General guidelines for use and maintenance of building hardware for processors (and users)

Introduction
These general guidelines are primarily intended for processors of building hardware on the Dutch market and provide guidelines on how to handle building hardware responsibly during transport, processing, storage and installation.

By observing these guidelines, the ultimate quality and life of the building hardware are optimally guaranteed.

Processors are understood to include industrial processors (carpentry), transporters, b&u, installation/security companies, handymen.

A. Quality of building hardware, certified building hardware has been assessed on the following aspects
1. Corrosion resistance (salt spray test);
2. Durability (number of cycles);
3. Burglar resistance (manual and/or laboratory test).

B. Processing/coating aspects of timber, modified timber species and door and window fittings
4. It is strongly recommended to use Concept III* façade elements (façade elements which are completely finished, glazed and assembled in the factory under conditioned circumstances);
5. Coatings of both the façade elements and the building hardware must always be completely dry and cured before the building hardware is installed. Follow the coating manufacturers guidelines;
6. Many types of wood, including modified wood, have an acidity (low pH level). Correct applied coatings help protect the wood, but vapour transfer will still migrate where climatic conditions promote (wetting). Always assess in advance the suitability of the building hardware for use in the element;
7. When using Accoya®, the guidelines contained in the "Essential coatings guide for joinery manufacturers using Accoya® wood" should be followed.

C. Transport to Site
8. Doors and windows should be protected to prevent damage during transport;
9. The protective material must be fitted in such a way that the elements can be sufficiently ventilated and condensation is avoided.

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D. Storage and handling at the construction site

10. Damage to windows and doors during installation must be avoided, especially at those places where the building hardware is placed;
11. Building hardware that has been damaged during transport or installation must be replaced immediately;
12. Windows and doors should be stored in a dry and conditioned place, if not installed immediately in the building, contact with wet/damp surfaces must be avoided;
13. Wet/humid concrete can affect the building hardware, make sure that concrete is dry and cured;
14. Windows and doors must be able to ventilate well during storage on the building site;
15. Do not modify the doors and windows at the building site (e.g. do not drill any holes). This prevents the doors and windows from bleeding and thus the building hardware from being damaged;
16. Avoid direct contact between different metals during assembly at the building site (e.g. screws and hinge/lock plates;
17. Prevent contamination and/or deposits on the building hardware from plaster, mortar, etc., remove these with water before they begin to harden;
18. When applying an impregnating agent to the façade, for instance for fire protection purposes, the building hardware has to be disassembled or sufficiently covered before the treatment;
19. Clean the building hardware exclusively with mild, pH-neutral cleaning agents in diluted form;
20. Never use aggressive, acidic or abrasive cleaning agents. Also take care when using such detergents in the direct vicinity of the building hardware;
21. Protect the building hardware if surface treatments are carried out in the immediate vicinity;
22. After installation of the elements, ensure that there is sufficient ventilation (open windows and doors several times a day for about 15 minutes).

E. Use and maintenance

23. At least once a year, inspect the functioning and possible damage of the building hardware and/or the coating in the area of the building hardware;
24. Regular maintenance (e.g. cleaning and lubrication) increases the life and performance of the building hardware. The way in which products need to be maintained can differ per product, for this we refer to the specific recommendations of the suppliers.

* If building concept I or II are used special advise is needed

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