

# Ventrolla

SASH WINDOW SPECIALISTS

## Maintenance Instructions

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Over 30  
years of British  
Craftsmanship



# We hope you are enjoying the benefits of your Ventrolla renovated windows.

Following renovation by Ventrolla, your windows may need painting, and will need ongoing general maintenance to ensure longevity. To achieve this, the Ventrolla Perimeter Sealing System (VPSS) will need protecting, by following the instructions below.

## PREPARATION:

Before starting any maintenance, please ensure:

- Dust sheets are used to protect the floor and furniture etc.
- Beneath the window there is a clear area for working in, throughout the period of work.

## EQUIPMENT:

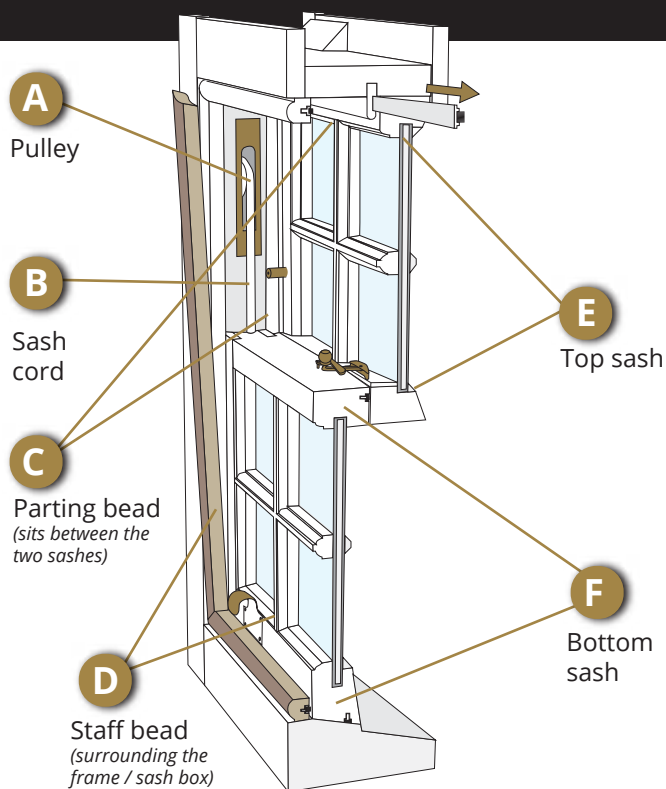
Dust Sheets, Screwdriver, Chisel, Hammer and Masking Tape (Safety Barriers, if applicable).

## PERSONAL PROTECTIVE EQUIPMENT:

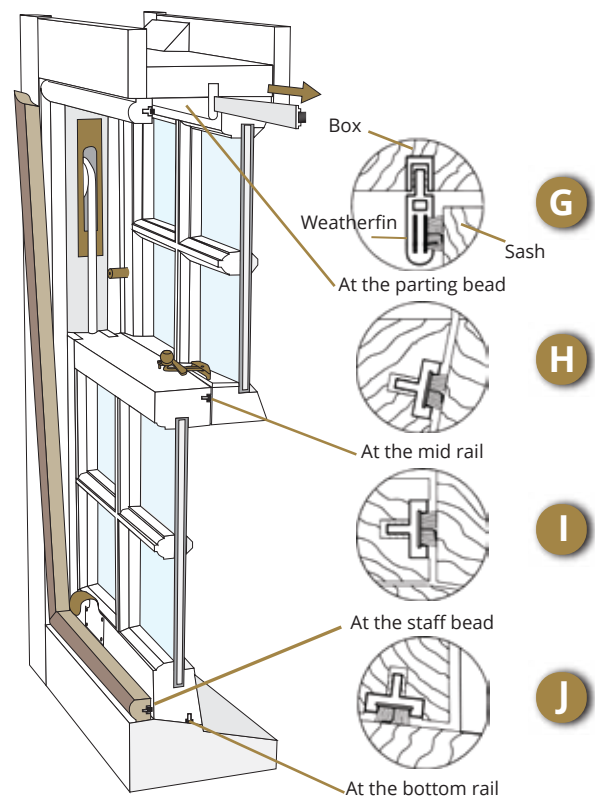
Eye Protection (i.e. safety glasses), Safety Gloves, Dust Mask and Safety Shoes.



### 1) Diagram of a Sash Window



### 2) Weatherfin Pile installed into a sash window



## Safe limits for lifting timber sashes

Typical sash with 4mm glazing	450mm x 500mm	800mm x 700mm	700mm x 900mm	1000mm x 1100mm
Sash Weights	6.5kg	10kg	11kg	14kg
Lifting Requirements	1 person	1 person	2 people	2 people

Please consult the above table on safe limits for lifting timber sashes. When manual handling, always use the correct lifting techniques. If lifting heavy or bulky items you may need assistance to share the load. When lifting more than 25kg, two people will be required.



NB: Double glazed sashes require two people for lifting.

# Step-by-step guide to removing your sashes



1 Using one inch masking tape, protect the Weatherfin Pile at the midrail (H) and bottom rail (J) of the bottom sash (F).



2 Slide the bottom sash (F) up and ease out the lower two parting beads (C) from either side of the frame.



3 Pull down the top sash (E) remove the two upper parting beads (C) from either side of the frame.



4 Remove the parting bead (C) that spans the top width of the window.



5 The sashes will now move more freely with the parting beads removed. Using the masking tape, protect the Weatherfin Pile in the staff beads (I).



6 Paint the windows as normal, ensuring the sashes are moved slightly every hour to avoid sticking. For painting tips see overleaf.



7 Once painted, remove the masking tape from the staff beads (I), the midrail (H) and bottom rail (J) of the bottom sash and replace the two lower parting beads.



8 Replace the upper three parting beads - two either side and one spanning the top width of the window (G).

You may need to gently use a chisel to remove the partings beads from around the sash



## Items to note:

- We recommend the use of masking tape where the Ventrolla Sash Removal System (SRS) isn't installed, to avoid contamination of the Weatherfin Pile when painting.
- The parting bead is designed to be prised away from its holder at one end, eased out and then removed.
- Clearly mark each piece of parting bead that you remove with its location, for easy re-assembly.
- When replacing the parting beads (C), check that the Weatherfin Pile (Diagram 2) in the lower sections is facing inwards when viewed from inside, and that the upper pile sections are facing outwards.
- Ventrolla cannot be held responsible for paint damage to the Weatherfin Pile.



# Painting Instructions

## 1. Protecting the Weatherfin Pile

The Weatherfin Pile sits in a routed out u-section within your sashes, and therefore masking tape is needed to protect it from paint.

The Weatherfin Pile is also installed into:

- The underneath of the bottom rail of the bottom sash (J).
- The rear of the mid rail (or top rail) of the bottom sash (H).
- Either the top rail of the top sash (meeting the frame) or in parting bead (G) spanning the width of the window at the top of the box frame.
- The staff bead spanning the width and height of the window (I) and (D), surrounding the sash box.
- The parting beads (C) on both sides of the window (these are to be removed and therefore do not need masking tape).

## 2. Remove the old paint

Should you wish to re-paint your whole window once renovated, you may need to sand the old paint from the sashes and frame. You must presume this paint has significant lead content and wear a suitable protective dust mask.

NB: Do not expose components of Ventrolla's Perimeter Sealing System to excessive heat.

## 3. Mask the glazing

You may want to protect the sash window glass from paint by placing masking tape and/or cloth over the glass pane.

## 4. Paint your windows

When painting your sash window, apply a good quality primer, top coat and gloss to ensure a good finish and well protected timber. Do not intrude on the glass with the paint, except on the final coat which should overlap onto the glass by about 1mm (to protect the seal). Painting may be easier with a "sash trim brush", which is slightly angled to reach into 90-degree corners and tight spaces.

NB: Ventrolla cannot be held responsible for paint damage to the Weatherfin Pile.

# Care Instructions

## 1. Weatherfin Pile

Generally the Weatherfin Pile (or weather-strip / draught-proofing strip) will not need to be cleaned but if it does we recommend you brush clean with a stiff brush and wash with a mild detergent.

NB: Solvent based products must not be used.

## 2. Hinges & Window Catches

Wipe over, clean and lightly oil or spray with a lubricant like WD40.

## 3. Weatherfin Pile Carriers

The pile carriers house the Weatherfin Pile in and around your sashes.

To remove dust and light stains, a mild detergent mixed with water should be applied with a non abrasive cloth or pad. Care should be taken not to saturate the Weatherfin Pile.

In the event of stubborn stains then a soap or water based cleaner should be applied.

NB: The following must not be used:

- Acids
- Abrasive pads
- Solvent based chemicals
- Methanol based products
- Paint or Stains
- Abrasive Cleaners
- Wire Wool
- Paint Removers
- Sandpaper
- Bleach

The colour of the Ventrolla system fitted may fade to a slightly different shade over time.

Ventrolla offer a full after care service and/or repile, should this be required.

For help or further information, please call our friendly team on 0800 0277 454 or visit [www.ventrolla.co.uk](http://www.ventrolla.co.uk)

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