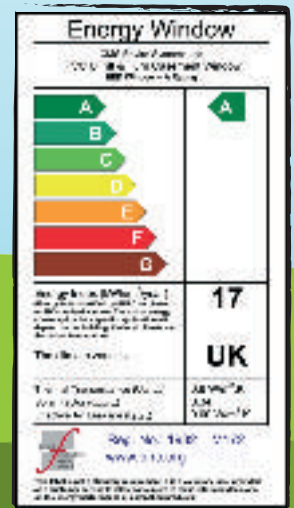
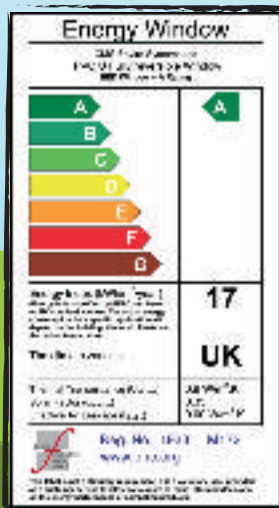
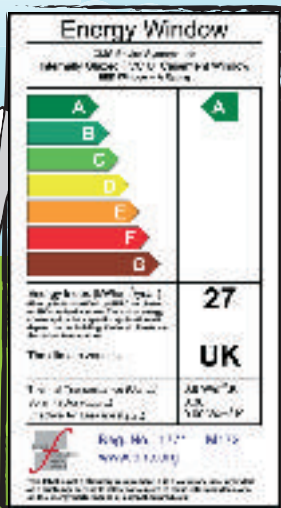


TotalCare Package
Operating and Maintenance Manual

All CMS windows come with a BFRC (British Fenestration Rating Council) approved window energy rating (WER) label. The label tells you how energy efficient your windows are on a scale from 'A' to 'E' with 'A' being the most energy efficient.

What are energy efficient windows?

Energy efficient windows help to contain and conserve the heat within your home, keeping out wind and rain and allowing the natural 'free' energy from the sun to heat your home. Having energy efficient 'A' rated CMS windows fitted in your home will help to reduce your household heating bills which in turn will help to reduce your carbon footprint.



Introducing the **TotalCare** package from CMS Enviro Systems

CMS low maintenance PVCu windows and doors are designed to add to your comfort as well as enhance your home. These simple operating and maintenance instructions will ensure prolonged reliability from your PVCu windows and doors for many years to come.

How to operate your new windows and doors

Casement Window	3,4
Reversible Window	5,6
Tilt and Turn Window	7,8
Residential Doors	9,10

How to look after your new windows and doors

Cleaning and Maintenance	11-14
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Casement windows

CMS PVCu Casement Windows are simple to operate and made from a combination of fixed panes and top and side opening casements. They do not 'stick out' into a room when being opened, which allows blinds and curtains to go undisturbed. Casement windows also have the facility to lock in narrow opening positions for ventilation through espagnolette locking systems.

Side Hung - How to open and close



Side Hung - Step 1



Side Hung - Step 2



Side Hung - Step 3



Side Hung - Step 4

Top Hung - How to open and close

Side and top hung windows operate in the same way. Turn the handle through 90° (Step 1) and push the window open (Step 2). Some handles are fitted with push button catches or key locks that might have to be released first.



Trickle Ventilators - Titan Ventilator

Your window may be fitted with trickle ventilators to provide ventilation even when the window is closed. The air flow can be controlled by operating the levers as shown (Step 1 and 2).



Trickle Ventilators - Greenwood Ventilator

If your window is fitted with a Greenwood Ventilator, the window vent is opened and closed with an up and down motion to open the vent (Step 1 and 2).



Reversible windows

CMS PVCu Reversible Windows are designed for easy cleaning from the inside of your home. These windows are fitted with a specially designed hinge system which allows the window to turn inside out on itself without sticking out into the room. These specially designed hinges allow for safe and easy cleaning of the outside pane while inside the room.

Opening from a closed position

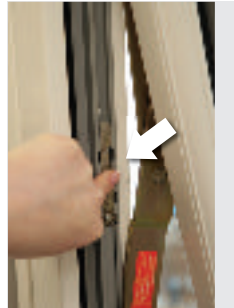
Raise the handle to upright position to release the locking system (Step 1). The window can now be opened from the closed position to the initial restricted position (100mm) (Step 2). If opening is required passed the initial restricted position then just press your finger on the restrictor button (Step 3) and push the window until the next restricted position is reached (250mm) (Step 4).



Step 1



Step 2



Step 3



Step 4

To reverse the window when opened

To reverse the window once the restrictor button has been pressed, open the window to arms length. Take hold of the top of the window (Step 5) and pull down until the reverse restrictor is reached (Step 6). To reverse the action, release the restrictor and reverse the motion to previous position. Please control the speed of the operation and take care to remove fingers when opening and closing and operating the safety restrictor.



Closing from open position

Pull the window towards you (Step 1). There is no need to push the restrictor when closing. Turn handles 90° to lock the window in the closed position (Step 2).



Locking the Restrictor

As a child safety device, the restrictor can be locked in any of its set opening positions. To lock the restrictor turn disc clockwise (Step 3). To release the restrictor, turn the disc plate on the hinge a quarter turn anti-clockwise.

Tilt and Turn Windows

CMS PVCu Tilt & Turn Windows are designed to tilt inwards on bottom hinges, to allow safe ventilation. They also open fully inwards on side hinges to allow full access to the outer pane for cleaning. These two methods of opening are operated by the same handle for ease of use. Please note that the window is restricted when it is in the 'tilt' position.

Opening from closed position

CMS tilt and turn window is designed to open in two different modes:

1. Tilt mode for ventilation
2. Turn mode for cleaning and emergency exits

The window is taken into the 'tilt' position for ventilation by turning the handle 90° into its first position (Step 2). The window will now tilt for ventilation only.

Tilt mode for ventilation



Step 1



Step 2

To open the window for cleaning, turn the handle to 180° to the second (Step 3) position and the window will now open (Step 4). To close the window reverse either of these operations.



Opening to clean / emergency



If your window has been fitted with a winkhaus restrictor to open beyond the restrictor press down (step 5). Release the catch and the window will now fully open (step 6). To close the window, push back to original position and turn the handle through 180°. Please note that a winkhaus restrictor is an optional extra and not fitted as standard.

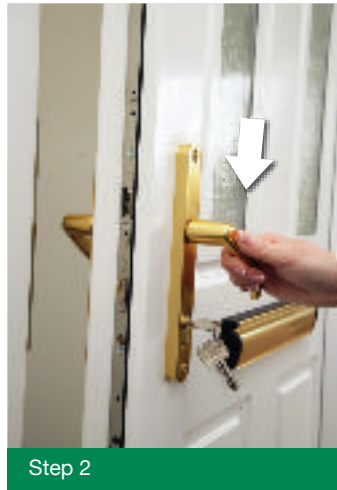
Residential Doors

CMS high security doors are fully reinforced and fitted with safety glass as standard. Your door will be fitted with one of a wide range of Multi Point Security Locking Systems and fully adjustable 3-D face mounted hinges.

If your door is fitted with a lever on both sides of the door

Unlocking and opening

Insert the key. Turn away from the door frame to unlock the door (Step 1). If you have a thumb turn fitted to the inside of your door you can turn this to unlock and lock the door. Push and hold the handle down to disengage the locking mechanism. Open the door (Step 2).



Closing and locking

Push the door closed so that it 'clicks' shut. Lift the handle up to engage the locking mechanism. Insert the key and turn in the direction of the door frame to lock the door (Step 2).



If your door is fitted with lever/key locks

Unlocking and opening

Insert the key. Turn it away from the door frame four half turns to unlock the door. If you have a thumb turn fitted to the inside of your door you can turn this to unlock and lock the door. Push and hold the handle down or turn the key away from the door frame an extra half turn to open the door.



Closing and locking

Push the door closed so that it 'clicks' shut. Insert the key. Turn it towards the door frame four half turns to engage the locking mechanism and lock the door.

Cleaning & Maintenance

PVCu Windows and Doors

Frames

CMS windows should be washed periodically with a non abrasive cleaner and warm water. To maintain the mechanisms in good working order make sure the window sashes and hinges are kept clear of obstructions like builders rubble and plaster residue. Frames and doors should be washed with a soap and water solution at least every three months in heavily built up areas or every six months in rural locations. Clean with a non-abrasive cleaner that is suitable for plastics, using a soft cloth that is free from grit, dust and dirt. Avoid thinners and all solvent based or abrasive cleaners.

Glass

Heavy external grime should be removed with a solution of soap and water. Any household glass cleaner may be used with a clean soft cloth. Laminated glass, or glass containing Georgian bars, is cleaned in the same manner. Externally exposed lead will oxidise this is a natural phenomenon and cannot be avoided. The glass used in most double glazed units is easily scratched. It is, therefore, recommended that hand jewellery is removed prior to cleaning and that cloths are free from grit, dirt and dust.

Escape Windows

Some 1st floor windows may be fitted with a different type of hinge that provides a wider opening to be used for an escape route in emergencies. To allow cleaning from the inside, the hinge is fitted with a lever that when pressed allows the sash to slide sideways (Page 3, Step 4). Before closing, make sure that the sash is pushed back to the sides and that the levers on both hinges have engaged again.

Reversible Windows

To reverse the window for cleaning the outside of the glass open the window to arms length and then take hold of the top of the window and pull down until the reverse restrictor is reached (Page 6, Steps 5 & 6). Ensure that the sash is held in the reversed position on the restrictor before cleaning. Clean the outside of the glass only when window is held in safety restricted position. After cleaning the outside of the glass, return the sash through its motion until the second opening restricted position is activated. Please control the speed of rotation for correct operation. Release the restrictor button by depressing and with one hand on the handle close the window gently either to the first restricted position or the fully closed position (Page 5, Step 3). Take care when opening and closing the window and operating the safety catch to remove fingers. After depressing the restrictor, keep control of the sash with the other hand whilst closing.

Cleaning & Maintenance

Hinges and Locking Systems

Espagnolette Locking System

Periodic lubrication of the espagnolette locking system with a light acid-free lubricant will help to ensure a smooth operation. Strikers are 'mushroom' shaped and can be turned using an allen key inserted into the end of the striker. Take care not to adjust the strikers to require too much pressure as this will strain the espagnolette. It should be possible to comfortably turn the handle when closing the window without having to force it.



Friction Hinges

The sliding track on friction hinges must not be lubricated. The amount of friction on the hinge can be adjusted by turning the adjusting screw shown in the image below.



General Maintenance

By regularly greasing and oiling with a readily available acid free and non-resinous grease and/or oil which will ensure ease of operation for many years. Please note that WD40 is not a suitable lubricant and lubricant should not be used in the cylinder lock (where you put the key). Security strikers made of steel require continuous greasing in order to avoid unnecessary rubbing. In addition, the individual screws are to be checked. Possible loose screws or broken off screw-heads are to be tightened or replaced immediately by a specialised company.



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