, steel wool, strong acids or alkalis. After cleaning it is advisable to rinse the surface with clean water and wipe dry.

Chips or scratches in the paint finish can be touched up by using a nitro cellulose lacquer paint, but care must be taken to prevent paint from getting into draught seals or moving parts.







### Operation & Maintenance Manual Hinged Unit (HU)

Our most discreet secondary glazing product, with 72mm sight lines and no transoms or mullions. The unit features single handle operation and multi-point locking. Side and base opening is also available.

#### **Operating Instructions**

Turn the handle towards the centre of the window into the horizontal position, this allows the window to open (lift up in the case of top hung), to secure the window close and return the handle to the vertical position.



#### Maintenance

There are no special maintenance requirements other than periodic cleaning as all moving parts are factory sealed with lubricant before assembly.

Environmental issues will dictate the cleaning cycle, i.e. location, weather, traffic etc. and should consist of washing down the glass and aluminium frames with a non-alkaline detergent in warm water using a soft cloth or a sponge.

Avoid abrasive cleaners, steel wool, strong acids or alkalis. After cleaning it is advisable to rinse the surface with clean water and wipe dry.

Chips or scratches in the paint finish can be touched up by using a nitro cellulose lacquer paint, but care must be taken to prevent paint from getting into draught seals or moving parts.







## Operation & Maintenance Manual Horizontal Sliders

A slim and versatile horizontal sliding system that provides easy access for cleaning and ventilation, it is suitable for treating most window types. Available with 2, 3, 4 or 5 sliding sashes (panels).

#### **Operating Instructions**

To open the panels the spring clip handle must be released, and this will then allow the panels to slide freely in the tracks.

Take care not to slam the panels or push them too fast. To open and close the panels a smooth and even movement is recommended.

It is advised to use two hands to move the panels. This will ensure the panels slide smoothly and do not foul in the track.

To close and secure the panels slide the panels to the closed position. Ensure the spring clip handles are located correctly onto the outerframe.

To remove the panels from the outer frame lift the panel up into the head and lift forward to clear the bottom of the outerframe. Reverse the procedure to replace the panel into the outerframe.

Take care when lifting the panels out of the frame as these can be heavy.



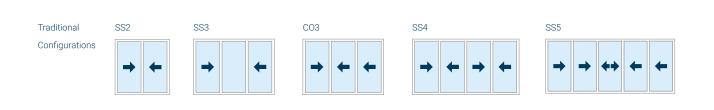
#### Maintenance

There are no special maintenance requirements other than periodic cleaning as all moving parts are factory sealed with lubricant before assembly.

Environmental issues will dictate the cleaning cycle, i.e. location, weather, traffic etc. and should consist of washing down the glass and aluminium frames with a non-alkaline detergent in warm water using a soft cloth or a sponge.

Avoid abrasive cleaners, steel wool, strong acids or alkalis. After cleaning it is advisable to rinse the surface with clean water and wipe dry.

Chips or scratches in the paint finish can be touched up by using a nitro cellulose lacquer paint, but care must be taken to prevent paint from getting into draught seals or moving parts.







# Operation & Maintenance Manual Lift Out (LO)

A removable panel within its own outer frame, fixed to the face or reveal of the existing window. These units use an aluminium twin track profile, to provide a secure fixing for larger panes of glass.

#### **Operating Instructions**

To remove the panel from the outerframe lift up into the head and lift panel forward to clear the bottom of the outerframe.

Reverse the procedure to replace the panel in the outerframe. To prevent the panel falling, please ensure the panel is secure in the outerframe.

Take care when lifting the panels out of the frame as these can be heavy.



#### Maintenance

There are no special maintenance requirements other than periodic cleaning as all moving parts are factory sealed with lubricant before assembly.

Environmental issues will dictate the cleaning cycle, i.e. location, weather, traffic etc. and should consist of washing down the glass and aluminium frames with a non-alkaline detergent in warm water using a soft cloth or a sponge.

Avoid abrasive cleaners, steel wool, strong acids or alkalis. After cleaning it is advisable to rinse the surface with clean water and wipe dry.

Chips or scratches in the paint finish can be touched up by using a nitro cellulose lacquer paint, but care must be taken to prevent paint from getting into draught seals or moving parts.



## Ventrolla SASH WINDOW SPECIALISTS



### Operation & Maintenance Manual Tilt-In Balanced Vertical Slider (TBVS)

Discreet units with self-supporting panes. The tilt-in facility enables each secondary sash (panel) to be independently released from the outer frame and pivoted inwards through almost 180°.

#### **Operating Instructions**

Disengage the fitch catch (centre catch on the bottom panel) to the centre of the meeting styles, this enables the bottom panel to slide up, and the top panel to slide down. In order to lock the catch again, the top panel must be pushed right to the top and the bottom panel, right to the bottom and re-fasten the fitch catch.

To operate the tilt in facility disengage the fitch catch to the centre of the meeting styles, using the small sliding catch located to the left and right hand side of the bottom panel, pull the release catches towards the centre and tilt panel towards you.

To tilt the top panel, the bottom panel has to be in the tilt in position. Slide the top panel down as far as required and then repeat the operation of pulling the small catch towards the centre then tilt panel towards you.

To return the top panel into a closed position, tilt the panel back towards the window and ensure the catches are locked into the track securely and slide as normal into the original position. Repeat this procedure with the bottom panel.

When both panels have returned to their original positions, the fitch catch can be locked.

#### Maintenance

There are no special maintenance requirements other than periodic cleaning as all moving parts are factory sealed with lubricant before assembly.

Environmental issues will dictate the cleaning cycle, i.e. location, weather, traffic etc. and should consist of washing down the glass and aluminium frames with a non-alkaline detergent in warm water using a soft cloth or a sponge.

Avoid abrasive cleaners, steel wool, strong acids or alkalis. After cleaning it is advisable to rinse the surface with clean water and wipe dry.

Chips or scratches in the paint finish can be touched up by using a nitro cellulose lacquer paint, but care must be taken to prevent paint from getting into draught seals or moving parts.



