

Care of exterior joinery

Timber windows and doors produced by A R Manley & Son Ltd are accurate components designed and manufactured using the best available techniques to produce performance rated components. The way they are handled and stored on site can affect their long-term performance. Good practice avoids damage, maintains quality and saves money.

Windows are available as joinery items supplied; with a primer or stain base coat for site glazing and finishing; as factory glazed components requiring site finishing or as factory glazed and fully finished windows. Each type needs careful handling and protection although the actual requirements vary slightly. Internal and external doors and door sets may be supplied 'in the white', with a primer or stain base coat applied or as fully finished components. Each type needs careful handling and protection although the actual requirements vary slightly.

Windows: Delivery and storage

Check windows at the time of delivery

Windows should be checked at the time of delivery to ensure that they are in accordance with the order schedule, the delivery is complete and that each window, including any protective packaging, is not damaged.

Timber used in the manufacturer of windows will be graded in accordance with BS EN 942:1996 Timber in joinery - "General classification of timber quality" and the workmanship will meet the requirements of BS 1186 Part 2:1998 "Timber for and workmanship in joinery" - Specification for workmanship.

BS 644: Timber Windows recommends that the moisture content of timber windows should be between 13% and 19% although fully factory finished windows may be of lower moisture content.

For long term performance of the window and finish, it is important that this moisture content is maintained during storage on site and during the construction process. Windows should not be kept on site unfixed for longer than necessary.

The storage place should be prepared in advance and the windows unloaded straight into it.

Handle windows carefully

Windows should be lifted by the main frame (not by the opening casements or the glazing bars) and carried in a vertical position to avoid any tendency to distort. When windows are protected by shrink wrapping, or other protective packaging, this should be kept in place as long as possible.

Windows should be stored under cover

This is the case, even if fully finished, preferably inside a building. If they have to be stored outside they must be kept clear of the ground on level bearers and protected from dampness and sunlight with a tarpaulin. Polythene sheeting should not be used as this can act like a greenhouse and encourage damp or humid conditions.

There must be space for air circulation around and between the windows.

When stored inside a building, windows should be protected from dirt and damage but without restricting air circulation.

Protect Windows During Site Operations

Ensure that the moisture content of the timber is kept close to the level at which it was when the window was manufactured.

Whenever possible store windows in the sequence they will be needed with codes or identifying marks visible to avoid double handling. Avoid dragging them across each other if stacked.

Windows which have projecting sills or have the hardware fitted must, if stacked, have spacers between them to avoid damage.

Preglazed windows need a little extra care, to avoid damage and glass breakage. Make sure it is not possible for water to lay in glazed rebates by storing vertically.

Preglazed and prefinished windows should ideally be fitted into preformed openings and not 'built in' to masonry walls.

Jet-washing is a common way to damage joinery, glass units and weather seals. We advise not to adopt this methodology for cleaning.

Doors: Delivery and storage

Check doors at the time of delivery

All components should be checked at the time of delivery to ensure that they are in accordance with the order schedule, the delivery is complete and that the components, including any protective packaging, are not damaged.

Timber used in the manufacture of doors will be graded in accordance with BS EN 942:1996 Timber in joinery - "General classification of timber quality" and the workmanship will meet the requirements of BS 1186 Part 2:1998 "Timber for and workmanship in joinery" - Specification for workmanship.

The moisture content of timber in the doors should be in the range of 10% and 19% depending upon their type and location.

For long term performance of the door and finish, it is important that the appropriate moisture content is maintained during storage on site and during the construction process. Doors should not be kept on site unfixed for longer than necessary.

The storage place should be prepared in advance and the doors unloaded straight into it.

Handle doors carefully

Doors and door sets should be handled carefully to avoid physical damage (do not lift by glazing bars) and to keep them clean. When door leaves are protected by shrink-wrapping or other packaging this should be kept in place as long as possible. Doors delivered in the white should be sealed and primed on all faces and edges immediately after delivery. Never hang a door before applying a protective coating.

Doors should be stored under cover

Doors should be stored flat (never on edge or on end) on a level surface and kept clear of the floor on at least three level bearers. The bearers should be longer than the width of the doors and the gap beneath the doors should be at least 90mm. Doors should be protected from dirt and damage but without restricting air circulation.

Natural finish doors should be stacked so that they are not partly exposed to daylight. Exposure to ultra violet light can cause fading or discoloration of timber and veneers. Whenever possible store doors and door sets in the sequence they will be needed with codes or identifying marks visible to avoid double handling. Avoid dragging them across each other in the stack.

Door sets which have projecting sills or have the hardware fitted must have spacers between them in the stack to avoid damage.

Protect Doors During Site Operations

Ensure that the moisture content of the wood is kept close to the level at which it was when the door was manufactured. Internal doors must be conditioned to the service conditions before fixing. They must be protected from abnormal heat, extreme dryness, humid conditions or sudden changes of temperature or humidity. Doors should not be stored or fitted in the building until the wet trades are finished and the building has dried out.

Treat Prefinished Doors like a Piece of Fitted Furniture

Factory finished door frames or door linings should ideally be fitted into pre-formed openings and not built into masonry walls. Pre-finished doors should retain their protective packaging until the latest possible time, ideally until after internal decorations have been completed. If it is necessary to separate the doors from door sets each door and frame should be given an identification mark so that the correct door is returned to the frame.

Installation

Doors should be fitted square, true and plumb and fixed in accordance with the manufacturer's instructions

or the project specification. Three hinges should be fitted to all external doors, doors weighing more than 20 kilograms and internal doors where large differences of temperature or humidity on opposing faces can be expected (e.g. bathrooms and airing cupboards). Ideally, external door frames should be set well back from the outer face of the wall or else be protected by a canopy. If not, the head of the frame should be provided with a projecting head drip. External doors opening outwards should be particularly well protected by finishing as these are the most exposed.

Mortices for locks must not be cut through joints in the door framing

Cutting through joints in the door framing will impair performance of the rail joint. If any part of a previously treated external door or door frame is cut or drilled, swab the newly exposed timber with a suitable organic solvent preservative treatment and re-coat with primer or stain.

Use good glazing practice

Glazing rebates and backs of beads should be sealed with an appropriate sealant.

Glazing panels in doors must satisfy the requirements in respect of safety glass.

Bead glazing must be correctly fitted using compound or glazing tapes to both sides of the glass.

FINISHING WINDOWS AND DOORS

Where doors and joinery are supplied with a factory applied equalizing stain or primer, the buyer must treat such products immediately after delivery and before fitting or exposure to weather.

Stained joinery must be treated with a base coat and a minimum of two coats of proprietary wood stain.

Primed joinery must be treated with a full paint finish.

Primer and equalizing stains do not give protection against ingress of moisture and A R Manley & Son Ltd cannot accept responsibility for goods which are not treated as recommended after sale.

Prior to decoration all surfaces to be coated must be abraded with a fine grade (180 or 220 grit) abrasive paper or flexible abrasive pad, then washed down to ensure they are free from dust and grease.

It should be noted that the use of dark coloured paint or stain finishes on external doors, particularly if located on the south or south west elevations of buildings, will result in high surface temperatures on the door and can increase the risk of distortion and of resin exudation through the finish.

Ensure all surfaces and edges are painted

The back of external frames should be coated before installation.

It is important that all surfaces are painted. For external doors or other doors subject to high humidity or take up of moisture it is especially important that the full finishing system is applied to the top and bottom edges of the door leaf. The bottom edge should be coated before fitting the door. Factory finished doors should be checked for damage to the finish and any small areas made good in accordance with the manufacturer's recommendations.

Note:

A R Manley and Son Ltd may disclaim responsibility for any defect or failure that may subsequently occur which is attributable to non-compliance either wholly or in part with the advice given in this information sheet.

Whilst every effort has been made to ensure the accuracy of advice given, A R Manley and Son Ltd cannot accept liability for loss or damage arising from the use of the information supplied in this publication.