

# Window and Door Maintenance Schedule

This document provides a general guide for the managers of large buildings. It is not intended to be exhaustive and we recommend you amend it in conjunction with your window supplier it to suit your particular requirements.

	Monthly	Quarterly	Six Monthly	Action
<b>Glass</b>	Check for cracks, chips, scratching and breakage			Replace damaged panes to NZS4223 Glazing Standards. Investigate reasons for cracks. Scratches may be repairable.
	Spot clean marks			Use only water and pH neutral Detergent. Clean out of direct sunlight. Dry Glass with grit free squeegee. Do not use scrapers or other metal instruments.
	Check for water ingress.			Investigate source and if concerned consult with an expert.
	Check for presence of condensation.			Remove moisture source. Condensation can cause permanent damage.
		Full Clean Exterior		Check glass type for appropriate cleaning method. Use only clean mineral free potable water and pH neutral Detergent. Clean out of direct sunlight. Dry Glass with grit free squeegee. Do not use scrapers or other metal instruments. Follow glass suppliers cleaning instructions for the types of glass installed.
	Check for risk of thermal Stress			Clear objects away from near to glass to ensure glass surfaces can cool adequately. Check air conditioner vents and other heaters are not directed onto glass.
	Review planned works			Review planned building works and consider its affect on the windows and doors – e.g. welding, heat traps, construction debris and physical damage. Seek expert advice as required.

	Monthly	Quarterly	Six Monthly	Action
<b>Powdercoat and Anodising</b>	Check for physical damage from: <ul style="list-style-type: none"> <li>• Impact</li> <li>• Gouging</li> <li>• Graffiti</li> <li>• Scratching</li> <li>• Windblown debris</li> <li>• Unauthorized attachments.</li> <li>• Geothermal</li> <li>• Marine</li> <li>• Industrial</li> <li>• Swimming pools</li> </ul>			Remove cause of damage whenever possible.  Repair damaged areas using appropriate materials and methods. Maintain supplier records and specifications for easy access to specific technical support.
	Review planned works			Review planned building works and consider its affect on the windows and doors – e.g. construction debris, paint spills, and physical damage. Do not allow splashes, spills, plaster, textured coatings to harden – flush the area immediately. Seek expert advice from the powdercoat/anodising supplier as required.
	Clean individual units as required.	Full Clean Exterior		Ensure the cleaning specifications will not harm the powdercoat. Check the cleaning solutions are pH neutral. Seek copies of cleaning materials test reports and require written warranties. Do not permit spot cleaning with untested chemicals. Always spot clean in shady and cool conditions to minimize an uneven result. Do not use abrasives. Be aware that damage from chemical cleaners may not become obvious for several months or longer. Ensure all surfaces, including those that are sheltered from rain, are thoroughly washed.

Hardware	Monthly	Quarterly	Six Monthly	Action
<b>Handles, catches, locks and operators</b>	Wash or wet-wipe all handles, catches and other operators.			<p>Use pH neutral solution such as for hand dishwashing.</p> <p>Do not use household spray cleaners as some contain aggressive chemicals in spite of the claims on the labels.</p>
	Check locks operate smoothly and secure as intended. Monitor for corrosion.	Check the operation is smooth and that it performs its intended function.	Check items are securely fixed.	<p>Adjust and/or lubricate as recommended by the manufacturer</p> <p>Do not oil keyways of locks. Use graphite unless contrary to the manufacturers instructions.</p>
<b>Hinges</b>	Wash at same time as frames are washed.		<p>Check for Secure attachment to frames.</p> <p>Check for wear.</p> <p>Split hinges should be replaced.</p>	<p>Use pH neutral solution such as for hand dishwashing.</p> <p>Tighten screws as required.</p> <p>Adjust and/or lubricate as recommended by the manufacturer.</p>
<b>Stays</b>	Wash at same time as frames are washed.	Check the operation is smooth and that it performs its intended function.	<p>Check for Secure attachment to frames.</p> <p>Check for wear.</p>	<p>Use pH neutral solution such as for hand dishwashing.</p> <p>Tighten screws as required.</p> <p>Adjust and/or lubricate as recommended by the manufacturer.</p> <p>Friction stays should not normally be lubricated. They should be operated periodically to maintain their operability.</p> <p>Restrictor stays should be maintained in the safety position to prevent accidental falls. Replace damaged restrictor stays.</p> <p>Consider emergency egress issues.</p>

	Monthly	Quarterly	Six Monthly	Action
<b>Door Closers</b>	<p>Check alignment of all components.</p> <p>Check all screws and fixings are secure.</p> <p>Check closing speed.</p> <p>Check for leaking oil from unit.</p> <p>Test all Panic Breakout devices will operate in an emergency.</p>			<p>All components should operate smoothly without clashing together.</p> <p>Tighten as required.</p> <p>Door should not slam shut. Ideal closing speed is 6 seconds from 90 degrees open position to closed position. Adjust in accordance with suppliers instructions.</p> <p>Consult supplier.</p> <p>Only appropriately skilled Service Technicians should service panic breakout devices.</p>
<b>Gaskets and wedges</b>		Check gaskets are properly located and undamaged		<p>(Gaskets and Wedges are sometimes referred to as the rubber seals).</p> <p>Check gaskets that are intended to seal closing sashes and panels are in fact doing their job as intended. Ripped or torn gaskets should be replaced using genuine parts.</p> <p>Replace any gaskets and wedges that appear to have shrunk. Use genuine replacement parts.</p> <p>Dis-coloured gaskets may indicate that inappropriate cleaners have been used. Monitor carefully for future failure and replace as required.</p>
<b>Pile Weather stripping</b>		Ensure the pile is held firmly within the frame. Check for excessive wear.		<p>(These are the fluffy carpet-like strips of airseal used in sliding panels)</p> <p>Pile weatherstripping is subject to wear from the friction of sliding panels opening and closing. Replacement will be required from time to time.</p> <p>Use the genuine replacement parts to ensure proper operation and adjustment of the sliding panel.</p>
<b>Sealants</b>	Inspect for damaged sealant.			<p>Damaged sealant will commonly be associated with structural damage to the joinery members. Contact the window manufacturer for advice specific to the situation.</p> <p>Most visible sealant will be related to installation of the joinery unit into the building structure. These external weathering junctions are specified by the building designer.</p>

	Monthly	Quarterly	Six Monthly	Action
<b>Frames</b>	<p>Powdercoat and Anodising</p> <p>Check for physical damage caused by attempted forced entry and other impact damage.</p>		<p>Monitor damage from combinations of incompatible building materials and building runoff over joinery units.</p> <p>Monitor building movement causing frames joints to open.</p> <p>Check for other trades boring holes through joinery – e.g. for entry of television wires into a building.</p>	<p>Refer to Powdercoat and Anodising section above</p> <p>Consult with manufacturer for repair or replacement of damaged areas. Consider upgrading security components – locks, grills etc.</p> <p>Consult building designer and window supplier to mitigate damage.</p>
<b>Flashings</b>			<p>Check presence of flashings.</p>	<p>Ensure flashings are secure and not damaged. Check after other trades have been working in the location that flashings have not been altered in the course of other work being undertaken. Typically head flashings will be visible, whereas jamb and cill flashings may be hidden.</p> <p>Maintain design gaps and do not allow gaps to be sealed by other trades or the nest building of insects. Clean out by hand – do not hose. Do not water blast flashings or any part of a window system.</p>
<b>Drainage</b>	<p>Ensure drainage holes are open.</p> <p>Ensure condensation valves are operating.</p>		<p>Clean Drains</p>	<p>Drainage slots, holes and design gaps are important to the proper functioning of the joinery in wet weather. Do not permit painters and other maintenance crew to fill or seal these drains.</p> <p>Check insects or other debris are not clogging drain holes. Free drainage is critical for the longevity of insulating glass units and laminates.</p>

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<b>Internal Moisture</b>	Check internal moisture levels and condensation control.			Persistent high levels of internal moisture may damage building interior and deteriorate window components, particularly timber reveals. The glass surfaces may also become unsightly if permanently damaged.  Consider retrofitting evaporative condensation channels.

Reference to the WANZ Glossary of Terms will assist with identifying component parts of Windows and Doors referred to in this document.

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