

**The Glass Shop Cricklewood Ltd; t/a as London Secondary Glazing,
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London Secondary Glazing Operation Instructions

The London Secondary Double Glazing Operating Instructions are simple and straightforward and reflect that the range has been designed for simple, safe, reliable operation.

As with all products, it is essential to follow the correct secondary glazing operating instructions to avoid personal injury &/or damage to the secondary glazing units.

Fixed Units

- are permanently fixed & not designed to be opened in daily use - refer to the Maintenance & Cleaning Instructions for access to clean the reverse side of the secondary glazing or the inner glass of the primary window

Lift Out Units

- are not designed to be opened in daily use - refer to the Maintenance & Cleaning Instructions for access to clean the reverse side of the secondary glazing or the inner glass of the primary window

Frameless Hinged Units - Slide Catch or Turnbuckle

- release the Slide Catch or Turnbuckle by turning through approximately 90°, open the unit and engage the restrictor stay/s if fitted
- to close, disengage the restrictor stay/s if fitted, close the unit and secure with the Slide Catch or Turnbuckle

Framed Hinged Casements – Single Hung

- turn the handle to a horizontal position, open the casement and engage the restrictor stay/s if fitted
- to close, disengage the restrictor stay/s if fitted, close the casement and secure by turning the handle back to the vertical position

Framed Hinged Casements – Double Hung

- to open the master casement, turn the handle to a horizontal position, open the casement and engage the restrictor stay/s if fitted
- to open the slave casement, disengage the shoot bolt, always at the bottom of the casement and on larger units at the top of the casement as well, open and then engage the restrictor stay/s if fitted
- close the slave casement first by disengaging the restrictor stay/s if fitted and then re-securing the retention bolt/s
- then disengage the restrictor stay/s if fitted on the master casement, close the casement and secure by turning the handle back to the vertical position

Standard Hinged Casements - Top Hung

- turn the handle to a vertical position, open the unit and engage the restrictor stay/s
- to close, disengage the restrictor stay/s, close the casement and secure by turning the handle back to the horizontal position

Horizontally Sliding Units

- to open, release the handle catches and any locks; smoothly slide the sashes using the finger-pull sections; additional pressure will be required initially to disengage the interlocks between each panel
- close one side sash panel first and re-engage the catch, then close the other panel/s, exerting sufficient pressure to re-engage the interlocks
- ensure that all handle catches are properly and securely re-engaged
- do not allow dust, dirt or grit to accumulate on the running tracks

Standard Friction Vertical Sliders

- to open, release the fitch catch (if fitted) on the central interlock
- to open the top sash, pull the side catches towards the centre of the window, then carefully lower the sash and re-engage the side catches into one of the pre-set locating positions
- to open the bottom sash, pull the side catches towards the centre of the window then use the finger-lift section on the bottom rail to evenly raise the sash and carefully re-engage the side catches into one of the pre-set locating positions
- to close, reverse the above procedure; *the weight of the sashes must always be supported during opening and closing*
- re-engage the central fitch catch (if fitted)
- the product can be damaged if the sashes are not properly supported and are allowed to drop during opening and closing

Balanced Vertical Sliders & Tilt In Balanced Vertical Sliders

- the sashes are attached to spiral spring counter balances that support their weight, it is not necessary to use great force to move the sashes and they must be moved smoothly and slowly in order to allow the balances to operate correctly, tensioning and de- tensioning as the sashes are moved up or down
- *the balance system can be damaged if the sashes are moved with undue force or too rapidly*
- to open, release the fitch catch on the central interlock
- open the sashes by applying gentle pressure to the finger-lift or pull sections on each sash
- close by reversing the pressure; you will need to support the first closed sash in place in order to close the second sash and re-engage the central interlock
- re-engage the central fitch catch
- the tilt in facility is not required during normal daily usage; *please refer to the maintenance & cleaning instructions for further information on the operation*

Bespoke Secondary Glazing Units

If we have supplied you with bespoke secondary glazing that requires different or additional operating instructions then they will be provided to you immediately after installation.

In line with our policy of continuous product improvement & development Secondary Glazing London reserves the right to alter any of the product specifications without notice.