

Ventrolla

SASH WINDOW SPECIALISTS

Maintenance Instructions (SRS)



Over 30
years of British
Craftsmanship



We hope you are enjoying the benefits of your Ventrolla renovated windows.

Following renovation by Ventrolla, your windows may need painting, and will need ongoing general maintenance to ensure longevity. To achieve this, the Ventrolla Perimeter Sealing System (VPSS) will need protecting, by following the instructions below.

PREPARATION:

Before starting any maintenance, please ensure:

- Dust sheets are used to protect the floor and furniture etc.
- Beneath the window there is a clear area for working in, throughout the period of work.

EQUIPMENT:

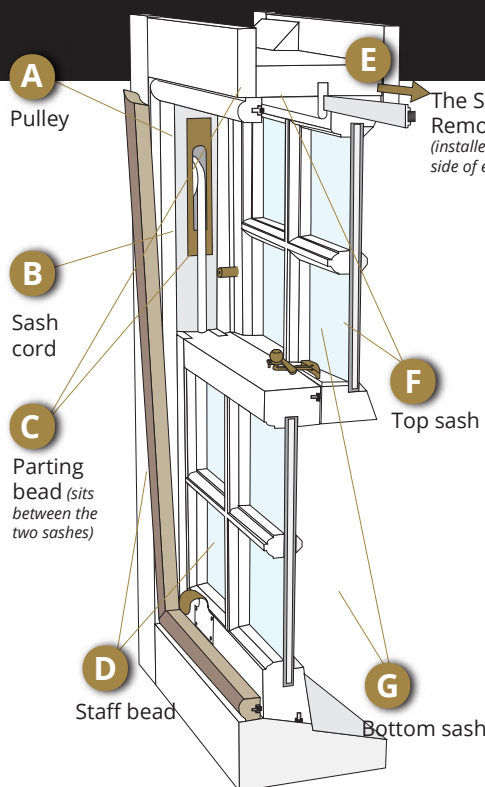
Dust Sheets, Screwdriver, Chisel, Hammer and Masking Tape (Safety Barriers, if applicable).

PERSONAL PROTECTIVE EQUIPMENT:

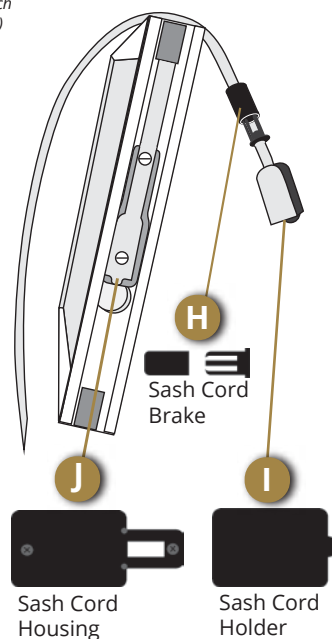
Eye Protection (i.e. safety glasses), Safety Gloves, Dust Mask and Safety Shoes.



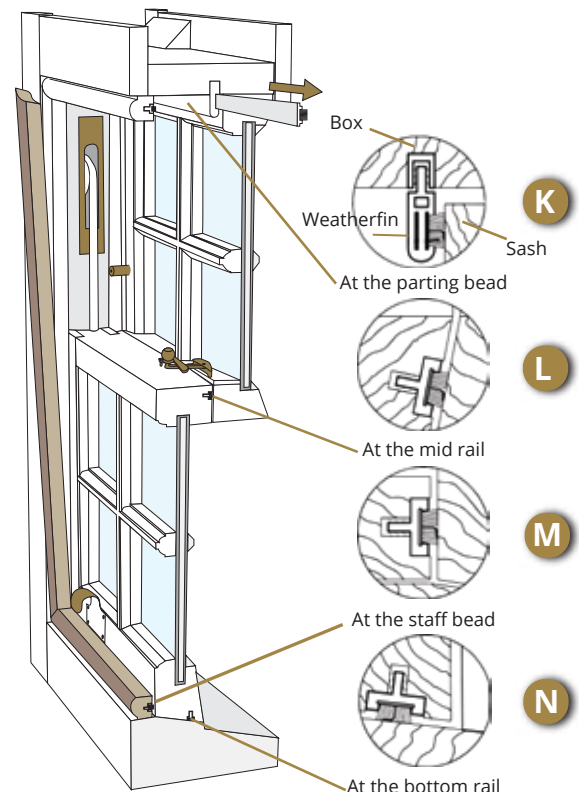
1) Diagram of a Sash Window



2) Side profile of window with the Sash Removal System (SRS)



3) Weatherfin Pile installed into a sash window



Safe limits for lifting timber sashes

Typical sash with 4mm glazing	450mm x 500mm	800mm x 700mm	700mm x 900mm	1000mm x 1100mm
Sash Weights	6.5kg	10kg	11kg	14kg
Lifting Requirements	1 person	1 person	2 people	2 people

Please consult the above table on safe limits for lifting timber sashes. When manual handling, always use the correct lifting techniques. If lifting heavy or bulky items you may need assistance to share the load. When lifting more than 25kg, two people will be required.

NB: Double glazed sashes require two people for lifting.



Step-by-step guide to removing your sashes



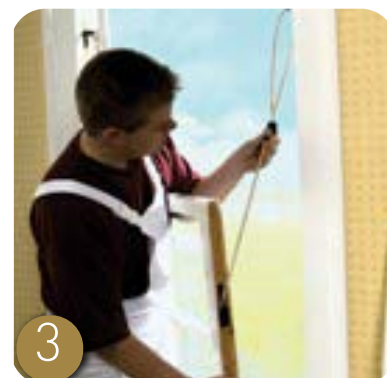
1

Remove the detachable staff bead(s) **(D)**, unclipping or unscrewing from the middle and working to the top.



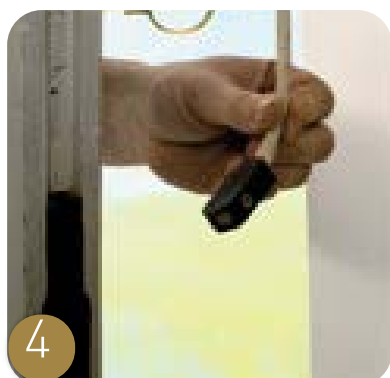
2

Lift out the bottom sash **(G)** and rest it internally on the base of the window.



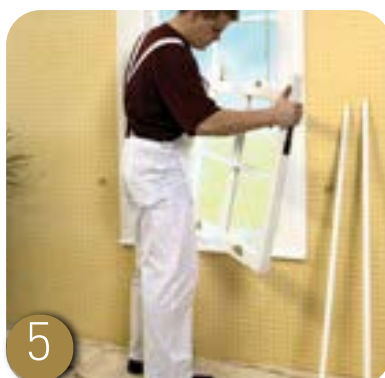
3

From the Sash Removal System SRS **(E)**, slide out the cord brake **(H)** from its housing **(J)** and push up to the pulley. **(A)**



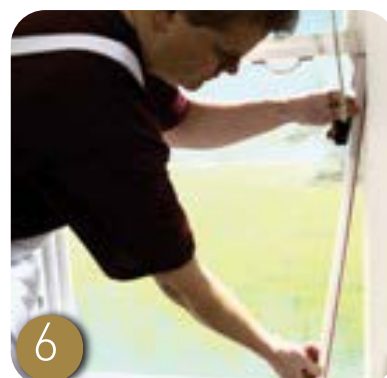
4

Pull the sash cord holder **(I)** down and out from the cord housing **(J)**. Repeat steps 3 & 4 on the opposite side.



5

The bottom sash **(G)** is now fully released and can be easily removed.



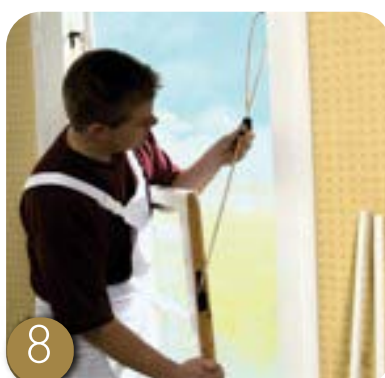
6

Ease out the bottom two parting beads **(C)** using a chisel if required.



7

Pull down the top sash **(F)** and remove the top three pile carriers.



8

Pull down the top sash **(F)** inwards and unhook the sash cord holders on the top sash as described in Steps 3 & 4.



9

Remove the top sash **(F)** internally, allowing easy maintenance, cleaning and painting.

Replacing the sashes

- Reverse the removal instructions, starting with the top sash
- The staff beads **(D)** should be replaced from the bottom
- Check that the pile in the lower sections is facing inwards when viewed from inside and that the upper pile sections are facing outwards.

See reverse for painting and care instructions.

Painting Instructions

1. Remove the Weatherfin Pile

In addition to the staff beads (D) and parting beads (C), the Weatherfin Pile has also been installed directly into your sashes - this is illustrated in Diagram 3 on the inner page.

The Weatherfin Pile is also installed into:

- The underneath of the bottom rail of the bottom sash (N).
- The rear of the mid rail (or top rail) of the bottom sash (L).
- Either the top rail of the top sash (meeting the frame) or in parting bead (K) spanning the width of the window at the top of the box frame.
- The staff bead spanning the width of the window along the bottom (M).

The Weatherfin Pile sits in routed out u-sections within your sashes, and should easily slide out of this u-section. However, on some occasions it may be pinned to keep it in place. In this instance, masking tape can be placed over the Weatherfin Pile, protecting it from the paint.

2. Remove the old paint

Should you wish to re-paint your whole window once renovated, you may need to sand the old paint from the sashes and frame. You must presume this paint has significant lead content and wear a suitable protective dust mask.

NB: Do not expose components of Ventrolla's Perimeter Sealing System to excessive heat.

3. Mask the glazing

You may want to protect the sash window glass from paint by placing masking tape and/or cloth over the glass pane.

4. Paint your windows

When painting your sash window, apply a good quality primer, top coat and gloss to ensure a good finish and well protected timber. Do not intrude on the glass with the paint, except on the final coat which should overlap onto the glass by about 1mm (to protect the seal). Painting may be easier with a "sash trim brush", which is slightly angled to reach into 90-degree corners and tight spaces.

NB: Ventrolla cannot be held responsible for paint damage to the Weatherfin Pile.

Care Instructions

1. Weatherfin Pile

Generally the Weatherfin Pile (or weather-strip / draught-proofing strip) will not need to be cleaned but if it does we recommend you brush clean with a stiff brush and wash with a mild detergent.

NB: Solvent based products must not be used.

2. Hinges & Window Catches

Wipe over, clean and lightly oil or spray with a lubricant like WD40.

3. Weatherfin Pile Carriers

The pile carriers house the Weatherfin Pile in and around your sashes.

To remove dust and light stains, a mild detergent mixed with water should be applied with a non abrasive cloth or pad. Care should be taken not to saturate the Weatherfin Pile.

In the event of stubborn stains then a soap or water based cleaner should be applied.

NB: The following must not be used:

- Acids
- Abrasive pads
- Solvent based chemicals
- Methanol based products
- Paint or Stains
- Abrasive Cleaners
- Wire Wool
- Paint Removers
- Sandpaper
- Bleach

The colour of the Ventrolla system fitted may fade to a slightly different shade over time.

Ventrolla offer a full after care service and/or re-tilt, should this be required.

For help or further information, please call our friendly team on 0800 0277 454 or visit www.ventrolla.co.uk

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