

Caring for your
Steel Windows & Doors

HOPE'S[®]

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MAINTENANCE OF HOPE'S PAINTED FINISH

To ensure optimal coating performance and to maintain Hope's warranty, Hope's requires inspecting and cleaning your window and door frames twice annually. Records of such cleaning must be maintained throughout the warranty period.

CLEANING PAINTED WINDOW AND DOOR FRAMES

Apply a medium-pressure fresh water rinse from top to bottom, rubbing lightly with a soft automobile brush or sponge.

If a simple water rinse is not sufficient, use a mild detergent. Mild detergents that are safe for bare hands should be safe for painted windows; spot test all detergents before using. Washing should be done with uniform pressure, first with a horizontal motion followed by a vertical motion.

Some types of mild solvent, such as mineral spirits, may be used to remove grease. Extreme care should be taken to avoid marring of the surface as this could give an undesirable appearance at certain viewing angles.

Solvents should be applied with a clean cloth and removed with a clean cloth. Remaining residue should be washed with a mild soap and rinsed thoroughly.

Cleaning chemicals should not be allowed to collect or puddle on the horizontal surfaces or in the joints. These surfaces should be flushed with water and dried.

Rinse thoroughly with clear water. If the cleaner is permitted to dry, it may be necessary to lightly sponge the surface while rinsing.

Allow the surface to air dry or wipe dry with a chamois cloth.

Precautions for Cleaning Painted Finish

- Use cleaners sparingly; follow manufacturer's instructions
- Use of alkaline, acid, petroleum-based cleaners, caustic chemicals or paint removers not recommended
- Avoid dripping or splashing chemical cleaners; thoroughly rinse all drips immediately
- Glass cleaners containing ammonia or alcohol are not recommended
- Make sure sponges, brushes, rags and chamois are free of dirt and grit
- Use of stiff bristle brushes, steel wool or scrubbing pads not recommended
- Use of knives, putty knives, or scrapers not recommended
- Use of high pressure nozzle not recommended

CARE OF HOPE'S HARDWARE

To maintain the finish of the hardware, regular applications of a silicone-free wax should be applied with a soft cloth. If you prefer to allow natural oxidation which overtime will produce a patina (blue/green) color, do not apply wax.

MAINTENANCE OF HOPE'S HARDWARE

To maintain the proper operation of the hardware, Hope's requires cleaning and lubricating the hardware twice a year.

Cam Fasteners

All operable parts should be lubricated with a light oil. Remove any paint build up or dirt on the surface. Apply a small amount of oil and move the fastener handle back and forth to work in the lubricant. Wipe off any excess.

Tighten the fastener attachment screws to provide optimum contact with the keeper or wedge when the ventilator is in the closed position.

Spring Catches

All operable parts and springs should be lubricated with a light oil. Remove any paint build up or dirt on the surface. Apply a small amount of oil and move the mechanism several times to work in the lubricant. Wipe off any excess.

Tighten the attachment screws to provide optimum contact with the keeper or catch plate when the ventilator is in the closed position.

Door Closers and Flush Bolts

Lubricate with a light oil.

Roto Operators

All operable parts and tracks should be lubricated with a light oil. Remove the small crank handle knob from the housing by backing off the set screw in the handle. Clean any paint or dirt from the surface.

Place a small amount of light oil on the worm mechanism. Inspect the roto operator and lubricate the pivot point on the arm and the gear teeth. Locate the track under the ventilator that the roto shoe (bottom) rides on. Be sure that it is clean and free from dirt. Spray the channel with oil or silicone lubricant.

Check all attaching screws to ensure that they are tight. Replace the handle to the worm gear stud and tighten the set screw. Crank the handle in both directions several times to work in the lubricant.

Hinges and Pivots

All operable parts should be lubricated with a light oil. Detach all roto operators and adjusters. Remove any excess paint build up or dirt from the surface. Hinges should move freely (unless they are friction type).

Apply a small amount of oil to the hinges and move the ventilator back and forth several times to work in the lubricant. Wipe off any excess. Reinstall the roto and adjuster hardware.

Concealed Hinges / Four Bar Hinges, Sidearms, and Friction Adjusters

All operable parts and tracks should be lubricated with a light oil. Clean the arms and tracks. Apply a small amount of oil and adjust the friction shoe. Work the vent open and closed to completely lubricate the tracks. Wipe off any excess.

101A Multipoint Closing Mechanism

Multipoint track mechanism should be wiped down and lubricated with a light oil.

Cremone Hardware

Release the contact of the vertical rods so that the cremone unlatches and the ventilator moves freely. Remove the handle by unscrewing the set screw, then remove the screws from the housing and lift off. Spray the handle pivot mechanism with light oil. Replace the housing and make any necessary adjustments to the contact points at the head and sill. The wedges may require re-tightening or adjustment.

Thresholds

Wipe and wash the surface of the threshold using a mild detergent.

Sliding Door Tracks

Vacuum the track. Use a nylon brush to loosen any stuck on debris. Lubricate track, wheels and hardware with a corrosion resistant waterproof lubricant.

Inspect gaskets and weatherstripping for any tears that will hinder operation or cause air or water leaks.

Locksets

Lightly oil the lever at the rosette. The latch, dead bolt, and the thumbturn should also be oiled. Operate the lever handle a few times to allow the oil to penetrate the latch assembly. Place a small amount of oil in the lock cylinder. Place the key in the cylinder and work the lubricant into the locking mechanism.

Ensure that the locking hardware is adjusted properly to avoid binding and potential damage to locking system.

DRAINAGE OR WEEP SYSTEMS

It is normal for water to accumulate and drain out of holes found at the horizontal sill members. To allow for adequate drainage, this area should be kept free from dirt, insects, leaves and debris.

- Vacuum the sill and remove any debris.
- Check the sills for sealant adhesion and make sure that all setting screws are sealed.
- Use a small brush to clean any debris from the weep holes.
- Be careful not to disturb any weep hole covers or water dams and water covers.

PERIMETER INSPECTION

Caulking should be repaired or replaced if any cracks or divots are present or if sealant has pulled away from the surface. Check all fixing screws for sealant. Follow sealant manufacturer's instructions.

Inspect weather bars and weep covers to make sure that they are not loose. Replace any worn or damaged weatherstripping and door sweeps.

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TWICE ANNUAL WINDOW AND DOOR INSPECTION AND MAINTENANCE LOG

Warranty Year _____

ACTION	spring/ summer	fall/ winter
Inspect unit operation		
Inspect perimeter sealant; touch-up if necessary		
Inspect wet seals, gaskets and weatherstripping; repair if necessary		
Remove debris from weep system		
Remove debris from hardware		
Remove debris from sliding door tracks and thresholds		
Lubricate hardware		
Clean unit		
Re-adjust unit for operation		
Inspect unit finish		
Apply touch-up paint		

Spring/Summer Inspection	Fall/Winter Inspection
Date:	Date:
Comments:	Comments:
Signature:	Signature:

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