General Maintenance Program for Aluminium Products

Frequency	Item/Plant /Equipment	Activity (What has to be done).	Products (what is needed)
3 Months **6 Months**	Maintenance of Polyester Paint	In areas with the influence of salt water (coastal or adjacent to a busy, gritted road) or nearby to other sources of heavy emissions (motorways, industrial areas) we recommend that windows should be cleaned at least every three months. In relatively clean rural locations once every six months.	Non-Alkaline Detergent
As required	Glazed Units	Regularly. Glass Cleaning Maintenance	Warm water with soap or mild domestic detergent
3 Months **6 Months**	Maintenance of Handles, Hinges, Locks, Restrictors, Screws. Maintenance of Handles, Hinges, Locks, Restrictors, Screws.	In areas with the influence of salt water (coastal or adjacent to a busy, gritted road) or nearby to other sources of heavy emissions (motorways, industrial areas) we recommend that cleaning and oiling should be carried out at least every three months. In relatively clean rural locations once every six months.	On all opening windows make sure that all moving parts are cleaned using warm water with soap or mild domestic detergent and lubricated using acid free grease. Open the window as far as it will go and then give the hinges and the locking mechanism a good clean with some cleaning solution and a cloth. Acid free grease offers good protection as well as lubrication. After cleaning and drying is the best time to apply the grease. Open and close the window a dozen or so times to work the grease into the hinges. Do the same with the locking mechanism to work the grease into the moving parts. Check that all screws are tight and not excessively corroded. Any badly corroded screws need to be replaced

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Every 3 Months	Smoke Ventilators / AOV	For cleaning purposes only	Warm water with soap or mild domestic detergent or as per manufacturer's instructions
As per maintenance, agreement or relevant Fire regulations.	Smoke Ventilators	For maintenance purposes Should only be maintained by qualified competent persons.	As per the BS7346-8 or the relevant part of BS EN12101 standards for smoke control systems.