

# OPERATIONS & MAINTENANCE MANUAL



Luxury Aluminium By

**ALUNET**  
SYSTEMS

# HOMEOWNER INSTRUCTIONS FOR BIFOLD DOOR USAGE

## GUIDANCE FOR OPERATING YOUR DOORS

- Ensure the doors are always opened and closed in the correct sequence as per the instructions overleaf.
- If there is an internal key operated cylinder fitted on the intermediate doors, the key must NOT be left in situ as it will break the key and mark the profile.
- To ensure correct operation of the multi point latch lock, make certain that the handle is lifted upwards to engage the hook bolts before locking the cylinder.

## GENERAL MAINTENANCE ADVICE

- Ensure all tracks, running channels and draining holes are kept clear of debris.
- Regularly wash the profiles and gaskets with warm soapy water. For coastal locations this should be done on a more regular frequent basis.

## YEARLY MAINTENANCE

- Clean the stainless steel track and rollers with a dry clean cloth
- Apply lubrication oil to all hinges and rollers.
- Additional regular maintenance may be required in the following situations;
  - Doors fitted on business premises that have a higher volume of operation per annum.
  - If the doors have not been operated for an extended period of time
  - When doors are in extreme weather locations, for example coastal environments.

Cleaning should take place **every 3 months for hardware**, or every **4-6 weeks for seaside environments**.

# OPERATION

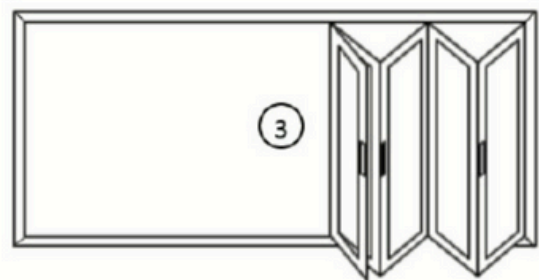
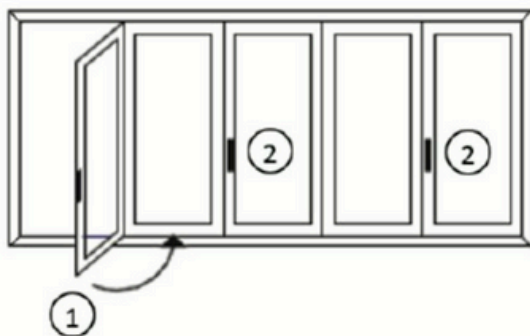
## OPENING AND CLOSING OPERATION FOR BI-FOLDING DOOR WITH SWING DOOR

### TO OPEN DOORS

- Open the swing door and connect it to the panel catch located on the next door.
- Unlock the shoot bolt locks using the cylinder key if applicable.
- Turn the intermediate handle 90° to release the shoot bolt locks on all other door panels.
- Slide the folding door panels starting from the pair nearest to the swing door.

### TO CLOSE DOORS

- Slide each pair of folding door panels back to align with frame
- Secure the door panels by locking with shoot bolt lock.
- Use the cylinder key to secure the shoot bolt lock if applicable.
- Close the swinging door last, ensure that all other panels have been locked in frame first.



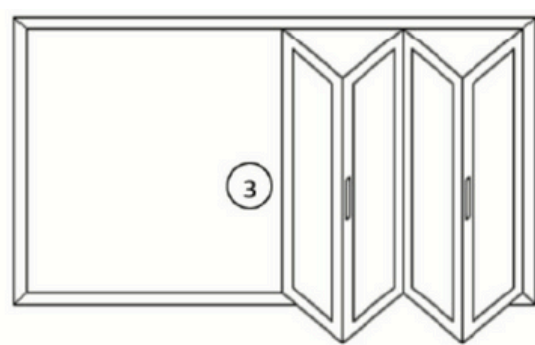
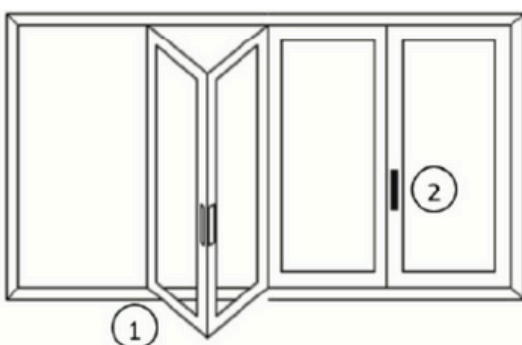
## OPENING AND CLOSING OPERATION FOR BI-FOLDING DOOR WITHOUT SWING DOOR

### TO OPEN DOORS

- Unlock the shoot bolt locks using the cylinder key if applicable.
- Turn the intermediate handle 90° to release the shoot bolt locks on all other door panels.
- Slide each pair of folding panels away to one side.

### TO CLOSE DOORS

- Slide each pair of folding door panels back to align with frame
- Secure the panels by locking with shoot bolt lock.
- Use the key to secure the shoot bolt lock if applicable.



NOTE. Use the D-handle located above the intermediate handle to assist pulling doors tight when operating shoot bolt lock.

WARNING. Do not leave the key inside the cylinder of the intermediate doors during sliding/folding operation as it can break the key or damage the profile surface finish.

## OPERATING MULTI POINT LOCK ON SWING DOOR

### TO LOCK THE DOOR

- Close the swing door, ensure that the door is latched properly.
- Turn the lever handle upwards to engage the lock hooks.
- Lock the door by turning the key cylinder twice.

# MAINTENANCE

## CLEANING MATERIALS

The following elements CAN be used:

- Warm water (with 2% of mild soap)
- Sponge
- Cleaning cloth
- Absorbent paper
- Steam cleaners
- Vacuum

WARNING. The following elements such as sharp tools (knives, trowels, etc.), steel wool or abrasive sponges, aggressive bath cleaners or solutions for lacquer must **NOT** be used, as they will cause permanent damage to surface area of the unit.

## CLEANING OF CONCEALED AREAS

Use a vacuum cleaner to clean the gaskets and chambers between the sashes and frames to remove dust and other foreign matter. Ensure running track, channels and draining holes are clear of debris. A soft brush can be also used for cleaning.

It is recommended to repeat this operation frequently as required

## CLEANING OF FRAMES AND GLASS

Mix 2% soap solution to warm water to clean the frame and glass.

With a soft sponge wash the frames and glass to both inner and outer sides. Afterwards, using a cleaning cloth remove the remaining water drops and soap stains. Finally, with a dry cloth complete the cleaning and dry the frame.

Steam cleaner can also be used instead of soap solution.

It is recommended to repeat this operation monthly for each window section.



Cleaning should take place every 3 months for hardware, or every 4-6 weeks for seaside environments.

## MAINTENANCE RECOMMENDATIONS

- Yearly:

Lubricate the stainless steel track, bottom wheel sets and all hinges with silicone based spray lubricant directly applying onto the moving parts.

Check for loose or missing screws and re-tighten or replace as needed.

## KEY OBSERVATIONS

The maintenance for windows should be increased:

In areas close to highways, coastline or industrial areas.

In business premises with a higher volume of operation per annum. When the doors have not been operated for extended periods of time.

# HOMEOWNER INSTRUCTIONS FOR CASEMENT WINDOW USAGE

## OPERATION

Despite having a variety of configurations, hinge and locking methods; the casement window is operated in the same manner. To operate the casement window, insert the key and depress the button (depending on the handle type) and rotate the handle through 90° to disengage the locking mechanism and open by pushing outwards. To lock the window, reverse the process.

### CONFIGURATIONS

- Top-hung: the vent opens from the bottom of the window.
- Side-hung: the vent opens from a vertical side of the window.

### HINGE OPTIONS

The casement window utilises either friction stays or butt hinges.

### FRICTION STAYS

- Standard Friction Stays allow a quick and easy one handed operation which doesn't incorporate any sort of restrictor.
- Restrictor Stays open to a certain angle that is determined by positioning and fixing a slide bar to a pre-set position, which can permanently restrict the window to an opening angle or dimension.
- Egress/Easy Clean Stays have the same initial opening of a standard friction stay but will open to a wider angle. To move the window to the cleaning position, push down and slide the purple slide along. Push the vent away from the jamb. Use extreme care to ensure the vent stays square when opening. Failure to do so may cause damage to the stay. Fully closing the vent will reset the stay to its normal function. This applies to side hung windows only.

## RESTRICTOR ARMS

- On outward opening windows supported by either standard butt hinges or friction stays, a pair of restrictors can be added. These are independently fixed and are used to restrict the window and provide ventilation and safety.
- Our restrictors can be overridden with a key.

## LOCKING OPTIONS

On all configurations, the three main methods of locking on a casement window are:

- Espagnolette Locking
- Espagnolette locking systems have a handle fitted in the centre of the vertical or horizontal stile, which operates gearing located within the window section. When the handle closes, the mushroom heads move into recessed keeps and engage, locking the window securely. When closed, the handle will sit vertical on the side hung and horizontal on a top hung. The handle can be locked with a key supplied by the installer (depending on the handle type). To operate, unlock using the key depress the button and rotate the handle through 90° to disengage the locking component and open the window. To lock, simply reverse the process.

## FOLDING OPENERS

- To operate, the top arm operating eye is to be moved upwards to disengage the folding opener. Then push this towards the window, which should extend the folding opener arms, moving the operating eye into the middle; at this point, move the operating eye down so the opener is secured. To close the vent, the top arm operating eye is to be moved upwards, then the tandem eye needs to be rotated away from the window. Pull the top arm down to re-engage the folding opener.

# MAINTENANCE

## ESPAG LOCKING MECHANISMS

To ensure that your window espagnolettes function correctly, it is important that the maintenance procedure is carried out in keeping with the table on the following page.

We recommend the below maintenance, cleaning and checks are carried out at intervals in keeping with the table below:

- All fittings must be inspected to ensure that they are firmly fixed. Where necessary fixing screws should be tightened.
- All locking mechanisms must be lubricated as shown above and detailed below:- All residues of old lubricants should be removed prior to maintenance - locking mechanisms and keeps should be wiped down with a soft damp cloth and dried with a soft, clean cloth. A smear of petroleum jelly should be applied to the keeps as shown on the previous page. Silicone spray should be applied to all moving parts on the locking mechanism. Never use solvent-based lubricants (such as degreasing spray, ammonia based or abrasive cleaning fluids).
- To prolong the serviceable life of the window, care must be taken not to scratch or damage the surfaces of the window hardware during maintenance/cleaning. Always use soft cloths for cleaning- do not use wire wool or scouring agents.

## HANDLES

We recommend the below maintenance, cleaning and checks are carried out at intervals in keeping with the table below:

- Clean to remove dirt and surface contamination.
- Painted finishes should be cleaned using only warm water with a small amount of domestic detergent added (less than 5%) and applied using a soft cloth or sponge.
- Once cleaned, the furniture should then be dried thoroughly with a soft clean cloth. Do not use any abrasive cloths or cleaning agents on a painted surface.
- Satin Nickel/Brushed Stainless effect and polished chrome products should be cleaned with a damp soft cloth then dried with a clean duster. Non-abrasive wax polish can be applied to the surface to help maintain its appearance. Under no circumstances should an abrasive cloth or cleaning agent be used.



## FRICTION STAYS AND RESTRICTORS

We recommend the below maintenance, cleaning and checks are carried out at intervals in keeping with the table below:

- Lubricate all pivot points with light machine oil and wipe away excess, one drop per pivot is sufficient. We suggest one of the following lubricants or equivalent: general light engineering oil with corrosion inhibitors or 3 in 1 oil. Note: Solvent based aerosol sprays e.g. Degreasing sprays are not suitable for this application.
- Care must be taken not to damage the surface of the hardware. Abrasive cleaning agents must be avoided.
- Clean any dirt or debris from the hinge and clear any obstructions from the pivots, sliding shoe and track (we recommend using damp cloth and a mild solution of warm soapy water. Apply with a soft cloth and dry thoroughly afterwards).
- All fittings must be inspected to ensure that they are firmly fixed. Where necessary fixing screws should be tightened.

## WARRANTY

Below shows the warranty for each part:

ALUNA Window	Mechanical Warranty	Finish Warranty	Cleaning / Maintenance Frequencies
ESPAG LOCKING MECHANISMS	10 YEARS	N/A	12 MONTHS
ESPAG RODS (SPW6EX RANGE)	10 YEARS	240 HOURS SALT TESTING	MONTHLY
FRICTION STAYS	10 YEARS	240 HOURS SALT TESTING	*SPRING & AUTUMN
ESPAG HANDLES	10 YEARS	2 YEARS	*SPRING & AUTUMN
RESTRICTORS	5 YEARS	5 YEARS	*SPRING & AUTUMN
FOLDING OPENERS	5 YEARS	5 YEARS	QUARTERLY
COCKSPUR HANDLE	2 YEARS	10 YEARS	*SPRING & AUTUMN
*Spring and Autumn cleaning frequencies must not exceed 6 month intervals.			

# HOMEOWNER INSTRUCTIONS FOR IN-LINE LIFT & SLIDE DOOR USAGE

## OPERATION

For information on the operation of our ALUNA Sliding Door system, please refer to our website and YouTube channel.

## MAINTENANCE

The following maintenance should be carried out in keeping with the table below.

Clean all of the moving parts of the hardware and all the fastening mechanisms. Use neutral soapy water with a soft cloth only.

The accumulation of contaminants on the components, combining with water, can degrade the surface finish and therefore parts may need cleaning more frequently as soon as any sign of contaminant build up is observed.

Aggressive vapours in the environment ( e.g., formic or acetic acid, ammonia, amine or ammonia compounds, aldehyde, phenol, tannic acid, etc.) in combination with condensation can cause corrosion of the mechanisms. When there are these aggressive vapours, it is necessary to provide sufficient ventilation to prevent this and wipe down components in condensation is observed.

Check that the force for turning the handle is suitable, the sash lowers without any obstructions and smoothly until fully locked (only check this in the locked position) and that the sashes slide without excessive force.

If any of these are an issue, firstly check for obvious obstruction around the door and on the track (see below for track maintenance, which should be carried out if the aforementioned issues are observed) and, ensuring the track is protected, lubricate the carriages and locking points with a degreasing spray.

If lubricant does get on the track, it is important it is cleaned in-keeping with the below track maintenance method immediately.

## SLIDING DOOR LOCKING HANDLE

Window handles should be cleaned with a soft, dry clean cloth in-keeping with the table below.

The accumulation of contaminants on the components, combining with water, can degrade the surface finish and therefore parts may need cleaning more frequently as soon as any sign of contaminant build up is observed.

Aggressive vapours in the environment (e.g., formic or acetic acid, ammonia, amine, or ammonia compounds, aldehyde, phenol, tannic acid, etc.) in combination with low condensation can cause rapid corrosion of the mechanisms. When there are these aggressive vapours, it is necessary to provide sufficient ventilation to prevent this and wipe down components if condensation build up is observed.

## PULL HANDLES

Surfaces must be cleaned with a soft damp cloth to remove any dust or grime in keeping with the table below. Ensure a suitable cloth is used that does not scratch the surface. Take care not to scratch the surface during use.

## TRACK

To clean the track, use a clean cloth and a household vacuum cleaner with a narrow attachment to collect any debris, dust or grit within the track and wipe with a clean, dry, non-abrasive cloth. This needs to be checked frequently to ensure the doors are not operated when the track has debris, dust or grit within/on it.

## WARRANTY

ALUNA Sliding Door System	Mechanical Warranty	Finish Warranty	Cleaning / Maintenance Frequencies
Sliding Door Mechanisms	1 Year	240 Hours Salt Spray	*SPRING & AUTUMN
Sliding Door Locking Handle	1 Year	240 Hours Salt Spray	*SPRING & AUTUMN
Pull Handles	10 Years	5 Years	EVERY 3 MONTHS
*Spring and Autumn cleaning frequencies must not exceed 6 month intervals.			

# WARRANTY INFORMATION

**Profiles painted to marine-grade as standard using 60-80 microns of paint using a Qualicoat-approved paint process.**

Product	Mechanical Warranty	Finish Warranty (Non Marine Environment)	Finish Warranty (Marine Environment)	Cleaning / Maintenance
ALUNA Bifold Profile		10 Years	5 Years	3 Months all year round
ALUNA Bifold Hardware	5 Years	5 Years	2 Years	3 Months - Summer & Spring months / More frequent in Winter months (4-6 weeks)
ALUNA Sliding Door Profile		10 Years	5 Years	3 Months all year round
ALUNA Sliding Door Hardware	5 Years	5 Years	2 Years	3 Months all year round
ALUNA Window Profile		10 Years	5 Years	3 Months all year round
ALUNA Window Hardware	5 Years	5 Years	2 Years	3 Months all year round
‘Marine environment’ is classed as anything within 2 miles of the sea.				

FOR SERVICE ISSUES CONTACT DOOR INSTALLER

**NAME:**

**TEL:**

FOR FURTHER DETAILS AND ADVICE PLEASE VISIT [WWW.ALUNETSYSTEMS.CO.UK](http://WWW.ALUNETSYSTEMS.CO.UK)