

# APARTMENT WINDOW CARE & MAINTENANCE

Individual apartment owners are responsible for the inspection, maintenance, and necessary repairing of all apartment windows, aluminum frames, seals, and operational swing mechanisms, including lanai sliding glass doors.

## INSPECTION:

Windows and frames should be periodically inspected for deterioration, corrosion and failure of operation. Such questionable condition should be addressed immediately to properly clean, lubricate, repair or replace defective parts.

## CLEANING:

White corrosive salt build up on aluminum frames and seals can be removed by use of WD-40 or a solution of white vinegar and water applied with a rag or soft bristle such as a tooth brush. Future corrosion can be delayed by the application of "Corrosion Block", a spray product available at local hardware stores.

## LUBRICATION:

Lubrication of all moving parts should be performed every three to six months. Window hinges and all moving parts must be lubricated with a lithium-based white grease spray or paste.

Hardware to be inspected and lubricated includes:

1. Extended swing window hinges on the upper and lower comers of the frame.
2. The interior gears within the Roto housing, including the roller and track guide located at the end of the Roto Operator Bar, and at the underside of the operable sash.
3. The single screw, which connects the arm swivel to the Limit Arm.
4. The moving parts in the Locking Handle and the Multi-point Bracket located on the interior surface of the window jamb.
5. The safety Stay Bar and pin.

## GUIDANCE AND SAFETY:

Contact the Resident Manager for any additional guidance and to obtain repair parts.

NOTE: Should any swing window fail to operate correctly, such window should not be utilized, and be locked in closed position until repaired. Repair work will necessarily take place at an open window presenting danger of personal safety and to pedestrians below from possible dropping of items or debris. Therefore, a qualified and licensed contractor, who is experienced in high rise window installation and repairs, should perform any necessary work for the owner.

## Sources:

- 1) Wiss, Janney, Elstner Associates, #950877
- 2) Bronze Craft Corp

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## SWING WINDOWS

**INSPECTION:** The owners and apartment residents are responsible for inspecting and repairing all operable windows in their unit. (The exterior window washing cycle at Windward Passage is a good reminder to accomplish this inspection.) However, if staining (salty white powder) buildup occurs more rapidly, then cleaning procedures should be advanced accordingly. Any noticeable deterioration or corrosion should be repaired or replaced. Should the deterioration include any structural part, the window should not be operated and locked closed until repaired.

**CLEANING:** Prior to the above inspection, the white and brown staining must be removed at all exposed locations. Even minimal staining can hide deterioration. Periodic cleaning must be performed on all window components and assemblies at least quarterly. Cleaning of the metal parts can be accomplished with a stiff brush, such as a toothbrush or a small wire brush. This will permit visual inspection of areas subject to staining and contaminants, which can trap water, salt and other substances capable of accelerating the deterioration of the metal.

**LUBRICATION:** Lubrication of all moving parts should be performed immediately after cleaning. Lubricate liberally with a 100% silicone spray every three months. Window hinges should be lubricated with lithium-based grease (white) applied into the hinge joints as much as possible. The hardware to be inspected and cleaned includes:

1. Extended hinges on the upper and lower corners of the operable window.
2. The interior gears within the Rota Housing; also the roller and track guide located at the end of the Roto Operator Bar, and at the underside of the operable sash, respectively.
3. The single screw, which connects the Arm Swivel to the Limit Arm.
4. The Moving parts in the Locking Handle and the Multi-Point Bracket located on the interior surface of the window jamb.
5. The safety Stay Bar and pin.

**GUIDANCE AND SAFETY:** Contact the Resident Manager for any additional guidance and to obtain repair parts. Because any repair work will take place at an open window, there is the added danger of personal safety and safety to the pedestrians below from dropping items or debris. Therefore, a qualified and licensed contractor, who is experienced in window installation and repairs, should perform any work.

Sources: 1)Wiss, Janney, Elstner Associates, #950877  
2) Bronze Craft Corp, Tom Howard, Sr. Engineer