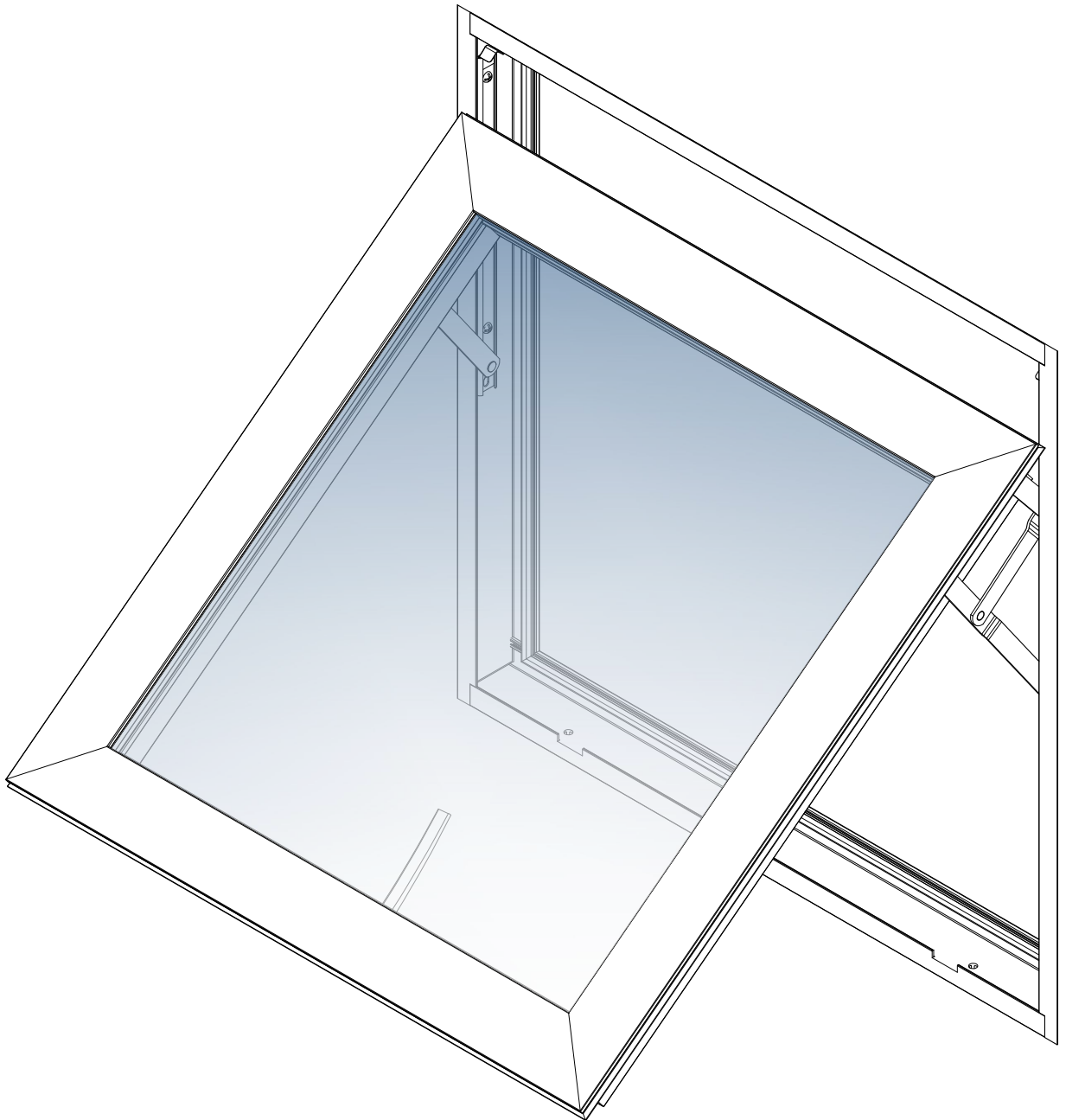


PROJECT IN/OUT WINDOWS



HSEQ

Read all instructions carefully before attempting this procedure. If you have any questions about your ability to complete this procedure, contact ESR for further direction.

If swing stages are required for installation, the HSEQ inspector must approve the permissions.

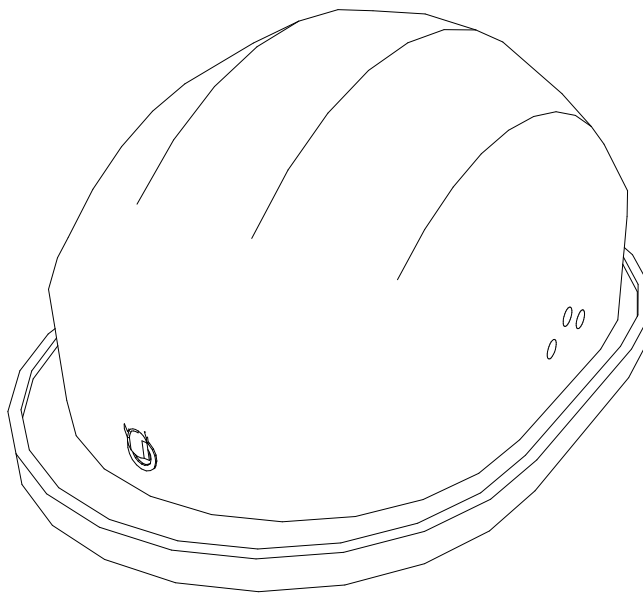
- Wear the necessary personal protective equipment for product installation.
- Take safety precautions when performing the activity.
- Please follow the steps and make sure you have appropriate personal protective equipment and follow the rules established by the guidance for working at height, if required to do so.

INTRODUCTION

Projected windows consist of a mobile leaf that makes its opening on an axis, either horizontally or vertically. They have elements that allow keeping them open.

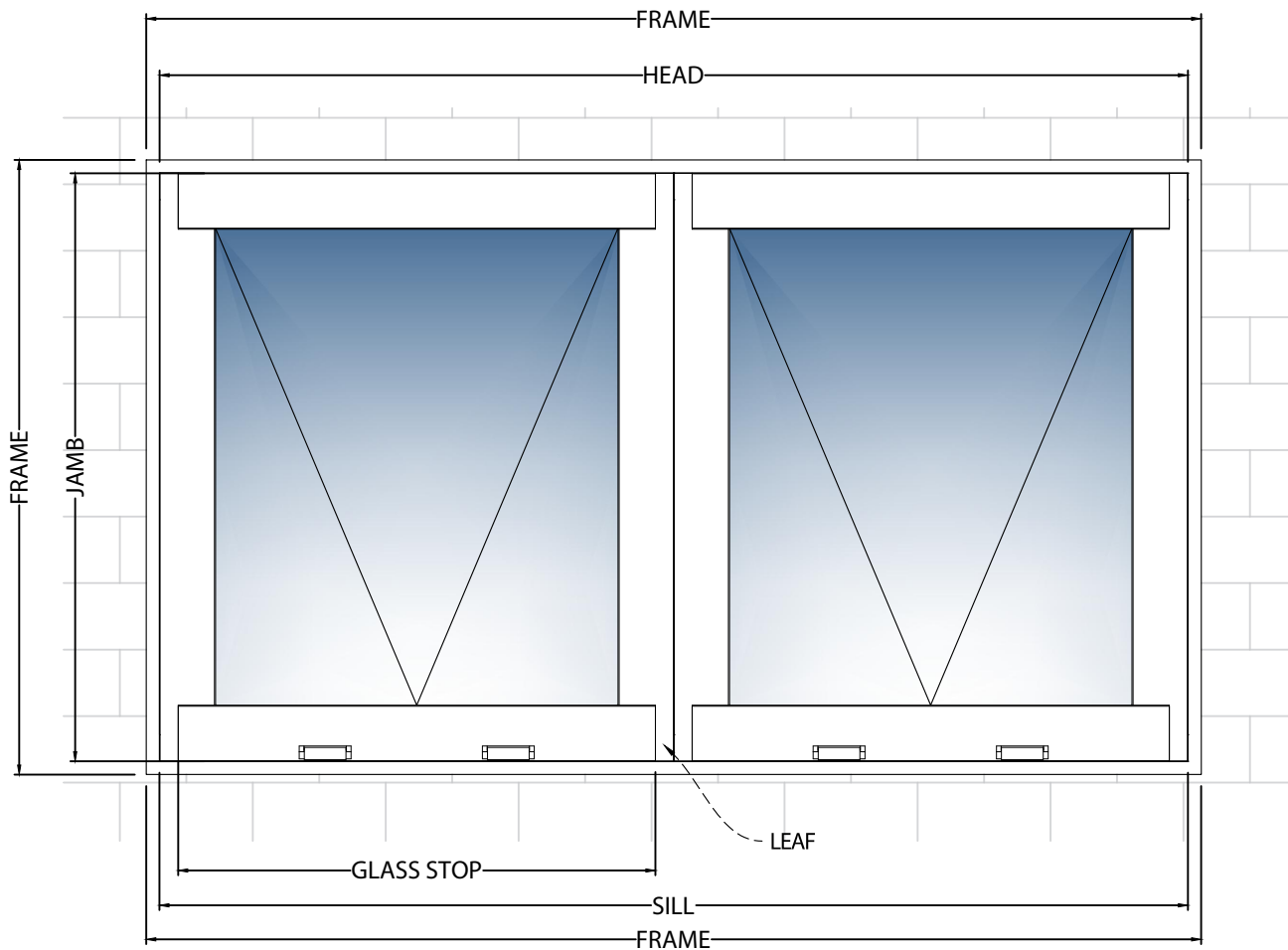
Maintenance and proper use of the window is important to guarantee the correct operation of the system and to extend its service life.

Please follow this guide to perform the cleaning and maintenance as indicated in this document.



DEFINITIONS

- **Jamb:** Main vertical members of the frame.
- **Sill:** Main horizontal member located at the bottom of the frame.
- **Head:** Main horizontal member located at the top of the frame.
- **Glass Stop:** Outer part of the frame to hold the glass pane in place.
- **Leaf / vent:** Movable panel of the window.



RECOMENDATIONS

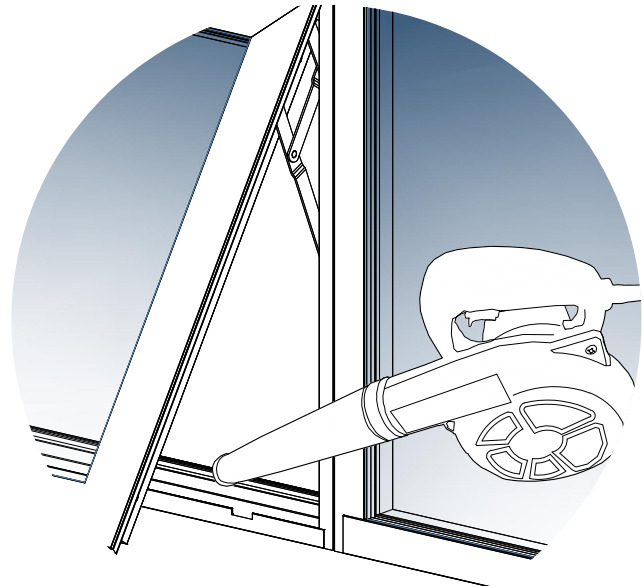
- Don't remove the leaf. If necessary, contact ESR.
- Verify there are no objects obstructing the opening.
- Verify that all mechanisms work properly.
- Clean thoroughly by removing dust or other particles from operating parts using a brush or compressed air.
- Preventive maintenance is necessary every four months. Parts such as hinges, pivots, closer, panic devices, flush bolts, screws and weatherstripping should be cleaned. Some parts should be lubricated if required.
- In case of damage replace parts.
- Consult ESR to solve any questions.



Avoid window operating during construction. If operating is required necessary, make sure to keep window clean. Accumulation of construction materials might permanently damage some parts and accelerate aging of metals.



Keep receipt for warranty purposes.

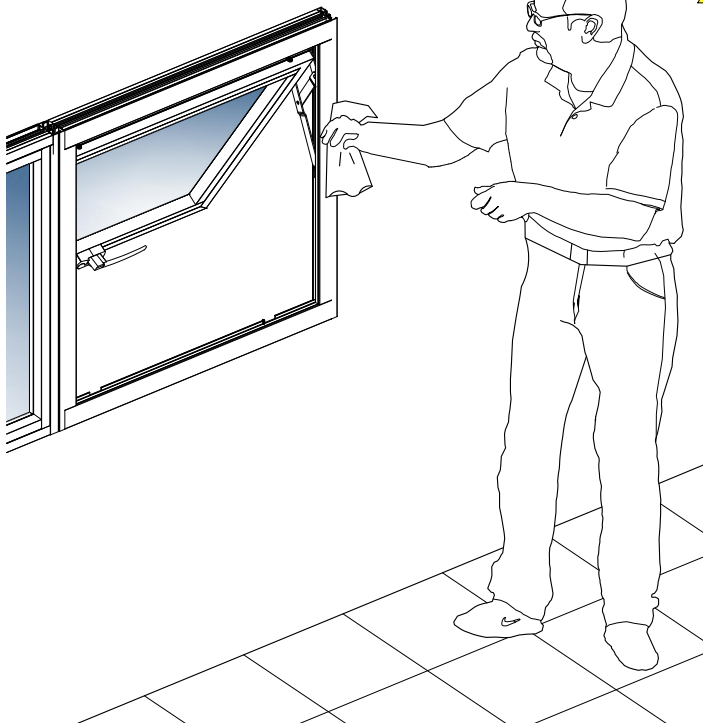


ALUMINUM MAINTENANCE

- Pressurized water must be used with moderate pressure and adequate distance to clean the window. Excessive pressure or proximity can compromise the integrity of the seals and product components. For a thorough cleaning use soft sponges or soft bristle brushes.
- The cleaning process should be done with uniform pressure and vertical or horizontal movements.
- Avoid the use of strong alkaline or acid cleaners. Do not use cleaning solutions containing trisodium phosphate, phosphoric acid, hydrochloric acid, hydrofluoric acid, perchloric acid, fluorides or similar components.
- Test cleaning solutions in a small spot to prevent staining.
- Maintain an appropriate ambient temperature (between 60 and 75 degrees Fahrenheit) while cleaning. Cleaning at high temperatures might cause stains and damages.
- Avoid applying cleaning solutions at freezing point temperatures since condensation might take place.



Avoid contact with cement, concrete or other abrasive compound. Aluminum will suffer permanent damage if exposed.

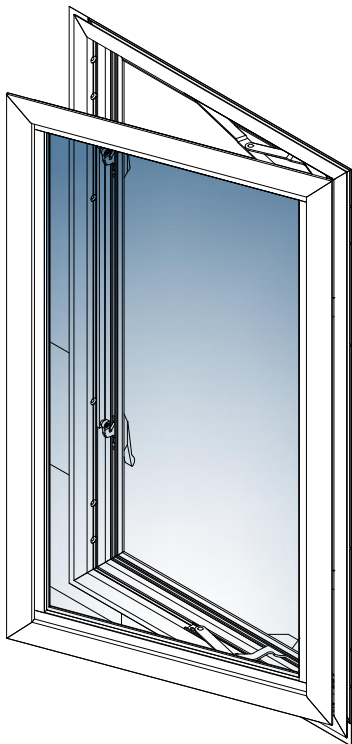


PVC MAINTENANCE

- Regularly clean off dust, dirt, and contaminants using a soft cloth or sponge. It's advisable to steer clear of strong cleaning agents that might damage the surface coating. Avoid using sharp tools or abrasive materials when cleaning.
- Do not use cleaning products containing organic solvents, petroleum, and its derivatives, such as methylethylketone, acetone, benzene or other aromatics like xylenes/toluene, and ethers.
- Test cleaning solutions in a small spot to prevent staining.
- Maintain an appropriate ambient temperature (between 60 and 75 degrees Fahrenheit) while cleaning; cleaning at high temperatures might cause stains and damages.
- Avoid applying cleaning solutions at freezing point temperatures since condensation might take place.



Avoid direct contact with cement, concrete or abrasive compounds. PVC may suffer permanent damage if exposed to abrasive products.

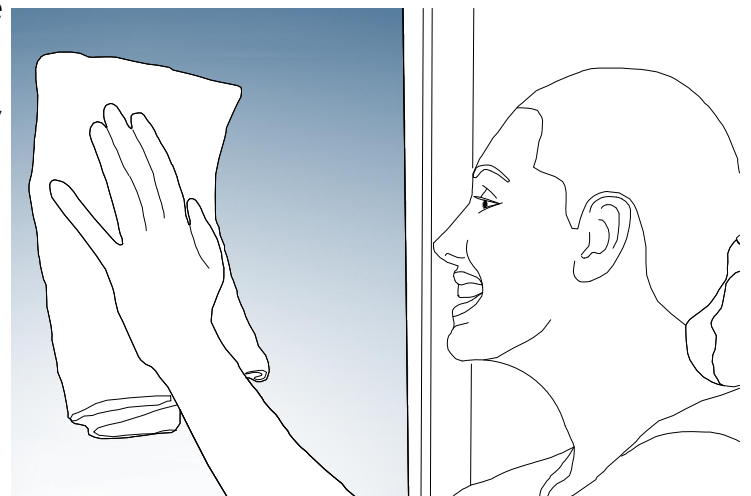
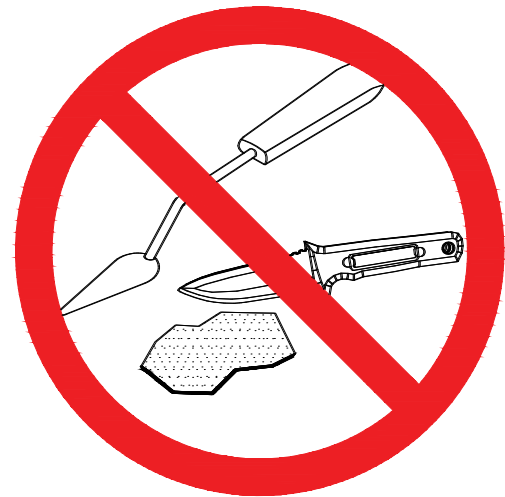


GLASS MAINTENANCE

- Pressurized water must be used with moderate pressure and adequate distance to clean the window. Excessive pressure or proximity can compromise the integrity of the seals and product components. For a thorough cleaning use soft sponges or soft bristle brushes.
- Glass must be cleaned periodically to prevent its contamination
- During construction handle glass carefully to prevent contamination and stains.
- Clean glass with water while and after the construction stage to prevent scratches, stains and impurities.
- Use high pressured water to clean the door or window. For a thorough cleaning use sponges or soft bristle brushes.
- It is recommended to use soft soap and water for the cleaning routine. Clean the glass surface with a rag or sponge and the cleaning solution. then wipe the glass with a dry rag, sponge or window cleaner.
- Reflective glass panels must be clean carefully to prevent any damage, Reflective glass is more vulnerable to damage.
- Reflective glass panels should be cleaned every four months.



Avoid use of metal blades, sandpaper, abrasive sponges or spatula; glass surface could be damaged by those tools.

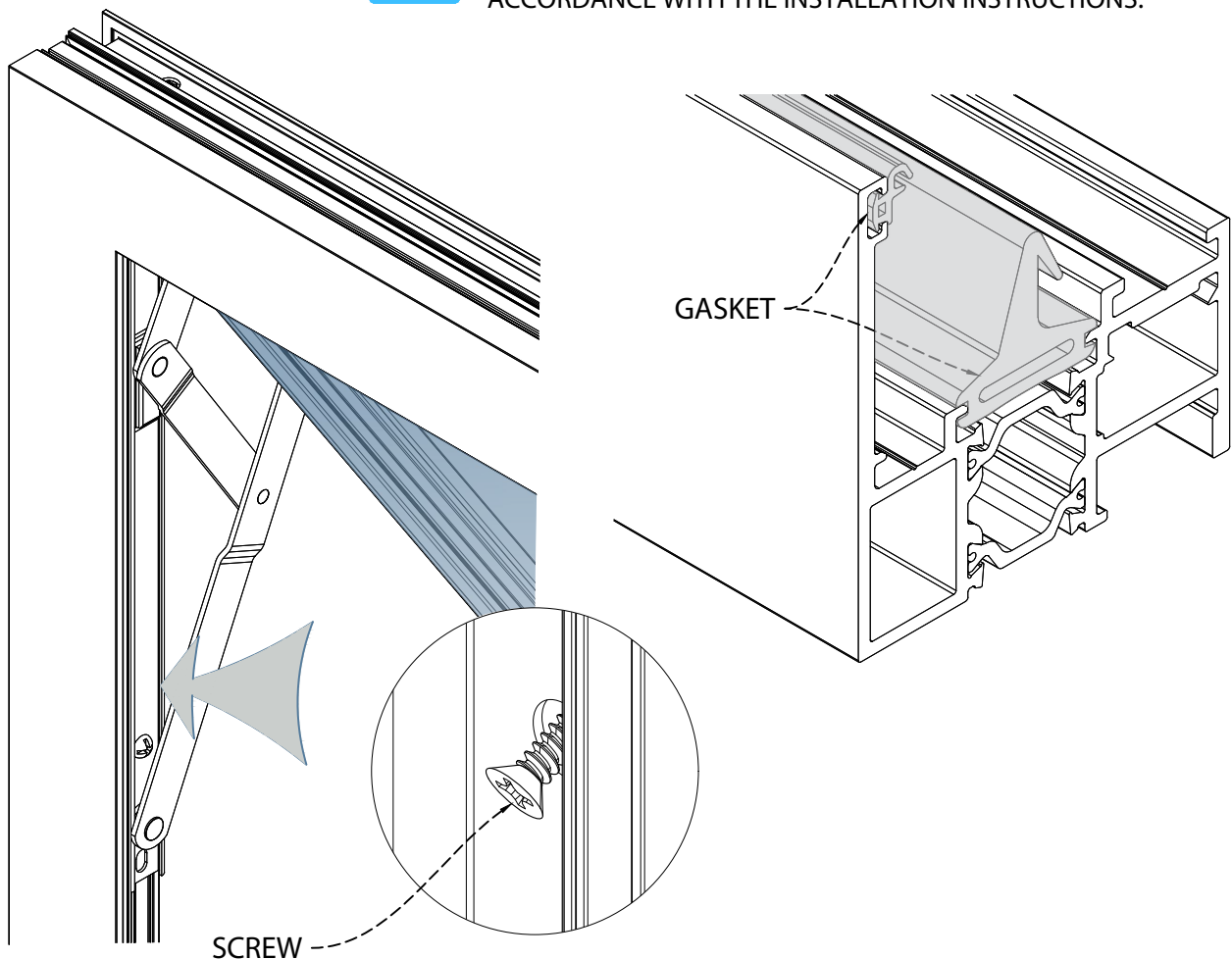


ACCESSORIES MAINTENANCE

- In order to extend service life, a bi-monthly cleansing of weather-stripping gaskets, piles and screws is recommended.
- Soft soap and water should be used.
- Weather-stripping gaskets and piles should be replaced if crystallized or broken.
- Check for missing screws. If all screws are in place, check if the head silicone seal is in place, if not apply weatherproofing sealant.



VERIFY THAT ALL ACCESSORIES, PILES, SEALS, AND SCREWS ARE IN GOOD CONDITION. INSPECT THE SYSTEM TO GUARANTEE ACCORDANCE WITH THE INSTALLATION INSTRUCTIONS.

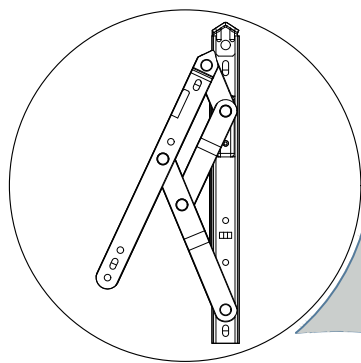


- It is recommended to check hinges and handles once every four (4) months or at any sign of malfunction or weather driven deterioration.
- In case of included limit devices or multipoint lock, same consideration shall apply.
- Clean with water and rinse with a soft cloth, removing dust particles or construction residues. Verify correct functioning and change any damaged parts or parts with signs of deterioration.

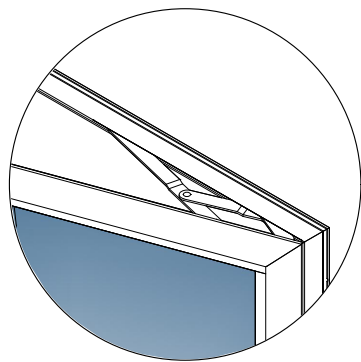


If required lubricate handle mechanism with grease (white lithium grease). operate until is completely lubricate.

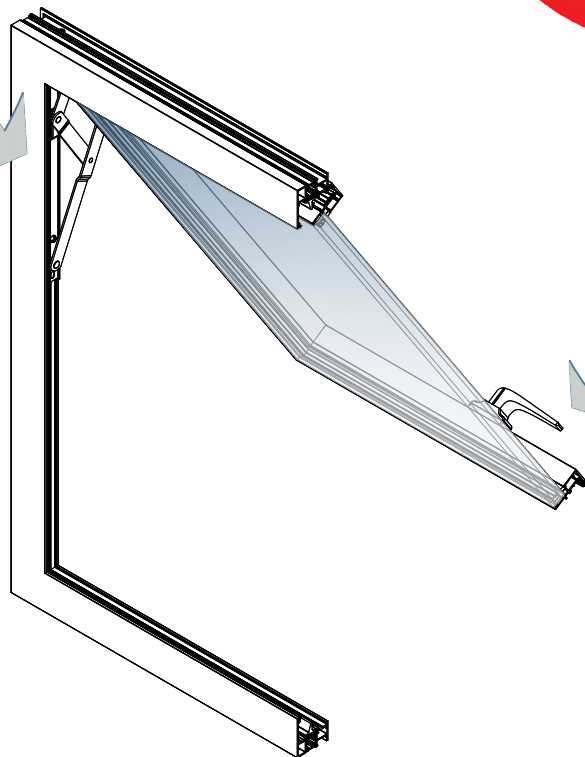
Lubricate all hinge pivot points with light machine oil and wipe away excess, one drop per pivot is sufficient. Use general light engineering oil with corrosion inhibitors such as Castrol.



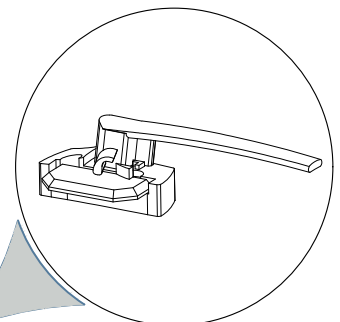
HINGE












CASEMENT HINGE



PROJECT OUT HINGE



HANDLE

REVIEW No.	DATE	DESCRIPTION	PAGE
	08-09-2015	Maintenance every six months changed to every four months. Glass maintenance updated.	2
	15-01-2021	General update: document format updated.	All
	25-05-2023	Typing error has been corrected, Accessory condition check note has been added.	Cover, 5
	12-04-2024	Format updated.	All
	06-08-2024	PVC maintenance and cleaning page added.	4
	27-10-2025	Updated the description of the pressurized water cleaning system.	3,5
			
			
			

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