



# Maintenance Guide for Windows & Doors

The windows and doors recently installed in your home are high quality products and are virtually maintenance free.

To help these products stay in tip-top condition, basic maintenance procedures are highlighted below and ensure the long and trouble free life of the product.

## 1. GLASS

Glass should be cleaned with a glass cleaning liquid or warm soapy water.

Abrasive cleaners should not be used

## 2. PLASTIC

The plastic windows and door surrounds should be cleaned regularly with warm soapy water: it is acceptable to use a very light abrasive cleaner (as used for acrylic baths) for the removal of stubborn dirt and grease. It is not recommended to use this often. It's much better to use a clear solvent-based PVC -u cleaner which can be obtained from Falcon Windows or from most supermarkets

## 3. LOCKS, HINGES AND HARDWARE

All moving parts should be oiled regularly with a lightly oiled cloth, it is suggested this is done at least twice per year to keep the product free of dirt, as the commonest fault of a locking mechanism is due to poor after care

## 4. Doors

Door facings should only be cleaned with warm soapy water.

At no point should an abrasive cleaner be used

*Hinge adjustment as detailed above*



# Falcon Windows Composite Doors

## Locking and unlocking your new door

### 1. Locking the door

Close the door and lift the lever upward, this action will project the compression bolts and hooks into their respective keeps.

Rotate the key one revolution, the deadbolt will now pass through the connecting rod, thus directly immobilising the drive to the compression bolt and hooks.

*The door is now fully weathered and secure.*

### 2. Unlocking Lever / Lever Handle Door

Insert the key in the cylinder and rotate one revolution. Next, push the lever down to fully retract the compression hooks and bolts, the latch will automatically retract when the lever is depressed.

*The procedure is the same for internal and external operation*

### 3. Unlocking Lever / Lever Off –Set Handle Door

To unlock the door from inside when a lever / lever offset handle is fitted; simply follow the procedure as in point 2 above.

To unlock the door from outside, insert the key and rotate, this will retract the deadbolt. Depress the lever, which will withdraw the compression bolts and hooks, the latch will not operate at this point.

To gain access, simply turn the key again in the same direction as to retract the dead hook, the latch will remain withdrawn whilst you hold the key in the rotated position.

### Premium Security

Premium security can only be achieved when both compression bolts and hooks are engaged in their respective keeps and the dead hook is activated. Closing the door when using the lever / offset lever handle will provide an instant security benefit but this does not constitute high security locking of the system.

**To ensure the total benefits of the locking system are employed, follow the operation instructions set out above.**

*Hinge adjustment as detailed above*