



## ***Annual Window and Door Maintenance***

Regular maintenance will help keep your windows and doors operating smoothly. Use this checklist as an annual maintenance reminder.

- Examine the window and door interior and exterior finishes. Occasional repair to a damaged finish may be necessary.
- Do not let paints, stains and varnishes come in contact with the weather strip. Solvents can damage the weatherstrip's performance.
- Trim any old, loose caulking and seal any gaps with an appropriate, high-quality caulk. • Occasionally, an excess of silicone sealant, called "squeeze-out," appears around the edge of the glass. You can safely scrape off "squeeze-out" with a plastic putty knife without damaging the weather-tightness of your window or door.
- Make sure all exposed hardware screws are tightened securely. Apply a dry lubricant to the windows' gears to keep them operating smoothly.
- Clean sand, dirt or dust from door and window hinges, sills and tracks.
- Check doors for smooth operation.
- Location plays an important role in how often you clean and maintain the exterior of aluminum clad windows and doors. A coastal home exposed to harsh elements may need cleaning four or five times a year, while in a drier climate, once or twice a year may be sufficient.

### **Safety Precautions**

- Be careful when using ladders.
- Wear protective eyewear and clothing.
- When working with primers, paints, stains, cleaning solutions, etc., follow all manufacturers' instructions for safe use and disposal.

## How to Remove Labels from Glass

- Labels and adhesive residue should be removed from glass as soon as possible after installation. • If a label does not release from the glass easily, use an approved cleaning solution to help remove it.
- Do not remove labels while exposed to direct sunlight.
- Do not let cleaning agents come into contact with weather strips or finishes, as they could cause damage.

## How to Clean Glass

- Avoid cleaning glass while it is in direct sunlight, especially tinted and coated surfaces, to prevent streaking.
- Start cleaning windows at the top of the building and continue to lower levels. • Soak the glass surface with clean water to loosen dirt and debris. Make sure no abrasive particles remain on the glass, then apply an approved cleaning solution with a non-abrasive cloth or other applicator.
- Quickly remove the cleaning solution with a squeegee, taking care not to allow metal parts of cleaning equipment to touch the glass surface.
- Avoid any cleaning product that has a strong chemical base or a high alcohol content, as chemical reactions could damage components.
- Wipe any remaining traces of cleaning solution from glass and other parts of the window and frame. Windows, including their parts and frames, are susceptible to deterioration if left damp. • Some windows have an energy panel, often confused with a storm window. An energy panel is a removable, exterior glass panel and can be cleaned in the same way as other parts of the window. • Do not use abrasive cleaning solutions or materials, do not allow metal parts of cleaning equipment to touch the glass, and do not use scrapers of any kind.

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## How to Clean Screens

- Carefully remove the screen and lay it on a flat, clean area.
- Remove any dust by lightly spraying the screen with water from a hose or vacuuming with a soft brush extension.
- Instead of drying with cloth, let the screen air-dry completely before reinstalling. For doors, remove and replace screens from the exterior.