BAILEY-HAGUE
JOINERY



SITE INSTRUCTION, AFTERCARE MANUAL & WARRANTY



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*2. Congratulations, you have taken delivery of your **Bailey Hague Joinery** order. Your windows and doors have been manufactured to the highest standards and quality as all our product range. The manual contains instructions that must be followed carefully so not to invalidate your warranties in the unlikely event of a claim being made. This document should be passed to the home owner on completion of the installation or building premises owner to make sure that maintenance and aftercare are fully undertaken. Failure to do this could affect the **Bailey Hague Joinery** Warranty and terms & Conditions. Please follow the step by step guide to unsure that the guarantees remain valid through their service life.*



PRODUCT DELIVERY

HANDLING AND STORAGE

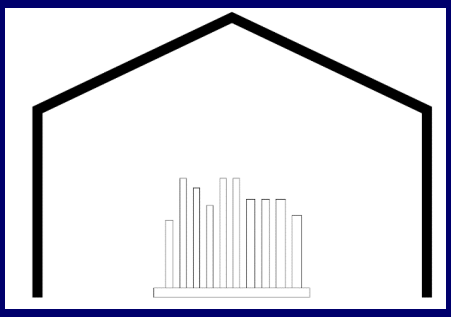
The customer or contractors is responsible for arranging the necessary labour or mechanical handling to unload and store the goods in a safe manner without risk of injury or damage to the products. The delivery documentation will state product weights to assist in determining the correct procedures if requested prior to delivery.

Bailey Hague Joinery obligation is limited to delivery at a point on a safe hard road surface nearest to the delivery address unless ***Bailey Hague Joinery*** are undertaking the installation.



STORAGE

- A clean dry storage area must be provided that is flat and clear of other materials.
- All windows and door must be stacked vertically and braced.
- Cover the products with good quality external grade sheeting to protect them from the elements.
- Preferably store under cover in a building of storage unit.



CHECK THE DELIVERY

- On receipt of the units please ensure products are in good condition and match your order exactly. If you find faults or defects please contact ***Bailey Hague Joinery*** immediately.

- All products must be separated sufficiently to allow air circulation and avoid damage to the paint surface or from projecting ironmongery or fittings. If goods are to be stored for a period longer than two months the individual product wrapping if applied should be removed for ventilation. Cover products with suitable external sheeting to protect from dust and dirt.

- All packaging is for protection of our products during transportation and must be removed prior to installation.

- **Do not** store in areas recently plastered or not adequately dried out. Keep clear of moisture and dirt or where construction processes are being carried out.

- **Do not** expose to strong sunlight, excessive heat, or store in complete darkness for long periods as the latter can discolour the finished coating.

- **Do not** lay products flat as the surface coatings and glazing systems are designed for vertical and drained surfaces.

- **Do Not** leave out in the rain as the internal frame is not designed to clear standing water.

Preparation

IMPORTANT: Before commencing any work, the installation fitters should ensure the following are checked:

- They have received and understood all necessary drawings, survey details & order information, etc. If any clarification is needed, please call us on **01977 680 121 or 01904 501 221 or 01423 608 379** or email **info@baileyhaguejoinery.co.uk**
- If it is likely further works will be carried out around the fitted items it is very important to fit adequate protection. For instance, grinding of metal and other building materials can create particles that can cause damage through abrasion and rusting.
- They have the correct tools and all PPE (personal protective equipment).
- They have all the correct protective coverings for the immediate area of the installation and all walkways are clear.
- Where the installation requires portable access equipment for working at height, all necessary safety best practice has been adhered to. Guidance on Health and Safety and working at heights for the installation of windows and doors can be found on the Glass and Glazing Federation website. **https://www.ggf.org.uk/publications/health-and-safety-publications/working-at-height-safely-with-ladders/**
- will they be planning to install and seal the new windows and doors on the same day that the existing items have been removed?
- Make sure they carry with them sufficient fixings, sealants and architraves/trims for the installation.
- They have arrangements in place to ensure all structural openings, windows and doors can be made secure and weathertight prior to leaving site.
- Make sure the building is well ventilated prior to installation commencing.

Installation

Our guidance on installation is to provide support to a competent qualified fitter because of the variations in building design, installation sequence and many other variables, it is not possible to cover a complete step by step guide to installation. The approach requires the competent fitter to follow our guide to best practice, adapting to suit the building requirements and observing the specific instructions provided.

Best Practice

It is always a challenge to install a high-performance timber product specially on refurbishment properties. The best practise guides the installer to ensure the final install meets British Standards set out in BS8213. This standard was revised in 2016. Installers should:

• Operate within the British Standard for Window Installation (BS8213), a summary of the main points is provided in the following sections.

• The installed product must be square and plumb within the structural opening. If the structure is not square or plumb the difference should be dealt with in a way that does not compromise the windows and doors to be installed. This could mean varying the width of the mastic or using trims to cover the variation between window and structure. There may be a need to adjust the structure to accommodate the new window/door to correct this issue.

• Windows and doors should be fixed at the recommended spacings as set out in the guidance to follow and also at points where the frame can experience load, for example door hinges, keeps and also top hung bifold doors through the head track.

• If any trims or cover fillets are cut on site, it is critical that they are fully decorated according to our instructions and all end grain sealed.

• Bay windows must be installed with attention to the instructions level to avoid issues at the corner joints.

• Site glazing is challenging and must be installed to our recommendation and guidance with complete attention to the instructions to ensure that it provides the guaranteed performance.

• At all times the products must be protected from site contaminants (the worst being brick dust, cement and metal swarf) to prevent damage to the coating and furniture.

• If internal wet works are being carried out, such as floor screeding or plastering this should be done prior to the installation where possible or humidity control measure must be in place.

• Adjust the products once installed and check for further adjustment during the following 6 weeks to check if any allowance is required after initial settlement.

Summary of BS 8213

There have been significant developments over the past few years in the design of components and materials used in the fabrication of windows and doors. Products are now both considerably more thermally efficient and durable and advances have been made in fixing materials, techniques and adjacent detailing. To enable the windows and doors to perform most efficiently and effectively, the overall installation must be appropriate for the product being installed together with its use in service and the conditions that need to be satisfied.

Fixing of the frame into the opening

During the process of fixing the new frame, the following points need to be considered:

1. Levelling the cill

It's crucial that the replacement window or door is fitted onto a solid and level cill. The window should not be fitted directly onto the cill, therefore a 5mm gap/packer should be used. The following steps are recommended:

Step 1 - Remove any loose debris from the cill and ensure that the remaining material is in good repair.

Step 2 - If the cill is not level, apply packers on a bed of mastic sealant at intervals of no more than 450mm (centre to centre). The packers that are used must be capable of supporting the load, be resistant to rot and provide as much contact area as possible, with a maximum of 150mm in thickness.

2. Removal of sashes

It's often simpler and safer to install the frame with the sashes/doors removed. If required, sashes and doors can be removed by following the instructions that are outlined in the *Product Specific Information* section of this manual **- see from page 10 onwards.**

3. Position in frame in opening

Insert the frame into the opening and level using wedges if required. Wedges should be used in the corner or within the corner connection to ensure that the frame remains square. It is vital that the products are fitted level and plumb within the opening.

4. Fixing locations

Once the frame is square in the opening it will need fixing in place with at least two fixings points on each jamb.
These should be located 200/300mm down from the head and 200/300mm up from the cill. Additional fixing points no more than 600mm centres but best practise to 450mm centres will be required.
In the following cases head and cill fixing may be required:

- The product information in this manual specifies it;
- The window or door exceed 1000mm in width;
- Coupled frames are being fitted;
- A structural engineer has requested it. Head and cill fixings should be located at the centre point of the frame as shown on **Page 14.**

PRODUCT CARE

VENTILATION OF BUILDING

Bailey Hague Joinery products are manufactured in a controlled environmental and conditions to maintain the correct moisture content of the wood. When carrying out wet trades where windows and doors have been fitted, it is essential to **ventilate and dehumidify** the rooms. The product surfaces coatings are not designed to protect the base material against moisture penetration in saturated enclosed atmospheres. This type of environment can cause the surface coating to blister and result in potential movement to the timber substrate which is not covered by the Company's Warranty.

Ventilation is also necessary to prevent condensation forming on the inside of the glass surface. Further airing may be required until the building is fully dried out which can often take up to six months following completion of the building.

PROTECTION OF INSTALLED WINDOWS

Windows and doors must be protected at all times from continuing construction work which may produce dust and other pollutants that will affect the product's finish and glazing tapes/silicones, as well as interfere with hardware operation.

Particular attention is required for construction operations that produce abrasive grit, such as angle grinding or rendering, which will pit or scratch glass, paint surfaces and hardware finishes. Please treat your window products as you would items of furniture.

GLASS CLEANING

All labels on the glass will need removing as soon as possible after installation. The labels are low tack but long exposure to direct sunlight will increase glue bond which could make removal more difficult. Soften the labels on the glass units with water to remove more easily. Glue residue on the pane may be removed with a solvent cleaner. Please follow product guidelines.

Only use the minimum amount of water with a very small amount of mild detergent, for example washing up liquid or pure soap flakes, when cleaning the units for the first-time following installation. Dry the surface with a damp cloth and shammy leather to remove all water from the surface. You must never use a hose or use large quantities of water for cleaning as this is an unnatural application and will create moisture imbalance within the products. All movement as a result of over use of water to the surface will not be covered by the Company's Warranty.

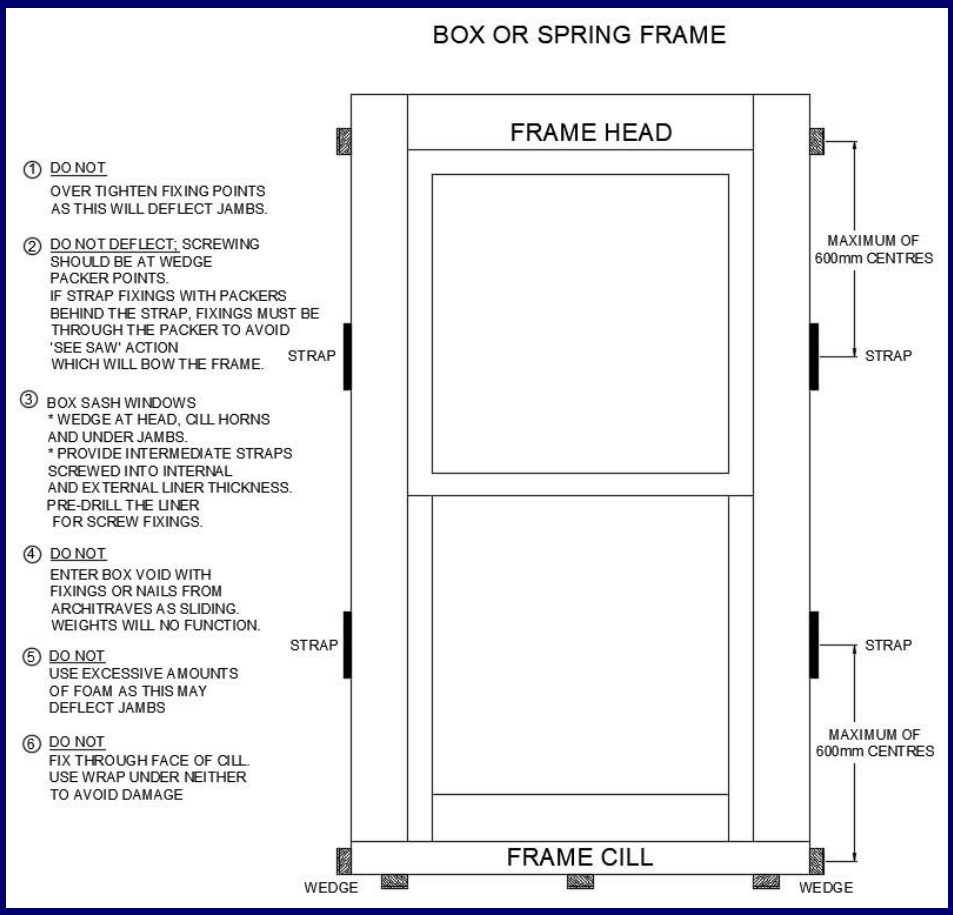


SASH WINDOWS

SPRING BALANCE & CORDS & WEIGHTS

INSTALLATION

- Install into prepared structural openings at least 10mm larger in height and 15mm in width than overall frame size. If necessary, let straps in to maintain tolerance.
- Wedge evenly on all sides and under jambs and mullions; adjust to ensure frame is plumb, square and level before your final fix.
- Provide additional fixing to head and cill on units over 1000mm wide with straps. Do not fix through cill.
- Check that diagonal frame dimensions are the same and the product functions correctly before final fix.
- It is best practice to use a DPM and cavity closer between the structure and the window section.
- **Do not** build in products. Our products are not load bearing.
- **Do not** use the window or door opening for access during the construction process without adequate protection.
- **Do not** use as a resting point for scaffold and other structural equipment.
- **Do not** use excessive amounts of foam as this may deflect jambs and damage surface coatings.



RECOMMENDED FIXINGS & FIXING POINTS

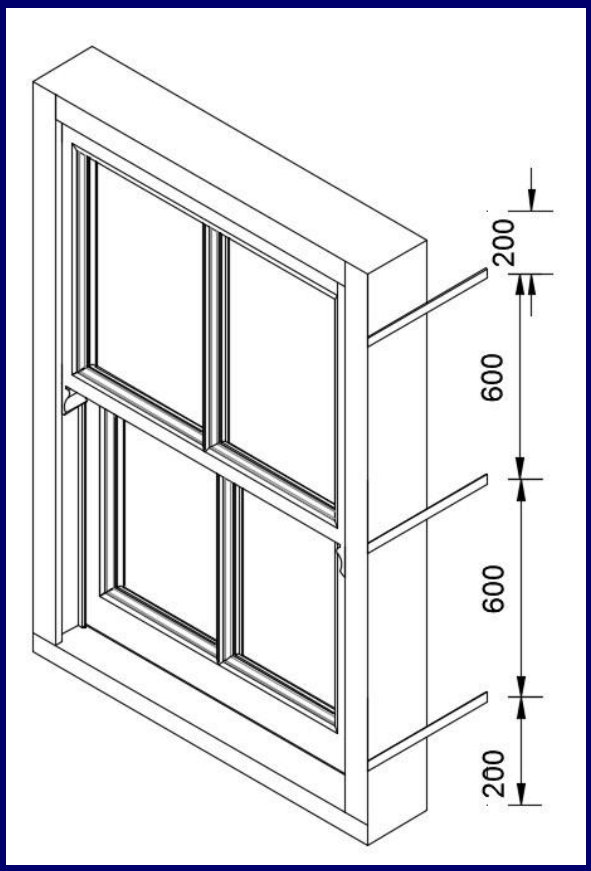
_ Recommended fixings are galvanised or stainless steel straps fixed to the external edge of the frame and the inside structure.

_ Fix jambs 200mm to 300mm from each corner and at maximum 600mm centres for Spring Balance windows and at head/cill then maximum 600mm centres for Box Sash windows.

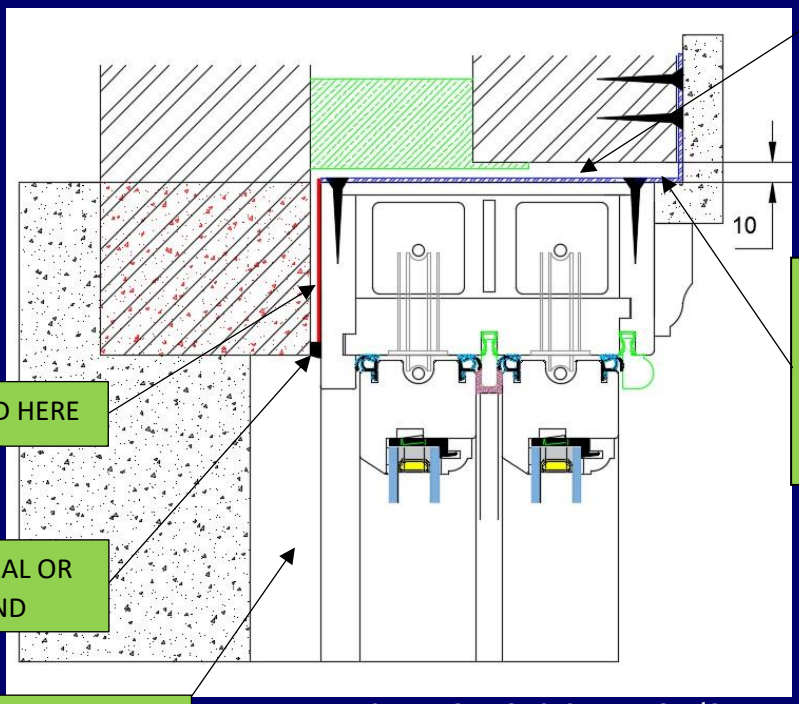
_ Provide intermediate fixings to head and cill when over 1000mm wide but use straps (Do Not Fix Through Frame).

_ **Do not** deflect jambs; screwing should be at wedge packing points. If strap fixing with packers used behind the straps, fixing must be through the packer to avoid 'see-saw action which will bow the frame.

_ **Do not** over-tighten fixing points as this will deflect jambs.



Spring Sash Shown.



INSTALLING A BOX SASH WINDOW (GENERAL POSITION INTO A STEP REVEAL DEATIL.

PRE-DRILL THE FRAME LINERS FOR SCREW FIXINGS.

10mm TOLERANCE BETWEEN STRUCTURE AND FRAME ALLOWS 6mm BETWEEN CAVITY CLOSER AND FRAME.

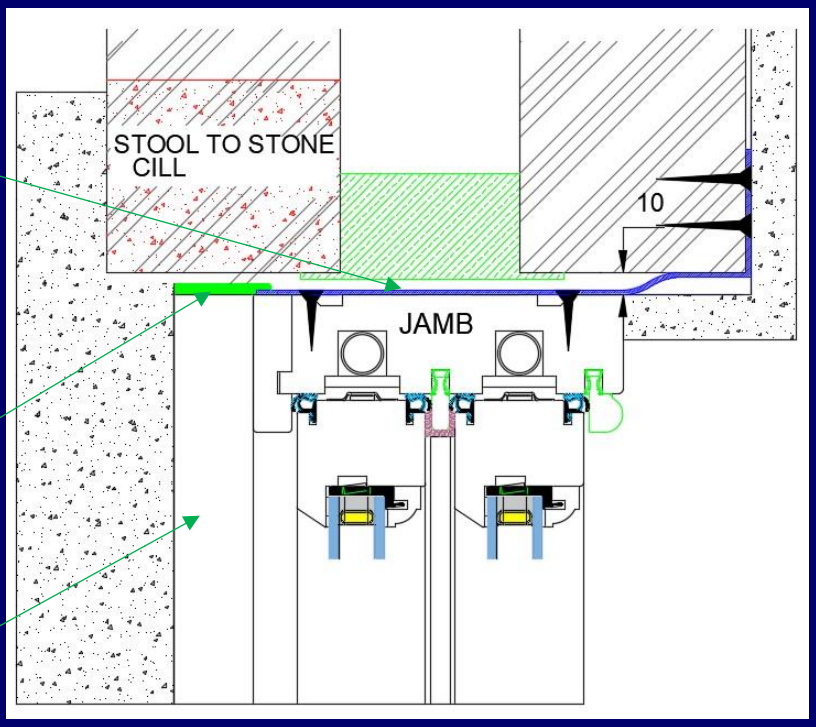
Normal tolerance is 7mm in width and 10mm in height.

TYPICAL NEW BUILD FLUSH DETAIL SHOWN WITH STRAP FIXING.

Make sure you do not impede the spiral balances when fixing straps.

STONE CILL DETAIL SHOWN WITH TIMBER CILL EXTENSION.

PRE-DRILL ALL SCREW FIXINGS INTO FRAME.



Spring Sash Shown

BOX SASH WINDOWS

When installing sash windows with cords and weights **do not** enter box void with fixings or nails as sliding weights will not function.

SEALANT JOINTS

The external joint between frame and structure should be lightly caulked with polyurethane foam and pointed with a high quality low modular sealant to colour match the adjoining masonry in accordance with the manufacturer's instructions. For improved insulation and thermal performance use compriband tapes to external face.

SPRING SASH WINDOW

BALANCE MECHANISM

DELIVERIES WITH SASHES FACTORY FITTED:

Sash windows with spring balances are fitted with powerful pre-tensioned torque-free balances for which adjustment is available but should not be needed.

DELIVERIES WITH SASHES SEPARATE (LARGE HEAVY WINDOWS):

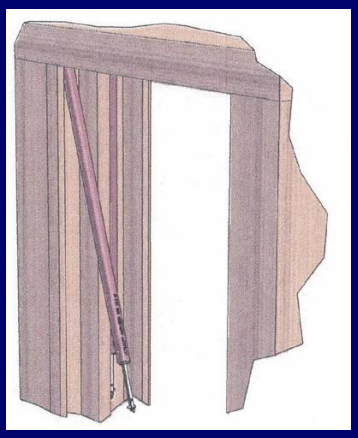
For convenience or if requested.

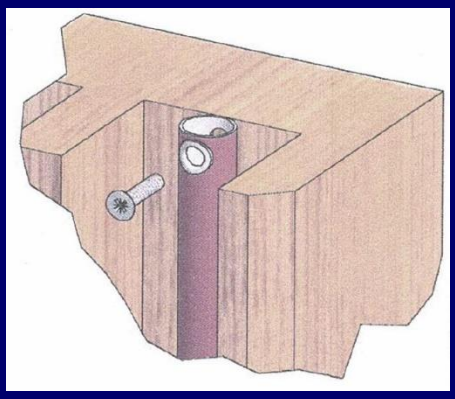
INSTALLING SASHES

a) Spring sash



Staff Bad removal.





Balance removal and screw fixing.

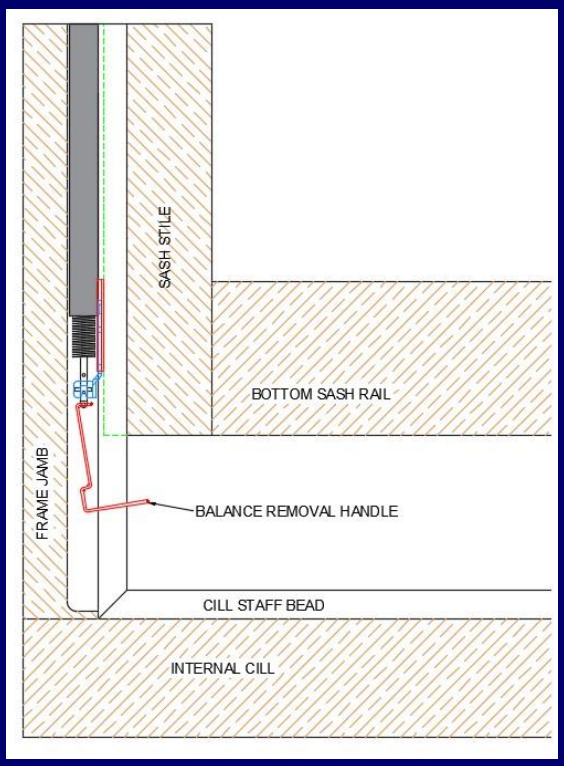
1 Remove right hand side staff bead. Then remove both balances from each side rail of the bottom sash with special hook tool to release the balance from the fitting position by pulling down and careful allowing them to coil back into the balance tube. Then remove Right-hand side of parting bead from groove and repeat the process to the top sash.

2 To remove the clip fit staff bead and parting bead you will need a clean flat putty knife held between the timber frame and the bead. Then use a clean sharp 50mm chisel and insert in between bead and frame at the centre point. Lever off the putty knife which is protecting the paint surface and the bead should pop clear of the fixing channel. Once clear disengage the whole bead. Follow this process for the parting bead.

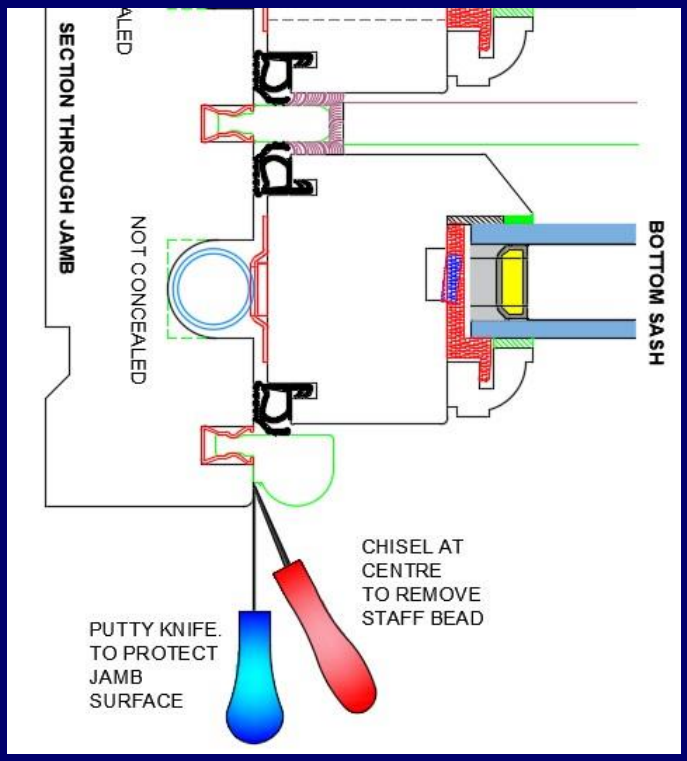


Special balance removal tool.

These can be purchased on request from the main supplier. Just contact G K joinery and we will send you details.



Balance Removal.



Staff Bead & Parting Bead Removal.

3 Make sure you keep sashes with the correct frame as fixing the wrong sash will cause issues with operation. Fit frame as instructed in previous page details.

4 Once the frame is secure you can fit sashes back into the frame starting with the TOP sash first. Use special hook tool to pull the spiral back down to locate into the fixing keep on the side of the sashes. Then locate the Parting Bead on the right-hand side by pushing the top and bottom into the receiver channel in the frame. Then tap with a rubber or nylon mallet until it snaps home. **DO NOT** use over force which will damage the bead surface.

5 When fitting the sash, make sure all-weather seals are seated correctly and not inverted or catching on the Part bead. To help ease the sash into position you will need a 1mm thick gauge of plastic laminate, or similar material, to slide between sash and frame to help ease of fitting. Repeat this process for the bottom sash and then fit the last right-hand staff bead.





6 Then replace staff bead tapping home into grooved channel

Maintenance

BALANCE REPLACEMENT

In the unlikely event of failure, or possible damage, replacements can be ordered by quoting the information from order conformation and the window reference for the replacement balance.

The sash balance units are lubricated during the production process and are designed to be self-lubricating during the operation of the window sashes. Therefore, the balances should only require a minimum of maintenance but we would recommend the following check is made annually:

- The windows must be cleaned at regular intervals.
- Check that the balance fixing screw is secure (do not over tighten).
- Check that the fixing brackets are secured to the sash and not damaged or distorted in anyway.
- Is the balance tube damaged in anyway?
- If dirt and debris has built up at the bottom end of the balance, it can be cleaned with a cloth and re-greased with the following: Torso balances: use Castrol spray Spheerol AP2.
- Ultralift balances: multi-purpose grease can be used and we suggest that the brackets are coated at the same time. Ultralift balances: multi-purpose grease can be used and care should be taken not to contaminate the pivot shoe or the slide channel.
- Check that the travel stops are in place, and that the sash moves to contact the travel stop without any undue force. This will ensure the balances are not being either over extended or crushed. Finally check for smooth running of the sashes and adjust balances if required, (please note Torso balances are non-adjustable). **Ultra-lift fitted as standard.**

Please note that the above maintenance schedule covers use in normal environments only. If hardware is to be used in extreme environments such as coastal areas or marine environments then an upgraded maintenance schedule will probably be required as deemed appropriate by the buyer or end user. Please be aware that failure to follow this maintenance schedule could void the ***Bailey Hague Joinery*** product warranties.

DECORATION

- **Do not** decorate balance tubes.
- If in any doubt, please contact us for advice and guidance as site damaged balances are chargeable replacements.



INSTALLING SASHES

a) Cords & weights sash

1 Remove staff bead and parting bead as for spring sash windows.

2 Select the top sash for the frame being worked on.





Cord Grip to fix to sash.

3 Loosen off screws on the side of the sash but do not remove.

4 Pull down the sash cord on the left-hand side of the frame and hook it on to the screw on the left-hand side of the sash; you may need two people for this. Tighten screw.



Pull cord down to engage.



Hook over oval screw head.



Tighten screw to fix cord. **Clip shown may be different but fixing the same.**

5 Then position the sash between the parting bead and the external frame liner but leave the right-hand side so that you can see the screw. Pull down the sash cord and hook it onto the screw and tighten. Using a 1mm gauge of plastic laminate, or similar material, as in item 5 (installing spring balance sashes) and slide the sash into place.

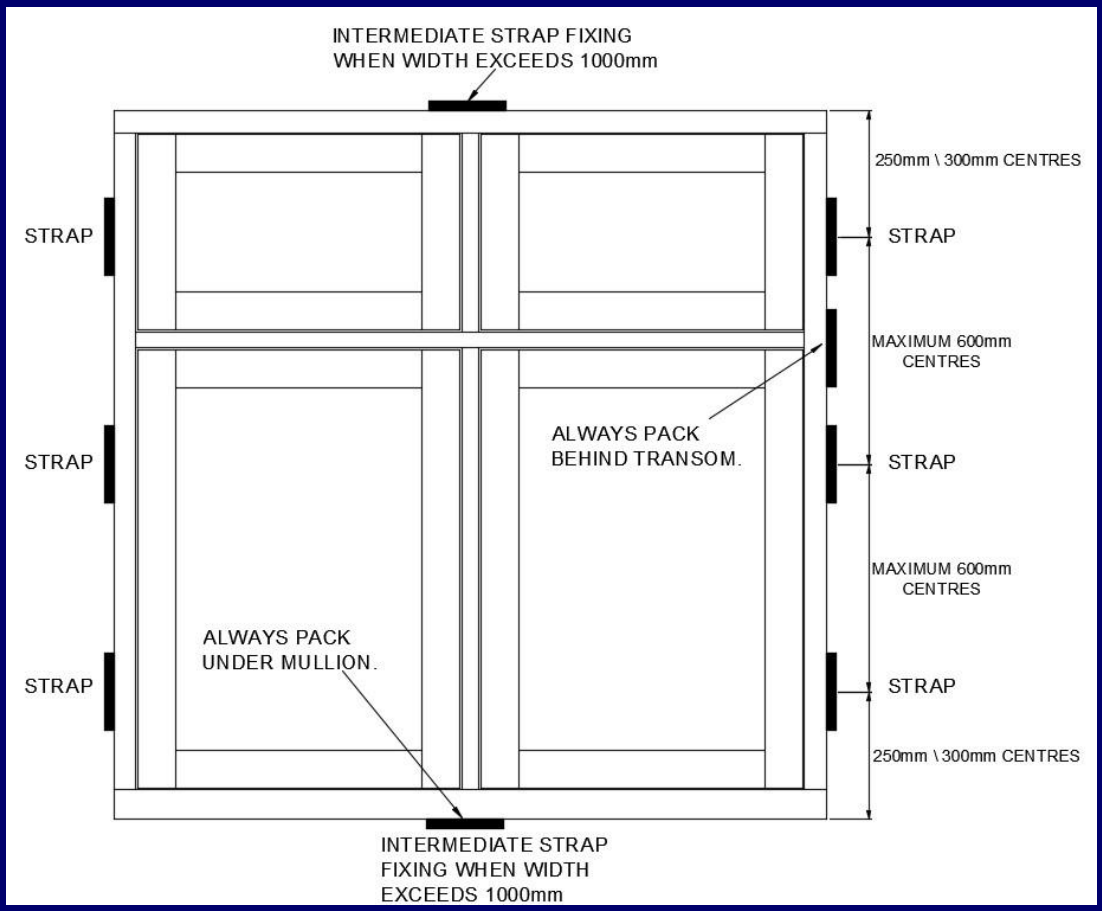
CASEMENTS & DOORSETS

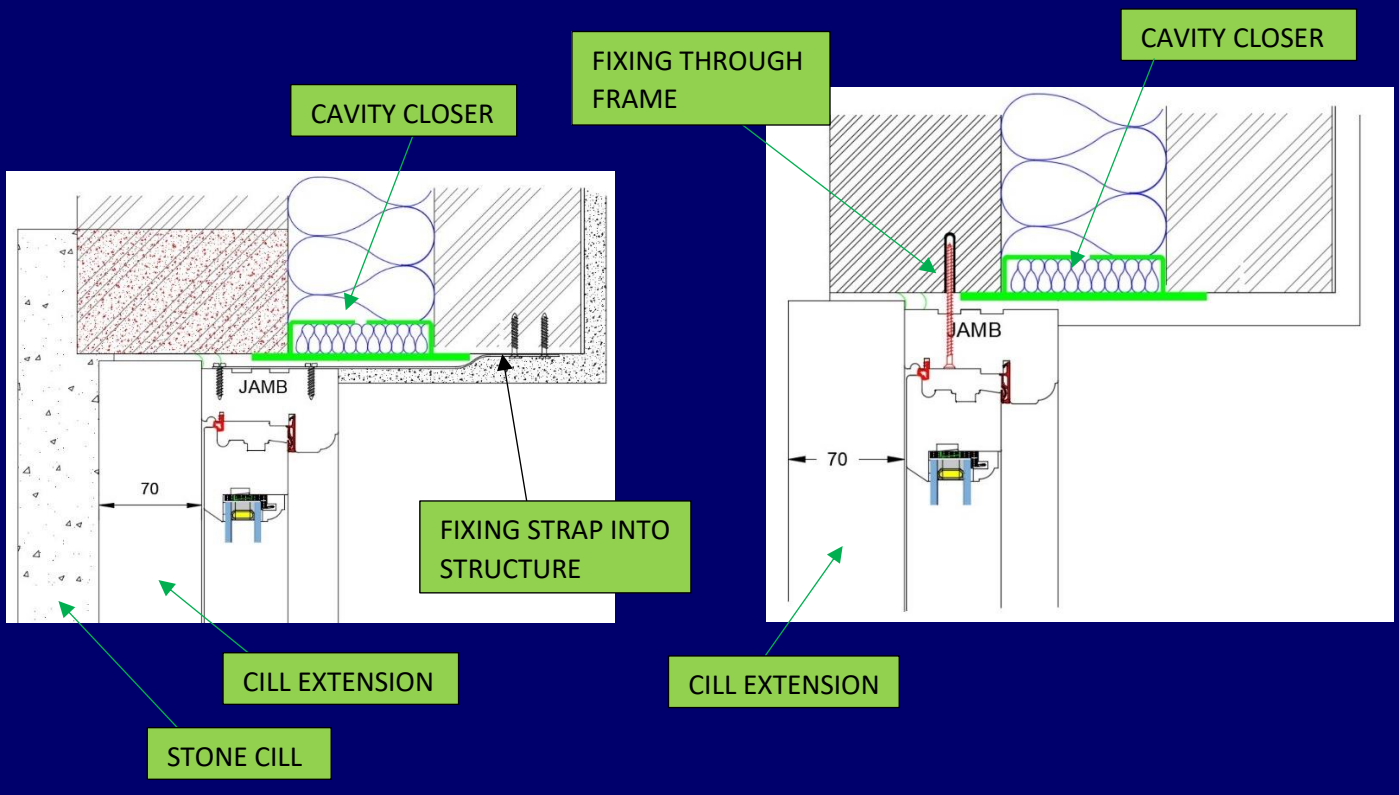
INSTALLATION

- Windows and door frames should be fixed into preformed openings at least 10mm larger in height and 15mm in width. than overall frame size. If necessary, let straps in to maintain tolerance.

- Each frame should be wedged evenly on all sides and adjusted to ensure the frame is plumb, square and level.
- Recommended fixings are galvanised or stainless-steel straps fixed to the external edge of the frame and the inside structure.
- If screwing and plugging direct to the structure through the frame great care must be taken to avoid damage to ironmongery and weather seal. Make good the fixed area and coat with the same paint used in the factory.
- Doorsets should be screwed and plugged direct to the structure behind hinge points.
- Deflection of frame will affect the operation of casements and doorsets, therefore screwing should be at packing points only and not over-tightened so as to alter the 4mm sash to frame clearance.

Fixing locations.



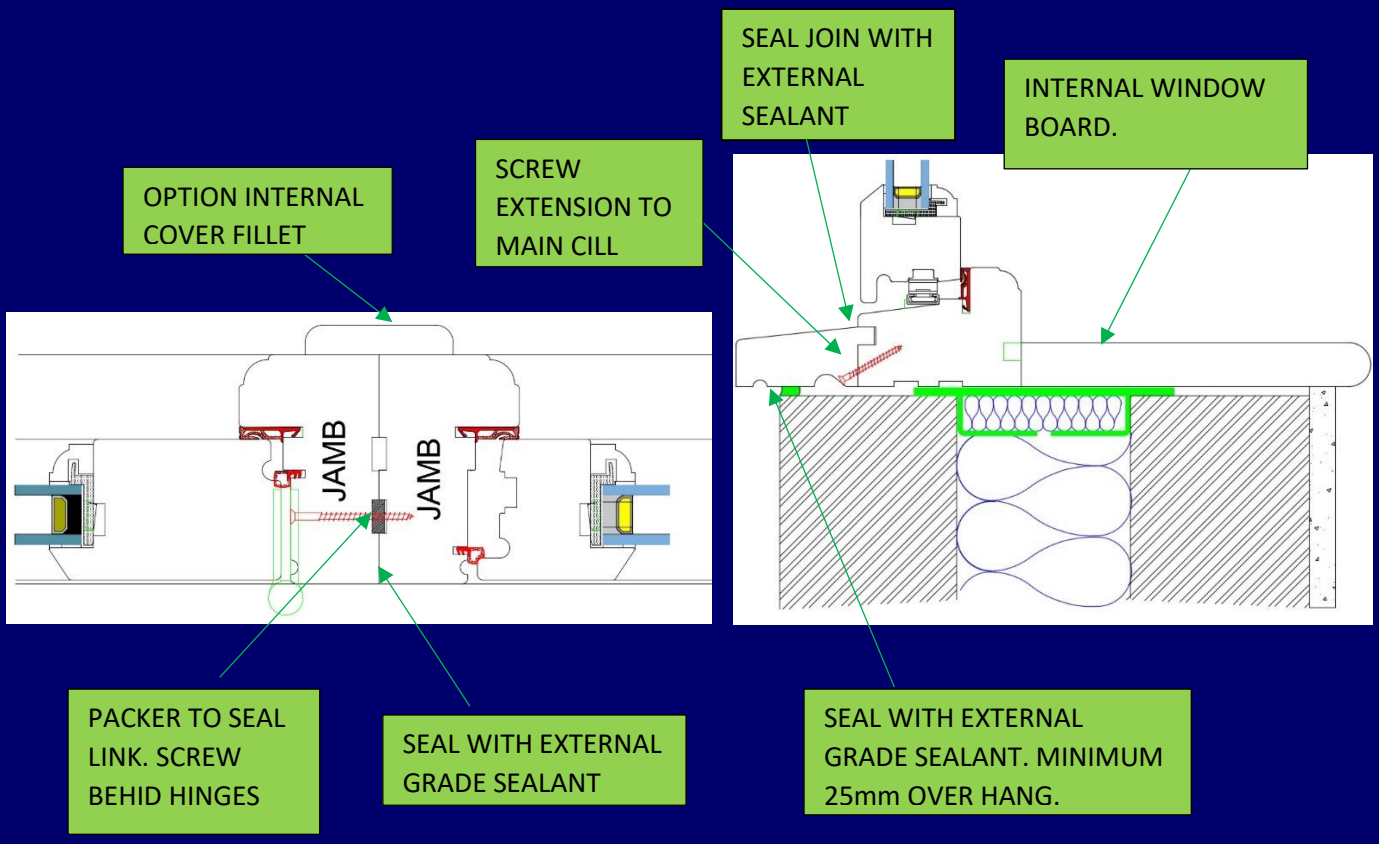


WINDOW / DOOR JAMBS

- Position at 200 to 300mm from each corner and at maximum 600mm centres.
- Fix jambs in points as close as possible to the hinges, without damaging ironmongery, with additional fixings to door frames over 2200mm high. All frames over 1000mm wide should have additional intermediate fixings to head and cill. Never fix down through cill.
- Packers should be placed at mullion and transom points. Any trimmed timbers must have end grain preserved and primed without delay to provide seal against moisture ingress.
- Silicone Seal gap between external structure and frame with external silicone or compriband tape.
- **Do not** use the window or door opening for access during construction process without adequate protection.
- **Do not** use as a resting point for scaffold.
- **Do not** use excessive amounts of foam as this may deflect jam

FOR SITE LINKING CASEMENTS FRAMES OR SITE FIXING CILL EXTENSIONS

- Provide additional fixing to head and cill on units over 1000mm wide.
- Check diagonal frame dimensions are the same and product functions properly.







CASEMENT WINDOWS

SIDE-SWING: REMOVAL & INSTALLATION

HINGE SYSTEM SIDE SWING

- If sash needs to be removed just remove all screws, preferably bottom first, and support the sash to avoid damage. Two people may be needed.
- When reinstalling you will need two people.
- To adjust the window at either end of the hinge there are elongated slots.
- Offer sash up to the frame and then fix using the outer holes of the hinge.



ELONGATED HOLES



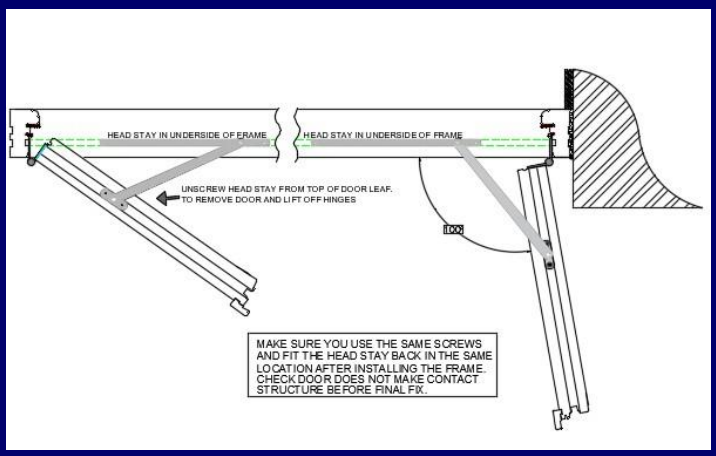
FINAL FIXING HOLE

- The tolerance around the sash should be 4mm.
- Then fix using locking holes; these may differ for different hinges.

SIDE HUNG BUTT HINGE REMOVAL & INSTALLATION

- Open sash, then unscrew the stay at the top of the sash if fitted.





- Then unscrew the butt hinges do not round off.







- These hinges are factory fitted and should not need further adjustment.
- To reinstall, lift back into the frame aligning with butt hinges to screw fix to the frame and reinstall the friction stays. Two people may be required.

DOORSETS
DOOR FITTING & ADJUSTMENT

- When doors arrive out of frames, they are marked up for their specific frame. These marks can be found under the hinge position on frames and doors with a corresponding letter/number.
- If the door is on lift-off hinges you will need to lift the door onto the hinges and attach the friction stay at the top of the door if ordered with the stay fitted.
- If you have fixed pin hinges you will need to put a packer under the door at a height that you can easily fix the hinge onto the frame. Avoid over tightening the screws.



HINGE CUT OUT ON FRAME OR DOOR



FIXED PIN HINGE SHOWN LOCATING INTO PRE-FORMED CUT OUT.



USE CORRECT DRIVER HEAD SO NOT TO ROUND OF SCREWS.

Door Lock Operation
Different locking system options:

Standard lock

To open a standard door, first the door should be unlocked using the key in the locking cylinder. Once it is unlocked the door can be opened by turning the handle in a downwards direction. The locking system works by first engaging a latch when the door is closed. Then the handle should be lifted, which engages the hook bolts at the top and bottom of the door, providing extra security and further support to the door to ensure it fits squarely and flush in the frame. After engaging the hooks, the door can then be locked using the key in the cylinder.

Heritage lock

The door is operated by the key on the outside and a thumb turn on the inside. When the door closes the multi-point, locking engages automatically.

Maintenance
Lubrication

All moving parts should be lubricated, using acid free oil or grease whenever the mechanism becomes dry, which is evident when any operation becomes more resistant to movement than normal. To ensure that you get the maximum life out of your windows/doors, hardware we recommend that all moving parts are lubricated once a year.

Keep adjustment

Most keeps we supply are fully adjustable. They will be setup to operate freely but may need adjusting once installed.

FIG A. Should be adjusted to allow the door to latch shut but not so that it is necessary to slam it shut. Use a T15 torx to adjust the compression on the gasket by turning the eccentric cam located at the top and bottom of the adjustable striker plate.

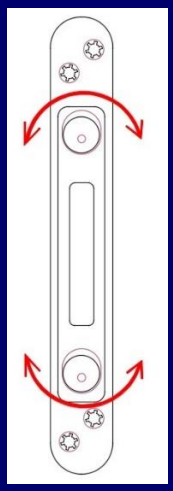


FIG B SHOOTBOLT PLATE

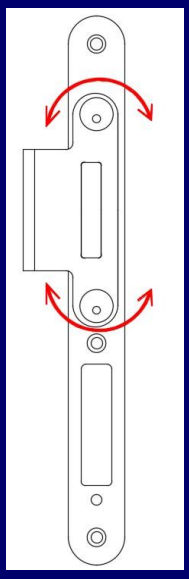
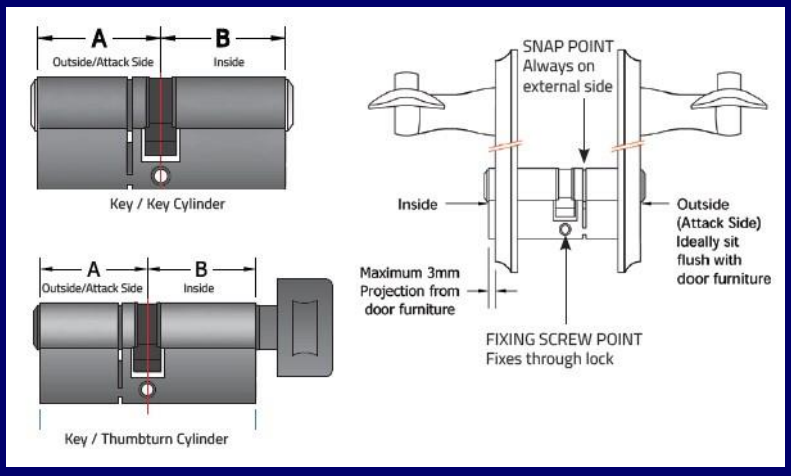


FIG A STRIKER LATCH PLATE

FIG B. Should be adjusted so that when the bolts are engaged it holds the stile true and against the seals. The seals will force the stile of the door away from them and it is important to stop the door warping to keep the stile true. Use a T15 torx to adjust the compression on the gasket by turning the eccentric cam located at the top and bottom of the adjustable hook bolt plate.

IMPORTANT: Do not adjust with a power tool, hand tool adjustment only. These adjustments also need to be made at the installation stage.

FITTING GUIDE
KABA 3 STAR CYLINDER IMPORTANT INFORMATION

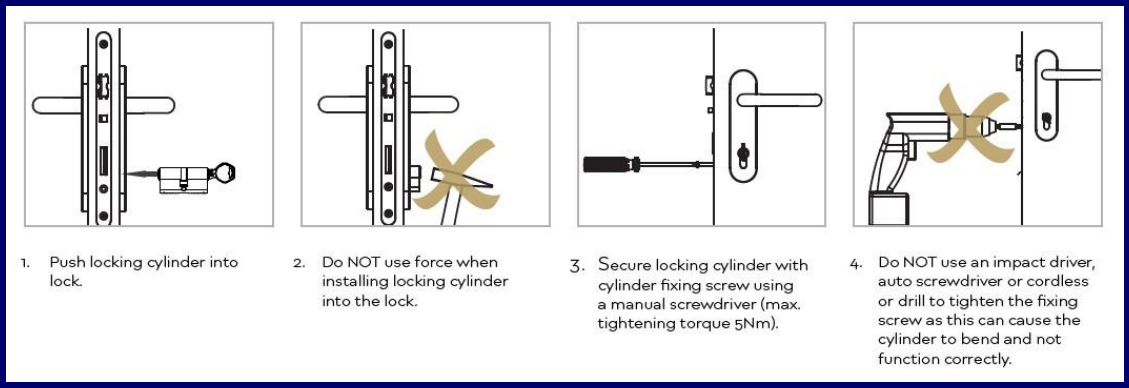


Prior to Fitting:

Please check cylinder for operation prior to fitting for any potential damage which may have occurred during transportation. Dropping the cylinder can cause the security pin to fire which disables the cylinder and makes it inoperative.

During Installation:

When fixing the cylinder into the door through the fixing screw point, as shown in diagram, take care to **NOT** overtighten the fixing screw. You may need to slacken off the fixing screw by a quarter turn during installation for the cylinder to operate correctly.



1. Push locking cylinder into lock.
2. Do NOT use force when installing locking cylinder into the lock.
3. Secure locking cylinder with cylinder fixing screw using a manual screwdriver (max. tightening torque 5Nm).
4. Do NOT use an impact driver, auto screwdriver or cordless or drill to tighten the fixing screw as this can cause the cylinder to bend and not function correctly.



If using a thumbturn cylinder, it is recommended the door is opened using a cylinder pull and NOT the thumbturn on the cylinder as this will put unnecessary force on the cylinder and may cause it to snap.

It is recommended to use the Kaba Cleaner & Lubricating Spray to maintain the cylinders and avoid a build-up of dirt which may affect the operation of the cylinder. Under NO circumstances should any other oil, fluid, aerosol lubricant or graphite be used.





BI-FOLDING DOOR INSTALLATION

FRAME INSTALLATION

LINTEL SPECIFICATION GUIDE

- Lintels must have at least 150mm structural bearing to each end. The overall length of a lintel should at least be the sum of the opening width plus 300mm (minimum).
- The safe working load for the lintel must not be exceeded by the combined loads imposed by the structure and the loads imposed by the Bi-folding doorset.
- When specifying the lintel, it will also be necessary to advise the type of construction, the type and thickness of the inner and outer leaves and the width of the cavity. It will also be necessary to advise the exposure rating for the site to determine if a cavity tray is required.
- The additional loads imposed by the Bi-folding doors will be a uniformly distributed load (UDL) of 0.5kN (approximately 50kg).
- Loads imposed by the structure will include loads from roof trusses, floor joists and masonry.



JAMB FIXING

The jambs should be fixed using five fixings evenly spaced to suit brickwork Normally 200/300mm in from head and cill, then a maximum 600mm centres.

CILL FIXING

We recommend that the cill is fixed in at least three places evenly spaced along the length of the cill and fixed in place to the sub floors. This will have to be through the wooden part of the cill to the inside for the frame.

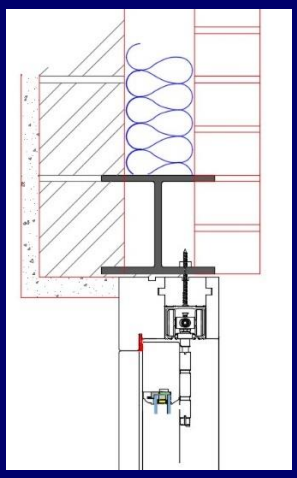
HEAD FIXING

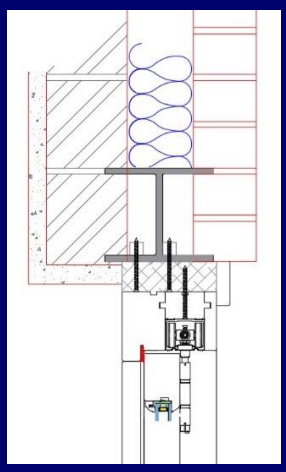
DOOR WIDTH

1800	100	175	250	325	400	700	1000	1400	1475	1550	1625	1700	
2100	100	175	250	325	400	700	1100	1300	1700	1775	1850	1925	2000
2400	100	175	250	325	400	700	1100	1600	2000	2075	2150	2225	2300
3000	100	175	250	325	400	700	1100	1500	1800	2200	2600	2675	2750	2825
3600	100	175	250	325	400	700	1100	1500	1900	2400	2800	3200	3275	3350	3500
4200	100	175	250	325	400	700	1100	1500	1900	2300	2600	3000	3400	3800	3950	4025	4100

FIXING POSITION MEASURED FROM EITHER END

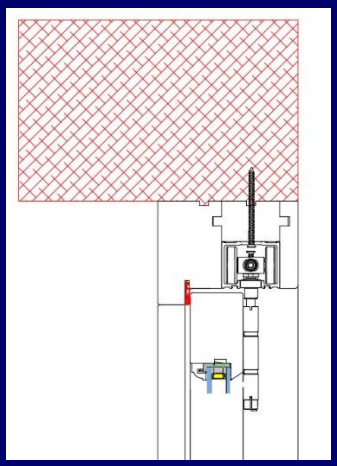
STEEL GIRDER INSTALLATION



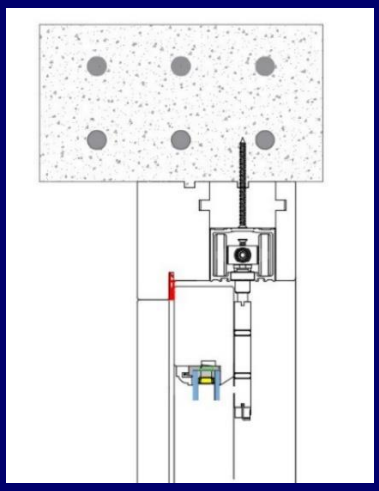


OPTION FIXED BOLTED TO STEEL. OPTION SCREW FIXED TO PACKER

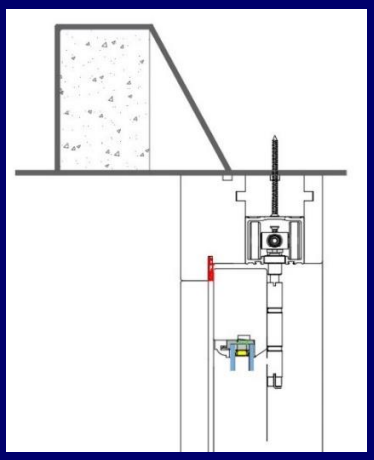
TIMBER LINTEL INSTALLATION



REINFORCED CONCRETE INSTALLATION



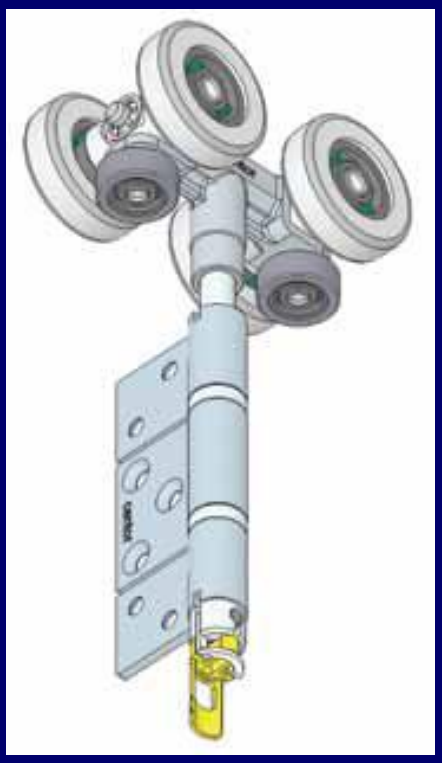
NEWBUILD LINTEL INSTALLATION



- Your Bi-folding door must be supported from the top with adequate fixing points or your frame will sag in the middle. This in turn will impede the doors from opening or closing correctly and will affect the weather seals and damage the doors.
- Please ensure that your frame has been fitted correctly as this could affect your Warranty. The fixing measurements provided are a guide only.

BI-FOLDING DOOR INSTALLATION

BI-FOLDING DOOR ADJUSTMENT (Centor instruction will be sent with product).











1) 2) 3) 4) 5)

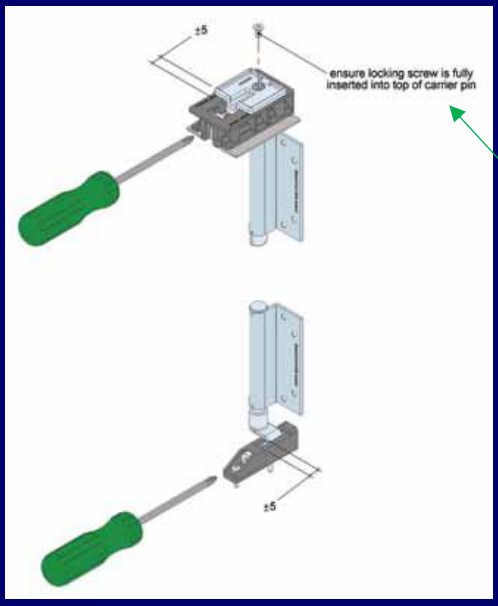
USING SURELOCK IS SIMPLE.

- Componants come supplied with a plastic shipping clip installed.
- Insert a flat-bladed screwdriver into the slot and rotate the pin.
- When correct adjustment is reached remove the shipping clip.
- Surelock will snap into place when the blade and slot are aligned.
- To readjust pull the blade down to disengage it from the slot replace the shipping pin. Remove shipping clip after final installation adjustment.





ADJUSTMENT DETAIL FOR BI-FOLD DOORS



Unsure the locking screw is fully inserted into the top carrier pin

MAINTENANCE, CARE & PROTECTION OF YOUR PRODUCTS.

CHECKLIST

The checklist below summarises the simple maintenance procedures that need to be followed. We are confident that by following these steps your products will last a lifetime with very little effort.

To be carried out on a quarterly basis:

The cleaning of your windows and doors, including furniture (see the *Cleaning your windows and doors* section on page 23 at the bottom and the *Furniture* section on page 24 for further details). Cleaning of the weather seals to remove any dirt or debris (see the *Weather seals* section on page 26 for further details).

To be carried out on an annual basis:

Lubricate all moving parts, including furniture, with an acid free oil or grease (see the *Furniture* section on page 26, plus the relevant product operation and maintenance page for further details). For coatings applied to European oak timber, and for light oak stains, a 6-month check is required to maintain the guarantee.

To be carried out as required:

When the opening of the window or door becomes more resistant to movement than normal, then lubricate as required with an acid free oil or grease (see the relevant operation and maintenance product page for further details).

PLEASE ENSURE YOU HAVE READ & FULLY UNDERSTOOD THE FOLLOWING:

Windows are installed in accordance with our instructions. Please check that there is no damage to the coating, such as chipping, staining, etc.

Should the coating become damaged when the windows are installed, the coating should be promptly repaired in accordance with our remedial coating's instruction, which is covered in this section.

The coating is cared for in such a way that it is not damaged by abrasion, for example, window cleaner's ladders.

The coating and surrounding area are not cleaned with strong chemicals.

The coating is cleaned at specific intervals so that dirt retention does not lead to excessive mould growth. Such mould growth is likely to occur on north facing elevations.

Only coatings recommended by ***Bailey Hague Joinery*** should be applied to the joinery.

Please follow the correct coatings maintenance schedule. **Teknos UK**, Paint suppliers direct contact telephone number **01869 208005.**

Our focus is to achieve long life with low maintenance. Opaque paint finishes are guaranteed for up to 10 years and stain finishes for up to 5 years, subject to the coating specification, exposure, shelter and maintenance conditions. See the surface treatment warranty and Climate Guideline Chart in our Guarantee Information document for the applicable periods and exclusions. The maintenance guidance below relates to window frames and sashes.

Cleaning your windows and doors

Q: How often should I clean my windows and doors?
A: This should be done at least quarterly, usually at the same time as cleaning the glass. Cleaning on a quarterly basis will help to prevent any fungal build-up and provide an opportunity to inspect for any damage or coating wear.
Q: Which detergent should I use to clean my windows and doors?
A: Wash with hot soapy water (any mild liquid detergent solution will suffice) to remove any contaminants, frequently changing the water. After washing, rinse thoroughly with clean water to remove all residue, then wipe dry with a clean cloth.
Q: What should I do in the case of stubborn dirt?
A: For stubborn dirt it may be necessary to use a stronger, non-abrasive cleaner such as bathroom cleaner. Apply with a non-abrasive scouring pad, then rinse thoroughly with clean water to remove all residue. Wipe dry with a clean cloth.
Q: What should I do if I find signs of fungal growth?
A: If any fungal growth is found, apply a solution of one-part household bleach to two parts water. Leave the solution for approximately twenty minutes to act, then rinse thoroughly with clean water to remove all residue. Wipe dry with a clean cloth.

Surface coatings

Recoating

Q: When do I need to recoat?
A: Recoating is only necessary when the coating begins to show signs of wear, such as colour fading and significant loss of sheen, or after the repair of damage.
Q: How do I order the paint or stain to recoat?
A: We supply the full range of products which are required to recoat your windows and doors. If you wish to place an order please call us on **01977 680 121 or 01904 501 221 or 01423 608 379** or email **info@baileyhaguejoinery.co.uk**
Q: How do I know which colour paint or stain to order for recoating?
A: We will have a record of your original order, so will be able to let you know what you need to order based on the original specification.
Q: What is the recommended process that I need to follow when the time comes to recoat?
A: Recoating a paint or stain finish is extremely simple providing the following steps are taken:
Step 1 - Clean the window or door as per the instructions detailed in the section *Cleaning your windows and doors*. Rinse thoroughly to remove all residue then wipe with a damp cloth and allow to dry.
Step 2 - If the surface is looking weathered then it can be recoated without preparative sanding. If there is any sheen to the coating then before applying the relevant paint or stain, it's recommended to lightly sand with a fine abrasive, such as p240 or finer. After sanding, wipe with a very lightly dampened sponge to remove sanding dust and then wipe dry with a clean cloth.
Step 3 - Apply a brush application of an approved coating. For paint colours, you will need to apply two to three coats of **Teknos 2600 Opaque PU.** For stains you will need to apply two to
three coatings of **Teknos Satin Translucent.** It's essential that a synthetic brush designed specifically for the application of water-borne coatings is used.

Where moisture has penetrated joints, end grain or mitres, or natural movement of timber has opened shakes in wood

Abrade the damaged area with a medium-grade abrasive paper and follow with a fine-grade abrasive paper.

Clean down and wash the abraded area to remove dust and dirt then allow to dry thoroughly.

Prime with a high performance, water-based, micro-porous, brush applied coating in the original colour or stain.

Seal any end grain with end grain sealer. If there are any gaps to be filled use an acrylic sealant that can be over-painted. Then repeat the process for top coat as described in the previous section.
Recommended end grain sealer **TEKNOSEAL 4000-00**. **Teknos UK**, Paint suppliers direct contact telephone number **01869 208005.**

Where damage has affected the full depth of the coating creating a deep gouge.

The full system requires repair. The gouge should be abraded and filled with good quality external wood filler. Leave to dry then sand down to a good finish and prime using a high performance, water-based, micro-porous, brush applied coating.

Then using a good quality synthetic brush apply a single coat of high performance, water-based, micro-porous, brush applied coating. Leave for four hours and then give it a final coat.

Where the coatings system is intact but requires a cosmetic upgrade.

Lightly abrade the damaged area with a fine-grade abrasive paper. Clean down and wash the abraded area to remove dust and allow to dry thoroughly. Then give two top coats as described in previous section.

Where resin has exuded through the coating.

The best remedial treatment is to allow it to weather until it dries and oxidises forming a white crystalline powder. Then the resin can be removed with a stiff nylon brush and the remaining residue washed off with a cloth.

Water-based coatings with their relatively high degree of moisture vapour permeability often allow the passage of resin to the surface without damage to the coating. If the finish is not damaged by over vigorous scrubbing during crystalline removal, re-coating is often unnecessary.

Although it may be unsightly it is better not to remove fresh sticky resin. In practise this can be very difficult and the presence of sticky resin indicates that the exudation is still continuing. The remedial work for resin exudation is often best left until the first maintenance period by which time the resin has fully crystallised. After removal as described above the overall application of one maintenance coat of finish will restore the general appearance of the timber and maintains its protection.

When carrying out any coating work do not attempt to paint when the temperature is below 8°C or if the relative humidity exceeds 85% as curing of the coatings may be impaired.

Stained/dark coloured paint.

These items will be palletised rather than individually bubble wrapped.

The use of dark coloured stains and opaque colours will have an impact on maintenance intervals and the level of maintenance work required. Dark colours absorb more of the sun's energy which can accelerate the degradation of the coating film, and the impact of high surface temperatures can mobilise natural resins within the timber substrate. This can lead to blistering of the coating. The amount of differential movement between components will also increase resulting in open joints and possible moisture ingress if not rectified.

Dark colours mean, Black, Charcoal Greys, Dark Blues, Dark Greens and in some cases Red. Maintenance cycles will need to increase to keep the product performance and may need additional colour/making good specially on exposed locations and south facing products.

Annual inspections and preventative maintenance in line with the instructions in this manual will ensure the long-term performance of the product.

Due to the natural characteristics and variation of surface texture within the same species of timber, there will be colour and/or grain variations between component parts. Certain manufacturing processes will also be evident when translucent stains are used.

Glazing

Bailey Hague Joinery products are factory glazed under controlled conditions to maintain the integrity of the vented and drained system for guaranteed sealed units. This method also ensures a high degree of security against unwanted de-glaze from outside. Re-glazing should only be necessary in the case of site damage or breakage. We recommend the following course of actions and options:

- Re-order a completely new sash for replacement by a carpenter or a ***Bailey Hague Joinery*** service engineer.
- ***Bailey Hague Joinery*** service engineers replace glass on site.

- Out sourced Site glazier re-glazes the product however in these circumstances ***Bailey Hague Joinery*** will not Warranty the product function, or bar adhesion. In the unlikely event of a unit failing please refer to the Company's Warranty and Terms & Conditions.

Weather seals

To ensure that the weather seals function correctly and to maximise their life, it's important to keep them free of any dirt or debris. We recommend that you check the seals at the quarterly maintenance check and if you find any dirt or debris, remove them using warm water with a mild detergent. For products that are opened regularly, it's recommended to check more frequently.

Furniture

The fitted furniture should be cleaned when the windows and doors are cleaned, which we recommend be carried out on a quarterly basis. The cleaning process varies by which Furniture Collection you have chosen, and is summarised below:

Guidance on handle cleaning

(Standard range) Wipe clean with a damp cloth. If required, soak the cloth in warm soapy water (any mild liquid detergent will do), then squeeze out excess water before application. After cleaning, wipe dry with a clean cloth.

The polished brass option is supplied unlaquered on all external furniture for a more durable finish. The unlacquered finish can either be left to take on an antique brass finish or cleaned using a quality metal cleaner to maintain the polished finish.

Traditional painted iron handles require regular maintenance. Wipe clean using a lightly oiled cloth. Apply a light clear grease to the contact area between the handle and face plate and between the screws and the face plate.

We recommend that all moving parts on all handles are lightly oiled at least once a year to allow the action to remain smooth and protect any uncoated surfaces.

Please note, for particularly harsh and corrosive environments, such as coastal locations and those areas exposed to high levels of industrial and agriculture pollution, more regular maintenance will be required.

BAILEY-HAGUE JOINERY

OUR WORKSHOP

2 Station Cottages,
Moor Lane,
Sherburn in Elmet,
Leeds.
LS25 6ES

Contact no 01977 680 121 or 01904 501 221 or 01423 608 379
Email info@baileyhaguejoinery.co.uk