

REPLACING AND SECURING GLAZED UNITS

Recommended procedures for securing 'dry-glazed' products and replacing damaged glazing



Introduction

This leaflet provides you with 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'.

The procedure to replace or secure a glazing unit is basically two-fold:

- Prepare area for glazed unit
- Securely install glazed unit

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.

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.

Please read these instructions carefully to minimise risk of injury and also to make sure your windows and doors stay in good working condition.

This leaflet describes the correct method that should be adopted for re-glazing NorDan windows, and can only be used as a guide when preparing risk assessments and method statements for job specific activities.

Please note: this guidance document has not considered any access arrangements, additional training that may be required for working at height i.e. ladders, mobile towers, mobile elevated work platform or raising of the glass.

Safety first

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.

External 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 be specific provision for:-

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

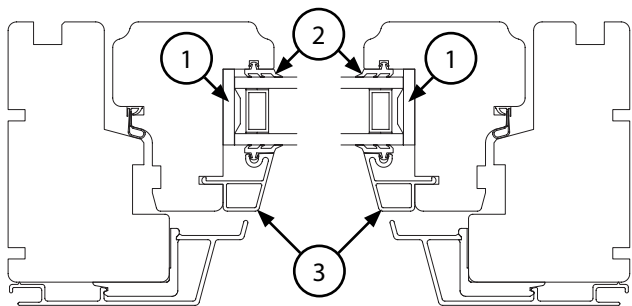
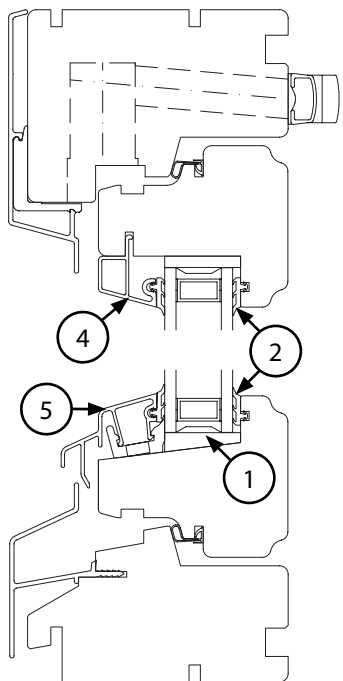
What you will need

- Spare 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 screwdriver
- Hammer
- Broad bladed tool (old paint scraper etc.)
- Long thin bladed tool (sharp putty knife)
- Timber block
- 13mm flat blade screwdriver
- Soft hammer
- Pliers
- Sikaflex 221

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

Know the product

1. Glazing packers
2. Internal glazing rubber seal
3. Side glazing beads
4. Top glazing bead
5. Bottom glazing bead



Prepare area for glazed unit

Quick overview

1. Remove the glazing beads complete with rubber seal
2. Break the glue seals (if replacing a damaged glazed unit)
3. Remove the sealed unit

1. Remove the glazing beads complete with rubber seal

- 1a: Remove the opening sash if the window type allows this.
- 1b: Working on the exterior side of the sash, remove the two side glazing beads by levering out the bottom first with the broad bladed tool. Once started the process gets easier. Ease the bead off for the full length.
- 1c: Remove the top bead, which is easy now the sides have gone.
- 1d: Remove the bottom (sill) bead by placing a wooden block underneath it and tapping up with a hammer.
- 1e: Remove the bottom bead fixing clips with the Torx screwdriver (or star headed screwdriver depending on fixing type).
- 1f: Remove packers and mark location as necessary before removing the glass.

2. Break the glue seals (if replacing a damaged glazed unit)

- 2a: Move to the inside face and insert a thin bladed tool into a corner by pushing behind and under the internal glazing gasket. Slice into and away from the corner to break the bond and push the glass outward while slicing.
- 2b: Repeat on all corners.
- 2c: Check from outside if centres are glued and cut in same manner from inside.

3. Remove the sealed unit

- 3a: Note or mark the position of packers.
- 3b: Push the glass unit out carefully and remove from the frame.
- 3c: Remove any packers that stuck to the glass.
- 3d: If you are replacing a damaged glazed unit, dispose of the unit following H&S guidelines. If you are simply removing the glazed unit because the window or door was delivered 'dry-glazed' then put aside carefully and follow the next steps for securely installing the unit.

Securely install glazed unit

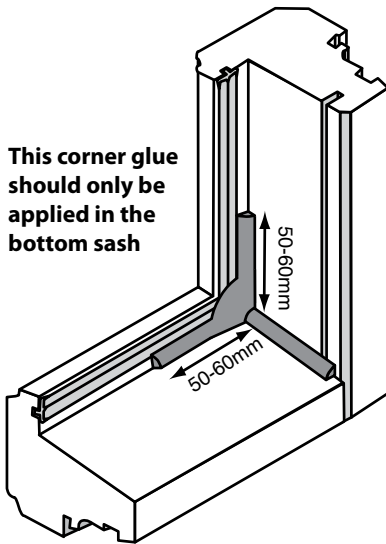
Quick overview

4. Fit internal glazing rubber seals
5. Apply adhesive
6. Insert sealed unit
7. Insert packers (if necessary)
8. Replace glazing beads

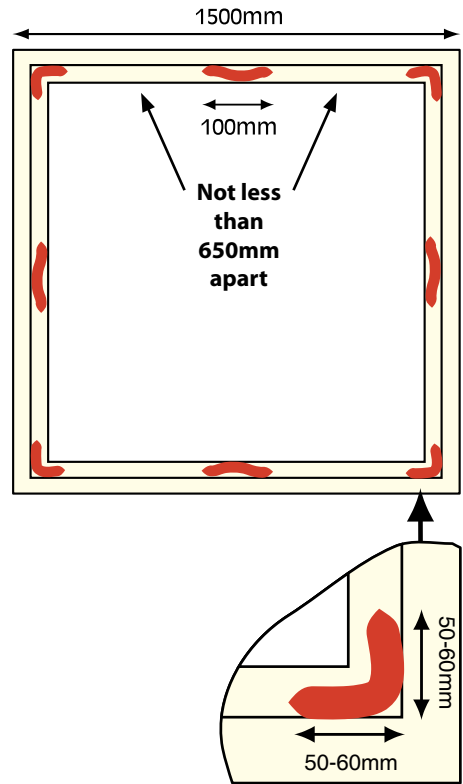
4. Fit internal glazing rubber seals

4a: Re-seat the internal glazing rubber if it moved. Do not overlap ends.

5. Apply adhesive



NOTE: If the height or width of the frame exceeds 1500mm, then adhesive should be applied in the middle, about 100mm in length (see below). The adhesive must be in contact with the gasket.



5a: Apply a run of adhesive (Sikaflex 221) approx. 40-50mm away from each corner and thicker than the thickness of the glazing rubber (to ensure a strong contact with the glass).

5b: In the corners of the bottom sash, run a bead of adhesive from front to back (see above).

6. Insert sealed unit

- 6a: Carefully place the unit into the glazing rebate by first sitting it on the bottom packers. Then push in and onto the internal glazing seal and glue. Push hard on the corners to ensure good contact with the glue.
- 6b: Check inside that the rubber is not buckled in any place. Smooth out if necessary. Wipe away any glue that appears inside.

7. Insert packers

- 7a: Refit any loose glazing packers where previously located.

NOTE: If any are loose, replace them with an appropriate thickness. Fit packers in accordance with BS 6262: 1982 Code of practice for glazing for buildings.

8. Replace glazing beads

- 8a: Insert the top bead first, then the bottom bead. Ensure the bottom bead goes on the clips the right way round. Clip it into place by tapping with a soft faced hammer.
- 8b: Fix the two side beads last. Butt the top tight to the upper beads.
- 8c: Tap the top and side beads in until none of the tongue is visible. Use a timber block and hammer or a rubber hammer.
- 8d: If beads are loose, crimp the bead with a pair of pliers to ensure tight fit.

TIP: Apply a small spot of glue on the glazing bead tongue if required.



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