Abbreviated DECLARATION OF PERFORMANCE to cover all products within this maintenance guide.

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Declared Performance</th>
<th>Harmonised Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water tightness</td>
<td>NPD</td>
<td></td>
</tr>
<tr>
<td>Air Leakage</td>
<td>NPD</td>
<td></td>
</tr>
<tr>
<td>Resistance to wind-load</td>
<td>NPD</td>
<td></td>
</tr>
<tr>
<td>Dangerous substances</td>
<td>None.</td>
<td></td>
</tr>
<tr>
<td>Load-bearing capacity of safety device</td>
<td>350N</td>
<td></td>
</tr>
<tr>
<td>Acoustic performance</td>
<td>NPD</td>
<td></td>
</tr>
<tr>
<td>Thermal transmittance</td>
<td>&lt;2.0W/m²K</td>
<td></td>
</tr>
</tbody>
</table>

EN 145352-1:2006 + A1:2010 and revisions

The performance of our products are in conformity with the declared performance outlined on individual DOP certificates which are available upon request or from our web site. All Declaration of Performance certificates are issued under the sole responsibility of the manufacturer identified above. Signed on behalf of the manufacturer David Parratt, Managing Director 1st June 2013
The windows and doors recently installed to your home are high quality products and are virtually maintenance free. To help keep these products in tip-top condition basic maintenance procedures are highlighted below and ensure the long and trouble free life of the product.

Glass
Glass should only be cleaned with a glass cleaning liquid or warm soapy water. Abrasive cleaners should not be used.

PVCu Windows and Doors
The PVCu windows and doors should be cleaned regularly with warm soapy water; it is acceptable to use a very light abrasive cleaner (as used for acrylic baths) for the removal of stubborn dirt and grease. It is not recommended to use this often.

Locks, Hinges and hardware
All moving parts should be oiled regularly with a lightly oiled cloth, it is suggested this is done at least twice a year to keep the product free of dirt, as the commonest fault of a locking mechanism is due to poor after care. Should the mechanism stiffen, a simple squirt of WD40 will ease prior to oiling. Ensure lubrication is inserted into all moving parts. Window handles can be locked in the ventilated position but it is not recommended for maximum security.

Failure to comply with this minimum maintenance may invalidate your guarantee.

Composite Doors
Door facings should only be cleaned with warm soapy water.
At no point should an abrasive cleaner be used.

Locking the door
Close the door and lift the lever upwards, this action will project the compression bolts and hook into their respective keeps. Rotate the key one revolution, the deadbolt will now pass through the connecting rod, thus directly immobilising the drive to the compression bolts and hook. The door is now fully weathered and secure.
If the lever is not pulled up, the door may be draughty.

Unlocking the rear door (Lever/Lever)
Insert the key in the cylinder and rotate one revolution. Next push the lever down to fully retract the compression bolts and hook, the latch will automatically retract when the lever is depresses. The procedure is the same for internal and external operation.

Unlocking the front door (Lever/Pad)
To unlock the door from inside when a Lever/Pad handle is fitted, simply follow the procedure for unlocking the rear door.

To unlock the door from outside, insert the key and rotate, this will retract the deadbolt. Depress the lever which will withdraw the compression bolts and hook, the latch will not operate at this point. To gain access simply turn the key again, in the same direction as to retract the deadbolt, the latch will remain withdrawn whilst you hold the key in the rotated position.

Premium security
Premium security can only be achieved when both compression bolts and hooks are engaged in their respective keeps and the deadbolt is thrown. Closing the door when using the Lever/Pad handle will provide an instant security benefit but this does not constitute high security locking of the system.

The advice contained in this leaflet applies to composite doors as well as all types of PVCu products including all types of windows whether top, bottom, left or right hung, tilt and turn windows, single panel doors, glazed doors, French Doors and sliding patio doors.

The importance of cleanliness and regular lubrication of all moving parts cannot be over-stressed.