

## CARE OF TIMBER WINDOWS ON SITE

### Contents

1. Introduction
2. Delivery and Storage
3. Installation
4. Finishing

### *INTRODUCTION*

Timber windows produced by Members of the British Woodworking Federation are accurate components designed and manufactured using the best available techniques to produce performance rated components.

The way they are handled and stored on site can affect their long-term performance.

Good practice avoids damage, maintains quality and saves money.

Windows are available as joinery items supplied:-

- with a primer or stain base coat for site glazing and finishing;
- as factory glazed components requiring site finishing;
- as factory glazed and fully finished windows.

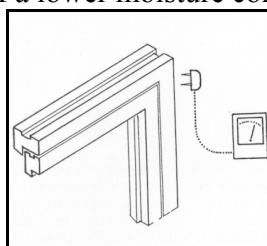
Each type needs careful handling and protection although the actual requirements vary slightly.

### *DELIVERY AND STORAGE*

#### ► CHECK WINDOWS AT THE TIME OF DELIVERY

Windows should be checked at the time of delivery to ensure that they are in accordance with the order schedule, the delivery is complete and that each window, including any protective packaging, is not damaged.

For long term performance of the window and finish, it is important that this moisture content is maintained during storage on site and during the construction process. BS 644: Timber Windows recommends that the moisture content of timber windows should be between 13% and 19% although fully factory finished windows may be of a lower moisture content.



Wherever possible the sequence of deliveries should be co-ordinated to site requirements in order that windows are not kept on site unfixd for longer than necessary.

The storage place should be prepared in advance and the windows unloaded straight into it.

**► HANDLE WINDOWS CAREFULLY**

Windows should be lifted by the main frame (not by the opening casements or the glazing bars) and carried in a vertical position to avoid any tendency to distort.

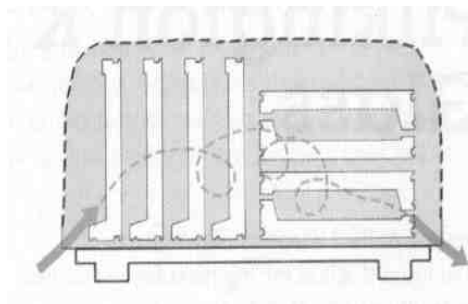
When windows are protected by shrink wrapping, or other protective packaging, this should be kept in place as long as possible.

**► WINDOWS SHOULD BE STORED UNDER COVER**

Windows should be stored under cover even if fully finished, preferably inside a building. If they have to be stored outside they must be kept clear of the ground on level bearers and protected from dampness and sunlight with a tarpaulin.

Polythene sheeting should not be used as this can act like a greenhouse and encourage damp or humid conditions.

There must be space for air circulation around and between the windows.



When stored inside a building, windows should be protected from dirt and damage but without restricting air circulation.

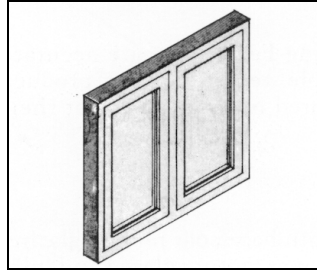
**► PROTECT WINDOWS DURING SITE OPERATIONS**

Ensure that the moisture content of the timber is kept close to the level at which it was when the window was manufactured.

Whenever possible store windows in the sequence they will be needed with codes or identifying marks visible to avoid double handling. Avoid dragging them across each other if stacked.

Windows which have projecting sills or have the hardware fitted must, if stacked, have spacers between them to avoid damage.

Preglazed windows need a little extra care, to avoid damage and glass breakage. Retain the protective packaging and make sure it is not possible for water to lay in glazed rebates by storing vertically.



Preglazed and prefinished windows should ideally be fitted into preformed openings and not 'built in' to masonry walls.

► **TREAT WINDOWS LIKE A PIECE OF FURNITURE**

Prefinished windows should retain their protective packaging until the latest possible time but make sure it cannot collect water if it has small tears in it. Care should be taken when removing packaging to avoid damaging the finish.

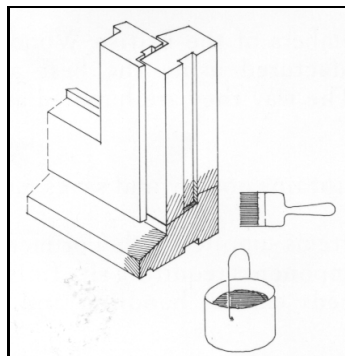
## ***INSTALLATION***

► **WINDOWS SHOULD BE FITTED SQUARE**

Windows should be fitted square, true and plumb and fixed in accordance with the manufacturer's instructions or the project specification. (See BWF Guide: Installing Timber Windows).

Protect surfaces from mortar droppings.

If any part of the window is cut or drilled, swab the newly exposed timber with a suitable preservative material and recoat with primer or stain.



## ***FINISHING***

Windows with factory applied primer or base coat stain should have at least one of the finishing coats applied and the back of frames should be coated before installation. It is recommended that decoration be commenced as soon as possible after delivery or installation (preferably within days). Prolonged exposure of bare timber or primary/base coats will affect the long-term performance of subsequent coats.

► **SITE GLAZING**

Glazing rebates and backs of beads should be sealed with an appropriate sealant.

Use a suitable glazing system. Avoid using glazing compounds which can dry out. Proprietary glazing materials, tapes or glazing gaskets must be applied in accordance with the manufacturer's recommendations.

The fitting of double glazing units requires the appropriate use of setting and location blocks, and in addition, the use of distance pieces whenever non-setting glazing compounds are specified. (See BWF Guide: Site Glazing Timber Windows).

Linseed oil putty **must not** be used with double glazed units.

**► ENSURE SURFACES AND EDGES ARE IN GOOD CONDITION BEFORE APPLYING FINISHING COATS**

If the primer or base coat stain has deteriorated it should be recoated before further finishing coats are applied.

If the primed / base coated windows have been exposed on site without further decoration for longer than 3 months (either fitted in the building or in an open storage area) the primer / base coat must be sanded back and a fresh primer / base coat applied.

Finishing should be carried out in dry weather using good exterior quality materials in accordance with the manufacturer's instructions.

On external surfaces, the finish should be an exterior quality paint or a 'high build' stain. ('Low build' types of stain should not be used on external surfaces.) Second coats or undercoats must be applied within 3 months of primed/base coated windows becoming exposed to the elements.

It should be noted that the use of dark coloured paint or stain finishes on windows, particularly if located on the south or south west elevations of buildings, will result in high surface temperatures and can increase the risk of resin exudation through the finish.

Factory finished windows should be checked for any on-site damage to the finish and any small areas made good in accordance with the manufacturer's recommendations.

**The window manufacturer may disclaim responsibility for any defect or failure that may subsequently occur which is attributable to non-compliance either wholly or in part with the advice given in this information sheet.**