



This guide provides important information that will help keep fiberglass and steel doors looking beautiful and operating smoothly for many years while maintaining warranty coverage. Regular inspections and minor maintenance are the best ways to keep these products in good condition.

## Introduction

Windows and doors are subjected to many kinds of dirt, debris and other contaminants over time. Ongoing care and maintenance at regular intervals helps to ensure that they attain their intended service life, maintain optimum performance, and are not subject to premature wear. Failure to properly maintain the windows and doors may result in reduced air and water tightness, in premature wear of the operating components, and may void provisions of the warranty. **Coastal properties require additional maintenance as they are subject to salt deposits and wind driven sand.**

Bi-annual inspections of all windows and doors should be performed in spring and fall to ensure your windows are clean, free of debris and lubricated. The use of mild soap and water is recommended for cleaning. Never use abrasives or acidic solutions such as vinegar.

### TABLE OF CONTENTS

<b>Precautions, Safety And Cleaning Recommendations</b>	<b>2</b>
<b>Needed Materials and Tools</b>	<b>2</b>
<b>Basic Inspections and Maintenance</b>	<b>2 - 4</b>
<b>Cleaning Glass</b>	<b>5</b>
<b>Door Surface Cleaning and Hardware Lubrication</b>	<b>6</b>
<b>Glossary</b>	<b>7</b>
<b>Inspection Checklist</b>	<b>8</b>

## PRECAUTIONS AND SAFETY

- Never mix cleaners or solvents. This may be dangerous as well as ineffective.
- If using commercial cleaning or finishing products or solvents, carefully read and follow safety instructions, warnings, cautions and disposal instructions on manufacturer's labels. Wear appropriate safety gear (e.g. clothing, goggles, gloves) and provide plenty of ventilation.
- Immediately clean spills.
- Most solvents are flammable and/or toxic and must be handled with extreme care. Do not use near open flame, sparks, or electrical motors.



## RECOMMENDATIONS

- Do not power-wash doors; this can cause seal failure and allow water to enter the structure.
- Avoid using metal tools, razor blades, or other sharp objects and abrasive cleaners. They can damage door surfaces, scratch glass and remove coatings.
- Do not allow aggressive cleaners to come into contact with door surfaces. Immediately rinse and dry.
- Do not allow cleaners to puddle or collect at glass edges near glazing materials.
- Avoid cleaning in direct sunlight or in temperatures too hot or too cold.
- Avoid excessive rubbing and over-cleaning.
- Do not scour.
- Clean and rinse one area at a time.
- Clean twice a year (monthly in coastal areas) or when dirty.
- After-market tints and films are not recommended on glass, as they may cause damage to the glass and/or sealant.

## NEEDED MATERIALS AND TOOLS

### MATERIALS

- Baby shampoo or mild soap and water.
- Several clean, soft, non-abrasive, absorbent lint-free dry cloths (cleaning).
- Commercial glass cleaning products or solvents.
- Plastic wrap (for label removal).
- High quality sealant (100% polyurethane if painted and 100% silicone if left exposed).

### TOOLS

- Soft bristle brush
- Spray bottle
- Sponge
- Plastic putty knife (for paint or label removal)

## BASIC INSPECTIONS AND MAINTENANCE

### GUTTERS AND OVERHANGS

Gutters and overhangs protect doors from excess exposure to water. Clear at least once a year or as necessary.

### SLAB AND FRAME INSPECTION

- Inspect annually (due to the corrosive environment of coastal areas, inspect monthly).
- Inspect stiles and rails for damage (excessive warp, cracks or splits in vinyl cladding or fiberglass surfaces, dents or scratches in metal surfaces).
- Immediately repair scratches or cracks in painted or finished surfaces. Re-finish surfaces as necessary when finishes fade, crack, peel,
- Check glass for cracks. If cracked, contact your local glass supplier for replacement.
- For insulating glass units, look for moisture or fogging between glass panes (most likely to occur on cold mornings). This may be an indication of seal failure.

## NEEDED MATERIALS AND TOOLS

Inspecting and maintaining weatherstrip can help avoid costly structural damage from water leakage and energy loss due to air and/or water infiltration. Replace weatherstrip, that has gaps or is missing, torn, cracked, brittle, discolored, gummy, or that has no “bounce back” when pressed down.

## PRECAUTIONS

- Solvents such as mineral spirits or petroleum-based products may damage or dissolve weather strip.
- When using alcohol, always test small area first to avoid product damage.
- Do not allow solvents or silicone to touch surfaces around weatherstrip.
- Do not use abrasives, sanders, or anything sharp near weatherstrip. Light Cleaning of Painted Surfaces
  1. Clean with damp cloth or mild soap and water.
  2. Rinse and dry thoroughly.
  3. Repeat if necessary.

## NON WATER-SOLUABLE CLEANING

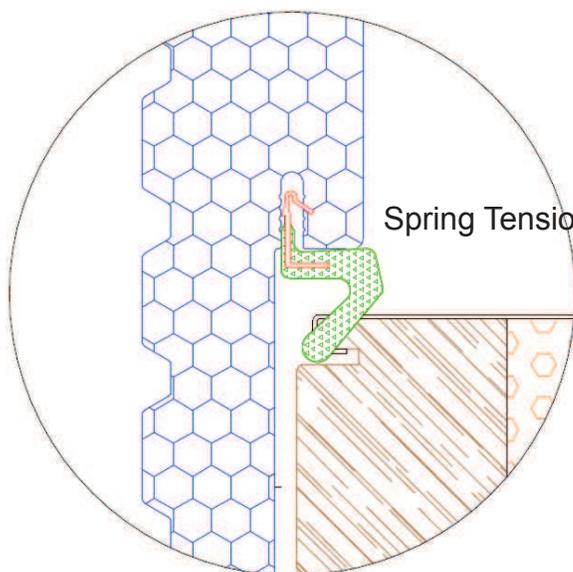
Clean with denatured alcohol on soft cloth. Test on inconspicuous area first. If denatured alcohol doesn't work:

1. Clean with small amount of lacquer thinner on soft cloth. Follow all instructions and do not get lacquer thinner on fiberglass.
2. Repeat if necessary.
3. Clean with mild soap and water, then rinse. If unsuccessful, consider replacing weatherstrip.

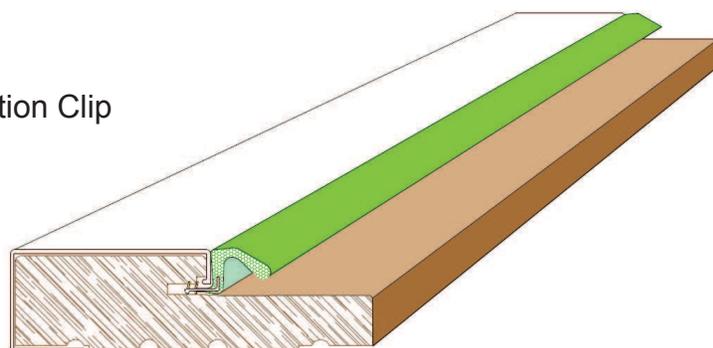
## WEATHERSTRIP REPAIR

If weatherstrip is loose or falling out of the groove:

1. Replace the weatherstrip with Global Windows and Doors supplied products only.
2. The weatherstrip is held in place with a coextruded Spring Tension Installation Clip and can easily be removed by pulling at one end and continuing until the Long Reach Polyflex Weatherstrip is completely disengaged from the Jamb Groove.
3. To reinstall the weatherstrip, reverse the process by pressing the coextruded Spring Tension Installation Clip back into the original Jamb Groove.

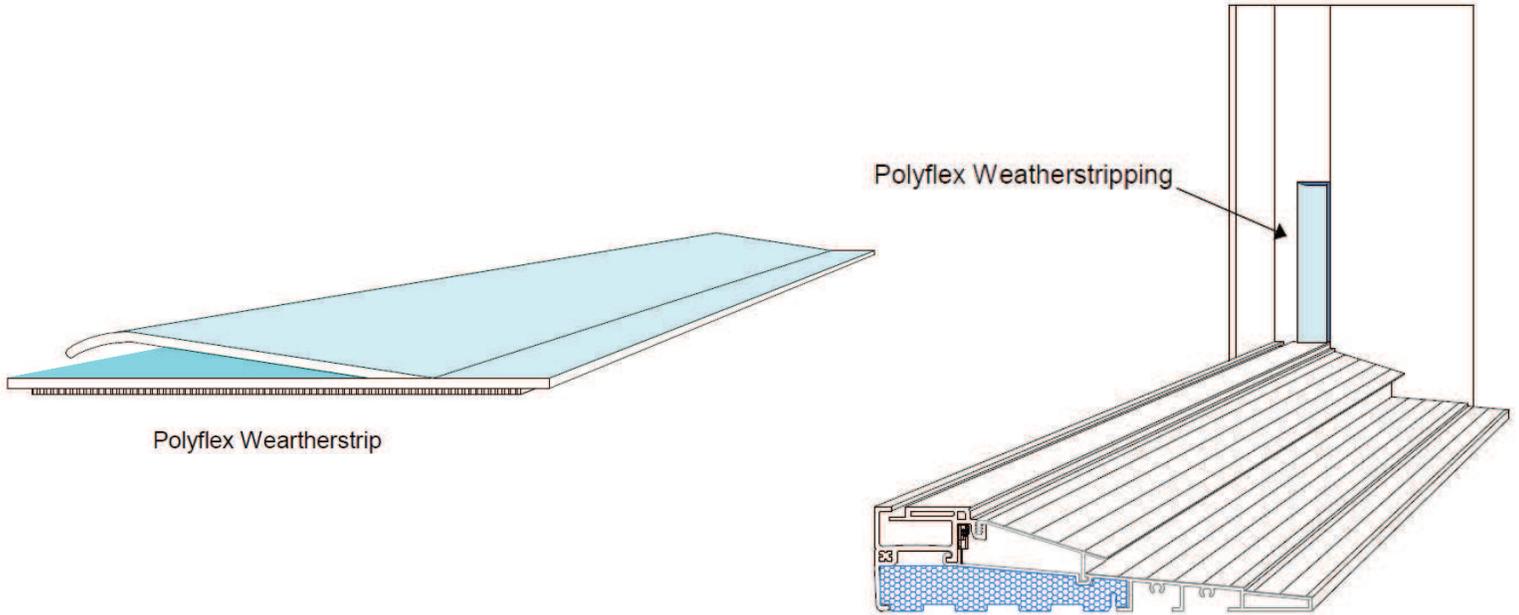


## Weatherstrip



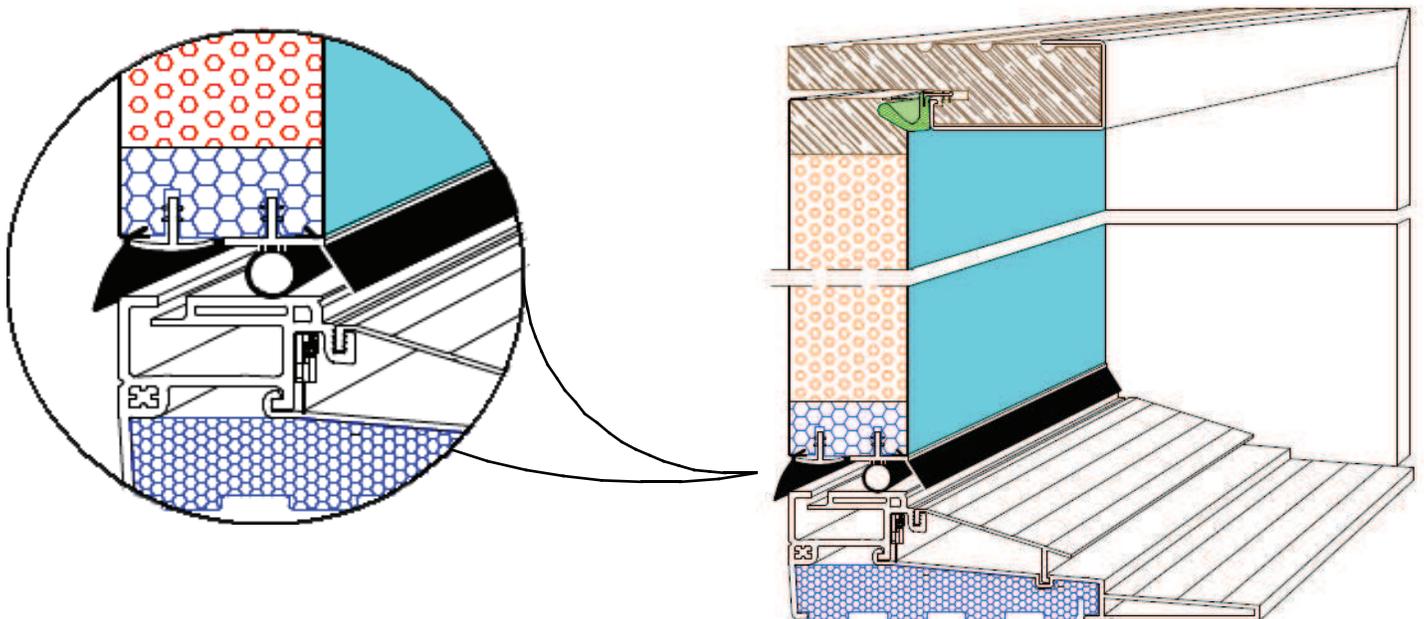
### POLYFLEX WEATHERSTRIP INSPECTION

A Polyflex Weatherstrip should be installed at each lower corner where the door slab is when closed. Replace the Polyflex Weatherstrip if it's damaged or missing.



### DOOR SWEEP

Visually inspect the sweep for tears and missing components. If the sweep is damaged, consider replacing it. When the door is closed, the sweep should be compressed by the threshold by approximately 1/8".



## CLEANING GLASS

### GENERAL CLEANING

Prepare cleaning solution (1 tsp. baby shampoo or mild soap to one gallon of water).

1. Rinse surface with clean water from top to bottom.
2. Apply cleaning solution with a sponge or soft brush with uniform pressure horizontally, then vertically.
3. Promptly rinse thoroughly with clean water (sponging while rinsing may be helpful; do not allow cleaning solution to dry on the surface or collect and puddle).
4. Wipe dry with lint-free dry cloth.
5. If necessary, repeat steps above until clean.
6. Dry door with separate cloth.

### PAINT REMOVAL

1. Soak dried latex paint drips with warm water and baby shampoo solution. For oil-based paint, consult a paint professional.
2. Wipe with damp cloth or sponge. if needed,
3. Scrape gently with plastic putty knife. Repeat soak and scrape.
4. Repeat if necessary.

### LABEL REMOVAL

Slowly peel from one corner. If label tears or sticks, moisten with soapy water and gently scrape with plastic putty knife. Stubborn labels can be soaked with soapy water and covered overnight with plastic wrap. Gently remove with plastic putty knife.

### STUBBORN STAIN REMOVAL

Commercial glass cleaning products may be necessary.

- Apply small amount directly to the stain. Avoid spilling or dripping down the glass.
- Some persistent stains may need higher strength cleaning solutions that contain active ingredient chemicals such as denatured alcohol or acetone. Special care must be taken when using these types of cleaners.
- For oil and grease: try baking soda and water.

## MORE INFORMATION ON GLASS CLEANING

The Glass Association of North America (GANA): [www.glasswebsite.com](http://www.glasswebsite.com)

**Note on Web sites! Web site content is subject to change and should be used for informational purposes only.**

**Global Windows and Doors is not responsible for third-party information.**

## DOOR SURFACE CLEANING AND HARDWARE LUBRICATION

Cleaning and lubrication help to maintain and restore smooth operation to movable parts such as hinges and locksets and, in most cases, offers some corrosion protection.

Clean door surface and maintain hardware any time doors are not opening or closing properly or at least biannually (monthly for coastal areas):

- Clean dirt/debris with mild soap and water and rinse clean
- Tighten loose screws
- Replace damaged hardware

## PRECAUTIONS

The following substances may damage protective finishes. Do not use:

- Vinegar-based cleaners (use on glass only)
- Citrus-based cleaners (lemon, etc.)
- Paint removers
- Window cleaners
- Brick/siding washes
- Any other industrial or abrasive cleaners
  1. Lubricate hinges with light oil (3-In-One® oil or equivalent) annually or when noisy.
  2. Spray keyway lock with graphite lubricant.

## DOORS:

### Hangers, Pivots and Brackets

Exposed surfaces should be wiped down with warm soapy water and a soft rag, and then rinsed clean before applying new surface protectant. A light spray application of WD40®, followed by a light wipe with a dry cloth to remove any excess.

### Hinges

Wipe down the visible surfaces with warm, soapy water and a soft rag, then rinse off and dry by wiping with a clean rag. Application of a thin film of WD40® will help maintain the original luster of the metal finish, and lubricate the moving contact surfaces. Be careful not to get these compounds on any wood components as it may cause staining.

For oil-rubbed bronze finish, care should be taken when cleaning or re-applying surface protectant.



## GLOSSARY

### Astragal

The vertical trim attached to one of the panels of a French door that bridges the gap between the panels when closed to provide weather and overswing protection.

### Door System

An assembly of a door slab and frame where the slab has been pre- hung in the frame.

### Frame

The assembly of structural members (head, sill and jambs) used to fasten the door to the structure.

### Insulated Glass Unit

A sealed assembly of two or more panes of glass separated by a spacer. Kerf  
A groove that often holds weatherstrip.

### Keyway

The slot in the lock where the key is inserted.

### Lite

A framed piece of glass within the door slab, sidelite or transom.

### Seal Failure

The airtight seal between two panes of an insulating glass unit has broken and is usually discovered when excess moisture fogs the inside of the glass panes.

### Sidelite

A fixed, usually rectangular decorative glass component on either side, or both sides of a door system.

### Slab

The operating part of the door system.

### Sweep

The flexible seal material attached to the bottom of the door slab.

### Threshold

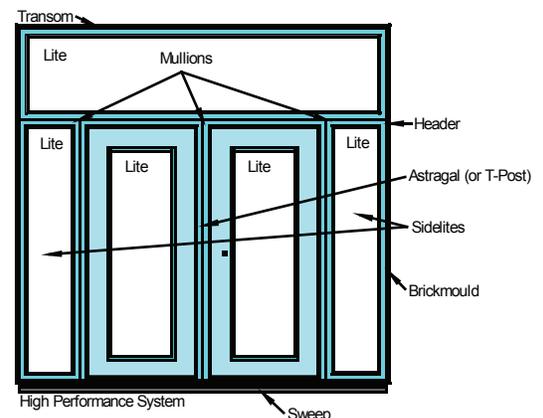
The bottom component of a door system.

### Transom

The decorative glass component installed above the door system.

### Weatherstrip

A strip of material that covers the joint between the door slab and frame and is used to help prevent rain, snow and air from entering.



**INSPECTION CHECKLIST**

DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

EXTERIOR	NOTES
<ul style="list-style-type: none"> <li>• Paint or Finish                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Dirty</li> <li><input type="checkbox"/> Cracks, scratches, blisters, fading, flaky or other damage</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Sealant Joint                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Cracks, voids, other damage</li> <li><input type="checkbox"/> Deterioration, loss of adhesion</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Glass (if applicable)                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Dirty</li> <li><input type="checkbox"/> Scratched, cracked, other damage</li> <li><input type="checkbox"/> Moisture between Panes (insulating glass only)</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Weatherstrip                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Missing or loose</li> <li><input type="checkbox"/> Tears, cracks, other damage</li> <li><input type="checkbox"/> Brittle, gummy, discolored</li> <li><input type="checkbox"/> No "bounce back"</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Gutters                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Dirty or clogged</li> <li><input type="checkbox"/> Damaged</li> <li><input type="checkbox"/> Missing</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• All Product Hardware                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Dirty or damaged</li> <li><input type="checkbox"/> Discolored or tarnished</li> <li><input type="checkbox"/> Hinges or locksets loose or need lubrication</li> </ul> </li> </ul>	
INTERIOR	
<ul style="list-style-type: none"> <li>• Paint or Finish                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Dirty</li> <li><input type="checkbox"/> Scratched, cracked, other damage</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Glass (if applicable)                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Dirty</li> <li><input type="checkbox"/> Moisture between Panes (insulating glass only)</li> </ul> </li> </ul>	
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**Contact us**

**For Questions, feel free to contact us by phone or email:**

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