

## Maintenance & Cleaning

### 1.0. GENERAL MAINTENANCE/CLEANING

1. Daily general cleaning for removal of normal office dust, etc. is recommended, with an annual cleaning programme being carried out as defined within sections 2.0. to 8.0.

### 2. Partitioning Framework (Aluminium)

2. Wipe down using a cloth dampened in a solution of warm water and washing up liquid only.
2. Do not use abrasive creams, sponges or papers.
2. Do not use alkaline substances.

### 3. WALLCOVERINGS: For Solid Wall Elements

- 3.1. Care must be taken and cleaned in accordance with the manufacturers instructions

### 4.0 Doors and Door / Overpanels

- 4.1. Hinged or Pivoted Glass doors:  
Clean as described within section 6.1. for glazing.
- 4.2. Sliding glass doors:  
Clean as described within section 6.1. for glazing.
- 4.3. The position of sliding door stops which are located inside the sliding gear head track should be checked annually and using a suitable tool for adjusting / tightening to the left or right as required
  - (a) So that when the door is in the fully opened position there is a minimum 40mm clearance between the door handle and the edge of the frameless glass partition wall.
  - (b) So that when the door is in the fully closed position there is a minimum 40mm clearance between the door handle and the edge of the frameless glass partition wall.
- 4.4. Check that there is a sliding door (SLIDE) instruction label positioned close to the door handle. If necessary replace if missing, damaged or not clearly readable as this prevents unnecessary stress to the glass door and the fittings if personnel attempt to pull open the door.
- 4.5. Check that any manifestation on glass walls and doors are undamaged and meet the current Building Regulation requirements. If necessary remove and replace if damaged.
- 4.6. Laminated and Painted doors:  
Wipe down using a solution of washing up liquid in warm water, using damp cloth.
- 4.7. Veneered doors - prefinished and lacquered:  
Wipe down using a solution of washing up liquid in warm water, using damp cloth.
- 4.8. Veneered doors - wax finished  
Consult original contractor or specialist polisher for maintenance and repair details.

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### 5. Ironmongery

- 5.1. Stainless Steel hinges
  - (a) Should be lightly oiled every three months
  - (b) Do not apply graphite or grease between working surfaces.
- 5.2. Aluminium hinges fitted with bearing washers wipe down using a solution of washing up liquid in warm water, using damp cloth, do not apply lubricants.
- 5.3. Door closers  
Check quarterly in light traffic areas or monthly in heavy traffic areas that all fixing screws are tight and apply a small amount of light oil to the closer arm knuckle joint.
- 5.4. Locks and latches  
When correctly installed in accordance with manufacturers instructions, these items are usually maintenance free but regular checks are advised.

### 6. Glazing

- 6.1. May be cleaned using a an approved glass cleaning agent. Wet the surface of the glass using a fine spray and clean with a soft absorbent cloth or paper toweling dry until smear free.
- 6.2. Do not use excessive amounts of water with a window squeegee tool or scrim cloth, chamois leather, sharp implements and abrasive materials.

### 7. Window film (manifestations) cleaning and aftercare

- 7.1. The method of cleaning the film should be strictly followed to avoid any damage.
- 7.2. At all times an approved mild glass cleaning agent should be used, wet the surface of the window using a container with a fine spray and using a soft absorbent cloth or paper toweling dry until smear free.
- 7.3. Using a window squeegee, clean in the normal way.
- 7.4. Do not stick anything directly onto the film e.g. pictures, sticky notes, calendars.
- 7.5. Do not use any abrasive implements to remove surface marks.

### 8. Venetian blinds

- 8.1. Double glazed:  
Blinds Installed within double glazed screens are normally maintenance free, however constant use of blinds may require checks on control mechanisms.
- 8.2. Free hanging blinds (used against external windows and single glazed partitions):  
Should be included in the annual general cleaning programme being carried out for the removal of normal office dust and marks.
  - (a) Lightly vacuum using a small dust brush attachment or specialist hand tools.
  - (b) Wipe the blinds with a damp cloth that has been rinsed in a solution of washing up liquid in warm water.
  - (c) Do not clean the blinds using abrasive papers cleaning creams or alkali substances.