



REPLACING AND SECURING GLAZED UNITS

RECOMMENDED PROCEDURES FOR SECURING 'DRY-GLAZED' PRODUCTS
AND REPLACING DAMAGED GLAZING





INTRODUCTION

INTRODUCTION

The following information provides basic recommended procedures for replacing and installing glazing units in your NorDan windows and doors. You will find instructions for replacing damaged glazed units and also securing glass in products that were specified 'dry glazed'. Read these instructions carefully to minimise risk of injury and also to make sure your windows and doors stay in good working condition.

The following instructions depict the three handled tilt & turn window for illustrative purposes, however the same guidelines apply to all glazed products from opening windows to fixed lights, sliding doors and inward and outward opening doors.

'Damaged Glazing': To replace a damaged sealed unit, always ensure you have the correct tools and correctly sized replacement unit in order that the procedure is carried out in one operation.

'Dry Glazed': If your NorDan windows and doors have been delivered 'dry glazed' then you must ensure that the glazing unit is fixed correctly to improve safety and security. Please follow the specific instructions found in this leaflet.

HEALTH AND SAFETY

The glazing company is responsible for the production of a method statement, risk assessments and COSHH assessments for the safe de-glazing and glazing of the NorDan windows and doors. As such, this information can only be used as a guide when preparing risk assessments and method statements for job specific activities.

Access arrangements are to be organised by the glazier, provision of competent persons to erect or operate access equipment or mechanical plant. The safe system of work (risk assessment & method statement), must consider all

relevant health and safety legislation and therefore must have specific provision for the following:-

- Protection of the public
- Working at height
- Manual handling
- Personal protective equipment
- Disposal of glass

WHAT YOU WILL NEED

You will most likely need the following tools:

- Safety equipment including gloves and goggles
- Glazing packers of various sizes (3mm for the sides but a variety for the bottom in case the replacement glass size varies from the original)
- Torx screwdriver (size T15)
- Small star head and 13mm flat blade screwdriver
- Claw hammer and soft hammer
- Broad bladed tool (old paint scraper etc.)
- Long thin bladed tool (sharp putty knife)
- Timber block
- Standard and long-nose pliers
- Strong adhesive/security glue

If any screws are used, please ensure they have sufficient corrosion resistance to class A2 or better.

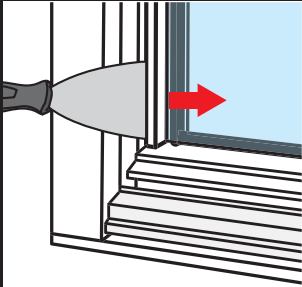
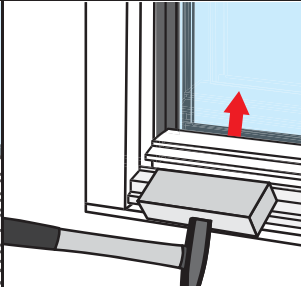
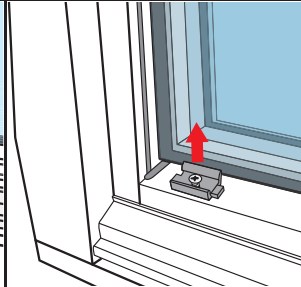
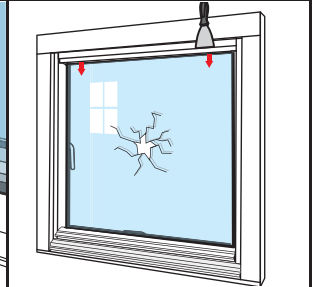
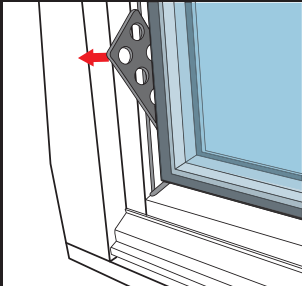
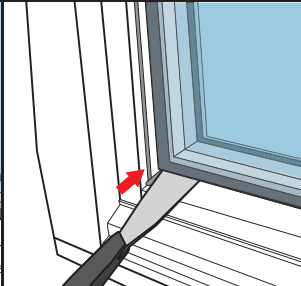

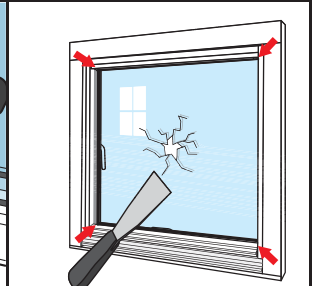
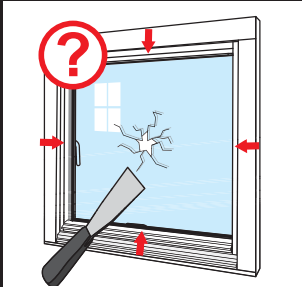
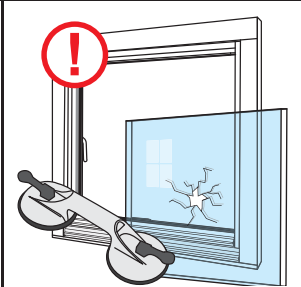
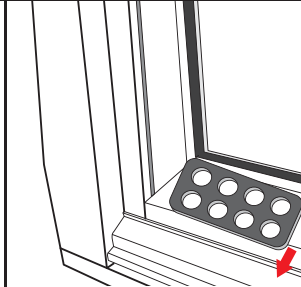
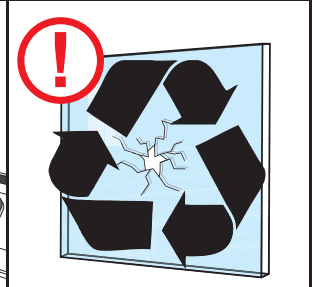
REMOVING WINDOW SASHES

It is advantageous to remove window sashes and door leaves prior to removing or fitting glazing. The following guidelines will help you carry out this procedure safely and in a controlled manner. Please note that at least two people are required to remove a window sash or door leaf safely.

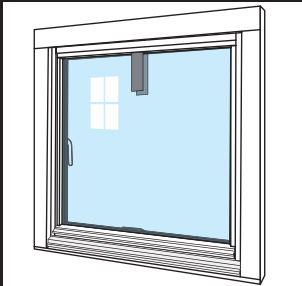
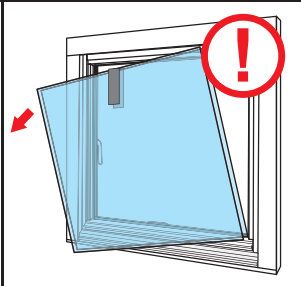
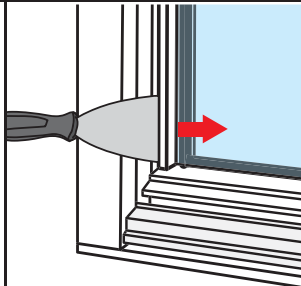
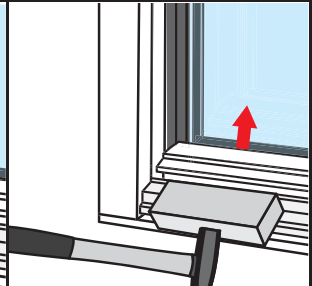
CONTACT DETAILS

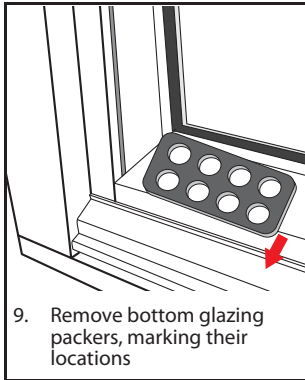
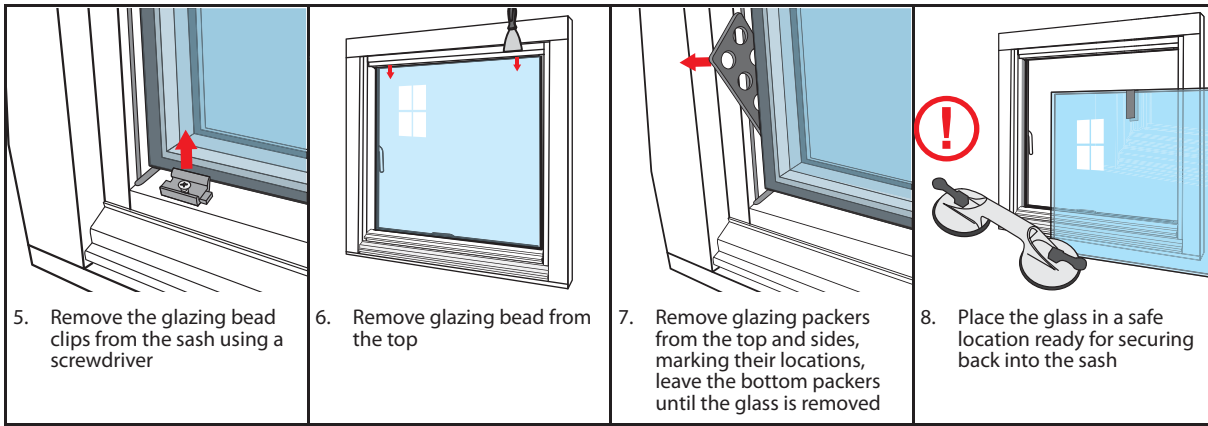
If you need any help or support then contact your nearest office as detailed on the back of this leaflet.

REMOVING BROKEN SEALED UNITS

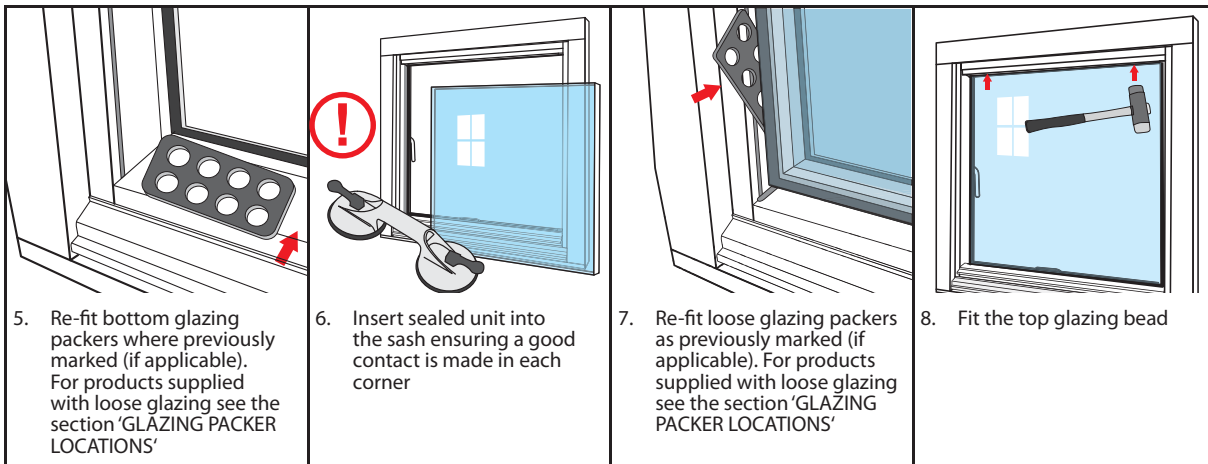
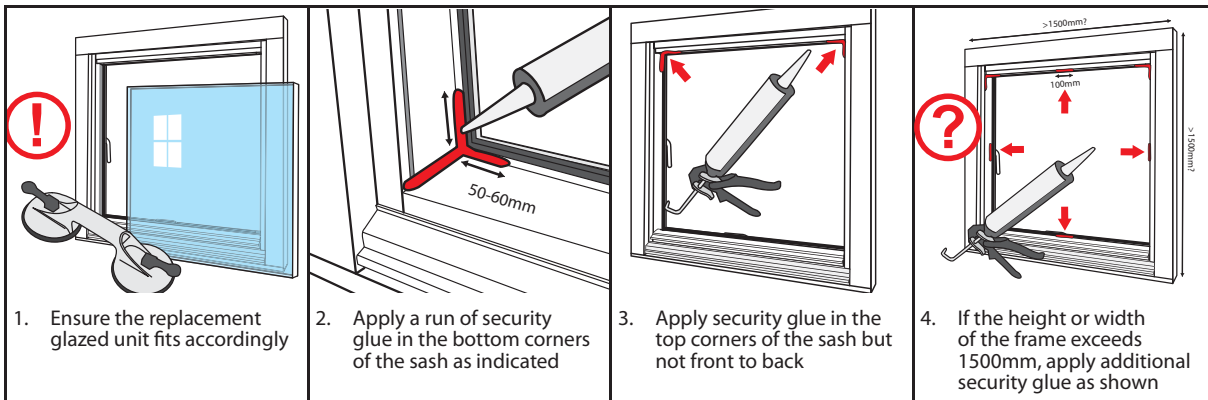
 <p>1. Check glass is safe. Remove side glazing beads using a broad bladed tool</p>	 <p>2. Remove the bottom glazing bead using a block and gently tap upwards</p>	 <p>3. Remove the glazing bead clips from the sash using a screwdriver</p>	 <p>4. Remove glazing bead from the top</p>
 <p>5. Remove glazing packers from the top and sides, marking their locations, leave the bottom packers until the glass is removed</p>	 <p>6. Break the glue seals by cutting into and away from the corners from the outside</p>	 <p>7. Break the glue seals by cutting into and away from the corners from the inside</p>	 <p>8. Repeat cutting the glue seal in all four corners, internally and externally</p>
 <p>9. If centres are glued, remove accordingly</p>	 <p>10. Take care when removing the glass from the sash</p>	 <p>11. Remove bottom glazing packers, marking their locations and scrape clean any areas where glue had previously been applied</p>	 <p>12. Dispose the glass in accordance with your local guidelines / regulations</p>

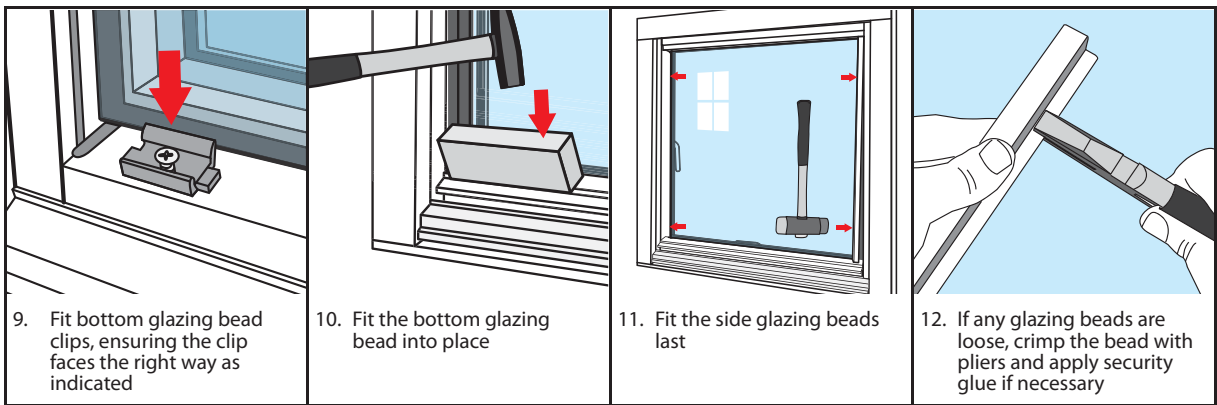
REMOVING DRY-GLAZED UNITS

 <p>1. Dry-glazed units have a ribbon at the top of the glazed unit</p>	 <p>2. Take care when removing the glazing beads as the glass is not secured</p>	 <p>3. Remove side glazing beads using a broad bladed tool</p>	 <p>4. Remove the bottom glazing bead using a block and gently tap upwards</p>
--	---	--	---

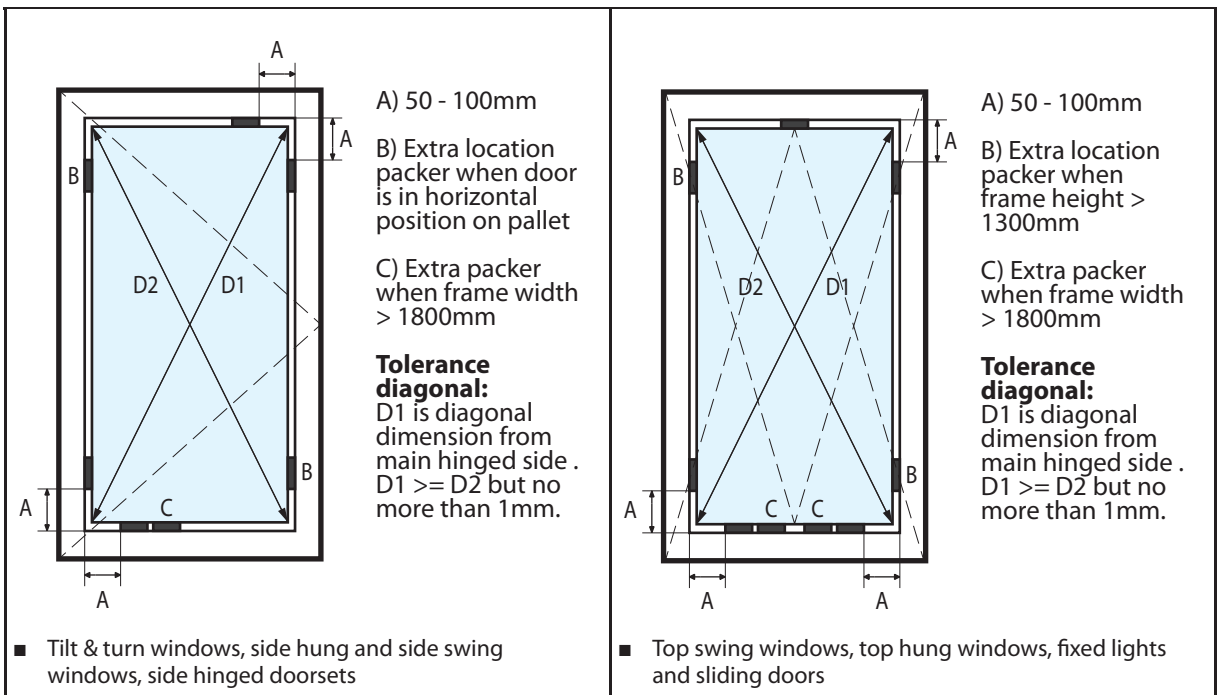


FITTING GLAZED UNITS

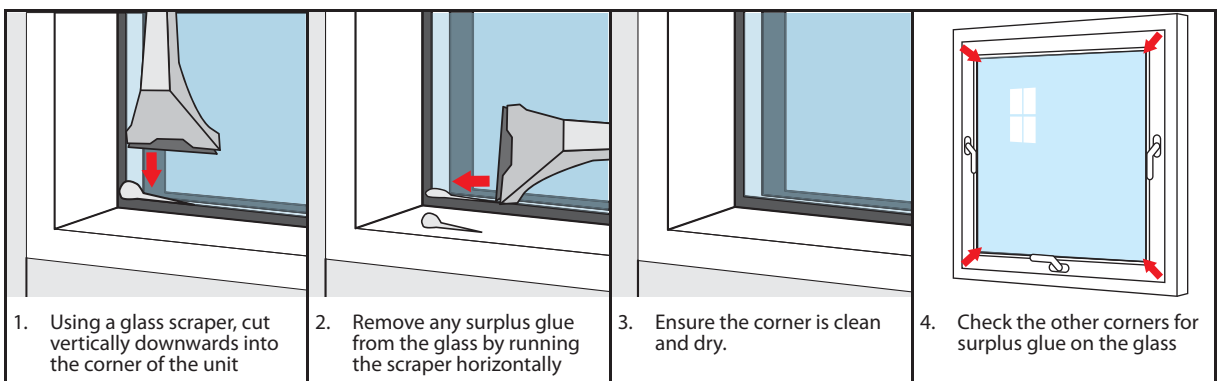




GLAZING PACKER LOCATIONS


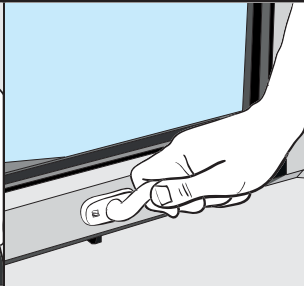
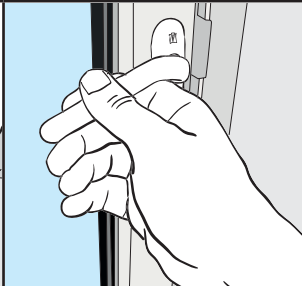

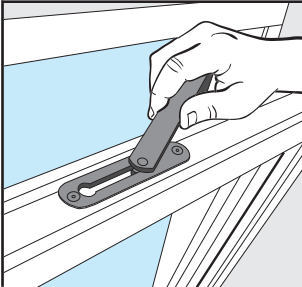



REMOVING EXCESS SECURITY GLUE WHEN DRIED (INTERNALLY ONLY)


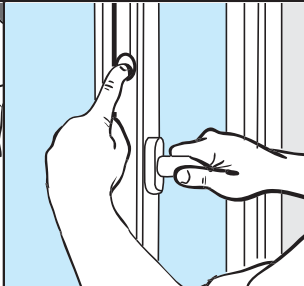
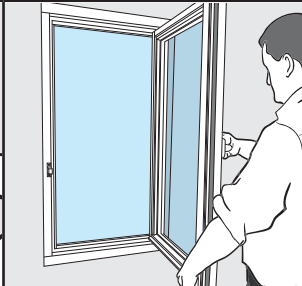
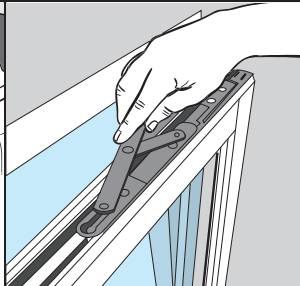



REMOVING WINDOW SASHES AND DOOR LEAVES


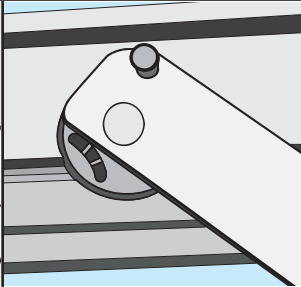
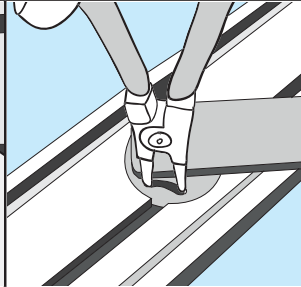
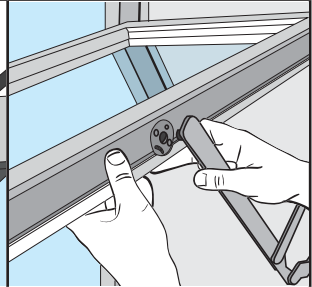
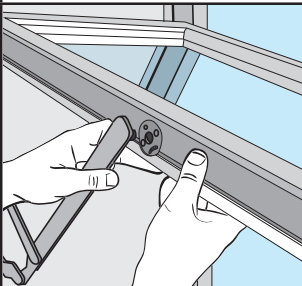
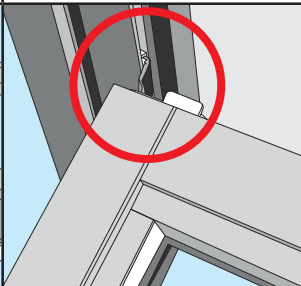
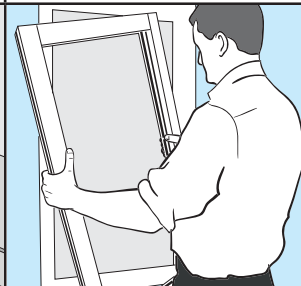
THREE HANDED TILT & TURN WINDOW

			
<p>1. Open the window into the side hung cleaning position (using the side and bottom handles)</p>	<p>2. Close the bottom handle with the sash open</p>	<p>3. Open the side handle on the 'hinged' side</p>	<p>4. Tilt the sash inwards by approximately 30° then lift it up and off the ball fitting</p>
			
<p>5. Uncouple the steel holding stay at the head by sliding the sash to the hinged side of the window</p>	<p>6. Store the sash safely</p>	<p>7. To re-install the sash, follow the procedure in reverse</p>	



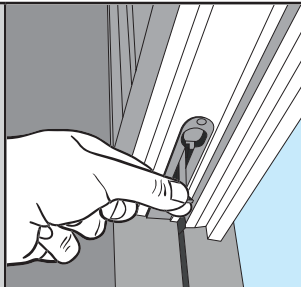
ONE HANDED TILT & TURN WINDOW

			
<p>1. Open the window into the side hung cleaning position (by turning the handle 180°)</p>	<p>2. Hold the button located in the side of the sash and turn the handle 90° into the ventilation position</p>	<p>3. With the sash at 90° to the frame, carefully lift up at the handle side and free the top restrictor arm, turning it to the side</p>	<p>4. Fully uncouple the steel holding stay at the head of the sash</p>
	<p>6. To re-install the sash, follow the procedure in reverse</p>		
<p>5. Store the sash safely</p>			

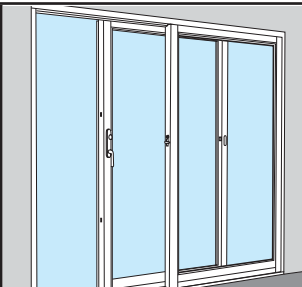
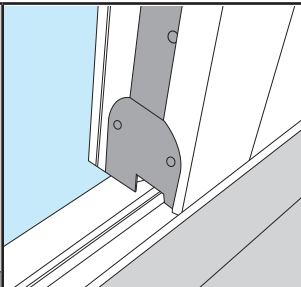

TOP SWING WINDOW

			
<p>1. Open the window into the cleaning position</p>	<p>2. From the outside, locate the hinge connection to the sash. Note: For the Top Swing Classic window, remove screw located in bracket</p>	<p>3. With someone else holding the sash firmly, use long nose pliers to open the spring located in the hinge</p>	<p>4. With the spring open, gently pull the hinge bracket away from the sash</p>
			
<p>5. Repeat the bracket removal on the other side of the sash</p>	<p>6. Gently twist the sash so that the runners are removed from the groove in the frame</p>	<p>7. Store the sash safely</p>	<p>8. To re-install the sash, follow the procedure in reverse</p>

BALCONY DOOR (SINGLE AND DOUBLE)

			
<p>1. Open the door by approximately 90° or more so that the door leaf clears the frame</p>	<p>2. Lift the door leaf off the hinges from the frame and store safely. Note: If a head fixing break is installed, unscrew and remove prior to lifting the door.</p>	<p>3. To remove the secondary door (if applicable), follow the same procedure</p>	<p>4. To re-install the door-leaf follow the procedure in reverse</p>

SLIDING DOOR

			
<p>1. Open the sliding part of the door half way</p>	<p>2. Lift the door evenly so the lower rollers clear the sliding track</p>	<p>3. Lift the bottom of the door out and remove, storing it safely</p>	<p>4. To re-install, follow the procedure in reverse</p>



For further information about NorDan UK's products and services, please contact your nearest office:

NorDan Vinduer Ltd
Unit 50, Park West Industrial Estate,
Park West,
Dublin 12

Showrooms available at the following locations:

Carroll Home Depot
Bluebell Industrial Estate,
Bluebell,
Dublin 12

Carroll Home Depot
Westpoint Business Park,
Ballincollig,
Cork

Carroll Home Depot
Oldcastle Road,
Kells,
Co. Meath

Carroll Home Depot
North Point,
Tuam Road,
Galway

Tel: 01 4600210

Email: info@nordan.ie
Web: www.nordan.ie

NorDan®