



OPERATING, MAINTENANCE AND CLEANING INSTRUCTIONS

Model 3000 Double Hung Window

Caution: Only A Qualified Window Installer or Building Custodian with Extensive Window Experience should perform Window Maintenance.

Description:

The Model 3000 window is a side-load double hung unit meaning both the upper and lower sash can be operated.

Operation:

The model 3000 double hung windows have automatic head & sill locks. Auto locks are located on the bottom rail of the lower sash and the top rail of the upper sash. These locks are spring-loaded and catch on an extruded full width “keeper” of window’s master frame. Squeezing the auto lock against the sash’s lift rail and lifting slightly will enable you to unlock the window.

Maintenance:

The Model 3000 is basically a maintenance free product with only a few mechanical mechanisms. A periodic cleaning and lubrication schedule as well as annual maintenance should help provide years of trouble free service from your windows.

Sash Removal:

The model 3000 is a side load product that requires the sash to be removed for cleaning.

Block & Tackle Balances:

Spring clips are located approximately 6” from the head of the window, in the sash pockets. To remove the sash, pull out the clips to catch the end of the balances.

Raise the sash up until balances engage clips.

Lift sash up approximately 3” forcing it to one side of the master frame and pulling the opposite side in to remove it from the master frame.

To reinstall, place sash approximately 3” above the bottom of the balances, insert one side of the sash into the jamb to allow opposite side to enter the frame.

Center the sash inside the frame and lower it onto the balances.

Close sash and push in the spring clips.

Glass Replacement:

Remove the sash to be re-glazed. Lay insert flat on saw horse or 2 x 4's. Unscrew phillips head screws at each corner. Gently remove metal frame from the soft vinyl that surrounds the glass. Remove vinyl from glass, making sure to remove all broken pieces of glass from vinyl. Dispose of the old glass and reverse the above steps to replace the new glass. You will reuse the vinyl material.

Screen Replacement:

The screen is spring loaded from the side.

Raise the sash and push the screen to one side, compressing the spring clip.

Hold onto the screen firmly and push the opposite side out to disengage it from the master frame.

Pull the screen in through the window diagonally.

Cleaning and Lubricating:

The glass may be cleaned using commercially available cleaning solutions intended for this purpose. The aluminum portion of the window should be cleaned in accordance with AAMA publication #610 "Voluntary Guide Specification for Cleaning and Maintenance of Painted Aluminum Extrusions and Curtain Wall Panels" or AAMA #609 "Voluntary Guide Specification for Cleaning and Maintenance of Architectural Anodized Aluminum". Current versions of these publications can be ordered by contacting the Architectural Aluminum Manufacturers Association at 1827 Walden Office Square, Suite 104, Schaumburg, IL 60173-4268. Phone: (847) 303-5664. Fax: (847) 303-5774. Or contact AAMA at www.aamanet.org.

The jamb's balance tracks of the window should be cleaned and lubricated at least once per year and more often if local conditions dictate.

To clean the jambs, use a mild non-abrasive cleaner and wipe down the interior pockets of the jamb balance track from top to bottom. Clean the jamb surfaces of the master frame and sash, which are in contact with each other when the sash is opened or closed.

A clean, soft cloth should be used to dry the jambs and balance tracks.

Lightly spray the entire length of the jamb and balance track with a silicone spray. This will lubricate the window and help it operate more easily and more smoothly.

Annual Maintenance/Record Keeping:

Peerless recommends an annual inspection of your windows and installation by a qualified window installer.

Check the general appearance of the windows and installation; specifically noting the seal integrity of the insulating glass, proper locking and operation of the window, and all caulking surrounding the window. Check all fin seal weather stripping and Santoprene bulbs for condition and continuity.

Clean the window frame and glass as recommended in the “Cleaning” section.

Maintain a window log indicating the date of the annual inspection or any other service work performed on the windows. Note the person(s) who did the work, the condition of each window, the specific location of each window, and what service work or cleaning was performed.

Submit a photostatic copy of this log when requesting any warranty service work.

--- End ---