



**C&R Realty and Management Co., Inc.**  
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**TO: RESIDENTS OF RIVIERA TOWERS**

**FROM: BOB McCULLOUGH, Property Manager**

**RE: MAINTENANCE OF YOUR NEW TRACO  
WINDOWS & TERRACE DOOR**

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**Your new *TRACO* windows and terrace door will last for many years with a minimum of maintenance and routine care when this schedule is followed:**

***Every Month:***

Operate both top and bottom sashes several times. This keeps the balances lubricated and prevents sticking. Inspect for broken or missing hardware and weather-stripping.

***Every Three Months:***

Vacuum the product frame to remove debris, dirt or foreign matter, which may have accumulated and clogged the weep (water drainage) slots.

***Every Six Months:***

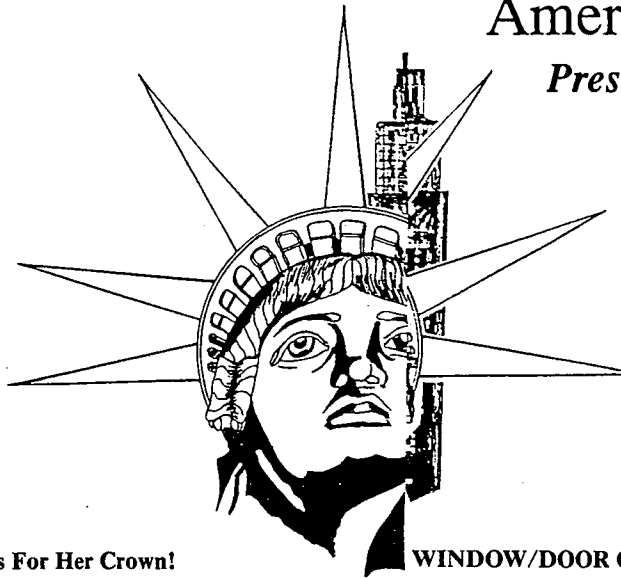
Clean the product frame, sill, and jambs with a mild soap solution to remove any buildup of dirt, sludge, or grime, which may interfere with the balances.

***Once Per Year:***

Tilt or remove sashes and lubricate jambs with black magic silicone (found in any auto parts store). Lubricate locks and balances with a silicone spray. Inspect all weather-stripping, locks, keepers, interlocks, balances etc. for excessive wear or breakage. Contact the management office if replacement parts are required.

# American Treasures

*Preserved By TRACO*



## **This Lady Chose TRACO Windows For Her Crown!**

The world's most famous symbol of freedom - The Statue of Liberty - wears TRACO windows as her crown jewels! TRACO's team of artisans individually handcrafted each of the 25 bronze windows in Lady Liberty's crown using the exacting methods employed by the original French craftsmen over 100 years ago. Each window varied in size, angle and curvature. Most of the original windows were fixed; TRACO's new design called for curved operating windows which were glazed with two laminated lites of TRACO VIEW-SAFE® tempered safety glass. These 25 bronze windows will be part of the crowning glory of the Statue of Liberty for generations to come!

## **The Empire State Building**

This world famous architectural wonder located in New York City, still receives thousands of visitors every year who come to see what was once "the tallest building in the world." TRACO is replacing over 6,400 windows in this historic landmark with the TR-9000 Heavy Commercial double hung window. An exact shade of red paint has been formulated to match the original finish. The windows, which can now be washed from the inside, are made with TRACO View-Safe® tempered safety glass.

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## **GENERAL WINDOW/DOOR INSTALLATION INSTRUCTIONS**

1. Unit must be installed square, plumb and level.
2. All frame members must be properly shimmed and securely anchored.
3. It is recommended that insulation be wrapped around the entire unit before applying interior trim.
4. Check installation and adjust operation before trimming.
5. Caulk entire exterior perimeter of unit.

### *(Special Conditions)*

6. When installing dual action windows, the hinge jamb must be secured first, then adjust the frame for operation. Some hardware adjustment will be required.
7. When installing a sliding glass door, be sure that sealant is placed under the frame sill. Also, when assembling the frame members, be sure to thoroughly seal jamb to sill joints before installing in the opening.

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**CAUTION:** Do not leave small children unattended when windows are open or unlocked; screens are easily removed from the inside and not designed as a safety restraint.



71 Progress Avenue  
Cranberry Twp., PA 16066

## **WINDOW/DOOR OPERATING INSTRUCTIONS**

### **Hung Tilt Window**

1. Release lock and raise lower sash at least 3".
2. Use both hands and release tilt plungers at meeting rail. Hold sash securely, and do not allow sash to fall.
3. Return sash to vertical position, and be sure tilt plungers are fully engaged before removing hands.
4. Top sash operates in a like manner (after lowering at least 3").

### \* **Hung Side Load Window**

1. Remove sash stops at top of frame jambs.
2. Extend jamb balance clips.
3. Unlock sash and raise top above extended balance clips.
4. While supporting sash weight, slide sash sideways, pull free side towards you and remove from frame.
5. Reverse procedure to reinstall sash.

### \* **Dual Action Window**

1. For ventilation, rotate handle towards hinges 180° and pull to allow vent to swing in at top (approximately 8"). To close, reverse procedure.
2. To clean, unlock custodial lock with special key, and rotate handle towards hinges 90°. Pull handle to swing vent in; hold firmly to prevent from swinging freely and causing wall damage. Reverse procedure to close.
3. To insure proper hardware engagement, apply pressure on handle when closing.

### \* **Horizontal Sliding Window**

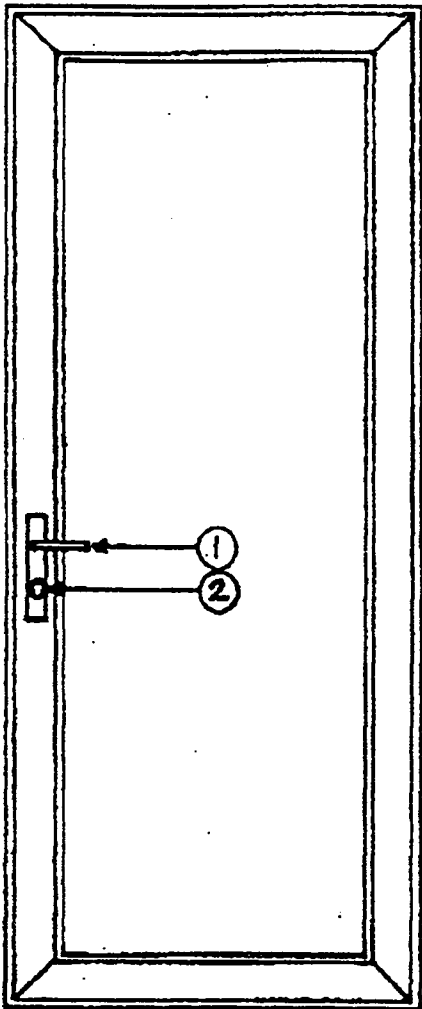
1. Grasp lock and pull it towards room.
2. Using lock as a handle, slide sash open.
3. To close, reverse procedure.
4. To remove sash for cleaning, open and raise sash into frame pocket with both hands.
5. Hold sash securely, and bring sash bottom into room and lower sash to withdraw from frame pocket.
6. Store sash upside down to avoid wheel damage.

### \* **Sliding Glass Door**

1. Grasp handle, and unlatch lock.
2. Using handle, slide panel open.
3. To close, reverse procedure.
4. Rolling panel movement can be adjusted by raising/lowering wheel position.

### \* **Maintenance Requirements**

As with any mechanical device, periodical inspection and cleaning of operating tracks or cavities, along with lubrication of moveable parts, is recommended.



## OPERATING INSTRUCTIONS

### TO CLOSE AND LOCK:

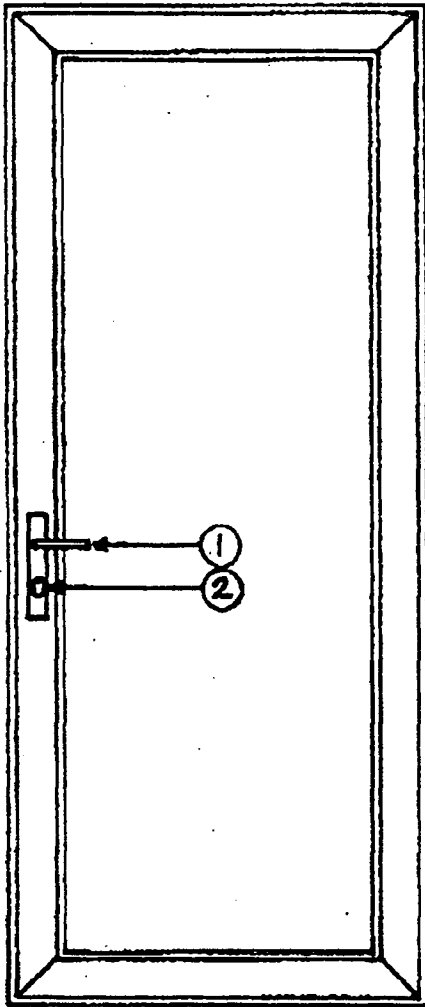
- 1.) PULL DOOR FIRMLY CLOSED
- 2.) PUSH UP FIRMLY ON LEVER HANDLE ①, TO ENGAGE 5-POINT LOCK.
- 3.) ROTATE THUMBTURN ② ONE FULL TURN, TO ENGAGE DEADBOLT.

### TO OPEN:

- 1.) ROTATE THUMBTURN ② TO UNLOCK DEADBOLT.
- 2.) PUSH DOWN FIRMLY ON LEVER HANDLE ①, THEN PUSH DOOR OPEN.

INSIDE VIEW





INSIDE VIEW

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**HANDLING GUIDELINES**

**1. Product Installation**

- A. Products shall be installed square, plumb and level without binding.
- B. Insulation should be inserted between product and opening.
- C. Refer to shop drawings for blocking, anchor and sealant details.
- D. Refer to sealant manufacturer's guidelines for selection and application.
- E. Balances shall be field adjusted after product installation.
- F. The gap width between sash verticals and jambs at the jamb-to-sill connection must be maintained for the entire jamb length.

**2. Operation/Adjustment**

- A. **To Tilt:** Raise lower sash 4", release sash plungers with pointed tool or thumb, support sash (may be heavy) and tilt in. Lower top sash 8" and repeat. When restoring sash to vertical position, be sure that pivot bars stay in shoes, and that sash plungers engage jambs.
- B. **To Remove Sash:** Tilt sash 90 degrees, locate and slide spring-loaded pivot bar out of balance shoe and pull sash out of window to withdraw other pivot bar.
- C. **Pivot Bar Replacement:** Loosen screw holding pivot bar and slide out of sash rail. Install new pivot bar and tighten screw, after checking that groove on bar is lined up with balance shoe.
- D. **Sash Plunger Replacement:** Tap top rail off glass, remove old and insert new plunger.
- E. **Glass Replacement:** Remove screw in each sash corner, tap rails off glass. Reinstall vinyl gasket on new glass and reassemble rails over gasket.
- F. **Spiral Balance Adjustment:** Hook balance tool over exposed balance rod pin and pull rod out (hold firmly). Allow spiral to unwind, while counting turns. Add/delete turns as needed, keeping spiral rod less than 2" from tube end. Do not exceed 15 turns.
- G. **Balance/Shoe Replacement:** Remove balance with screw at tube top. Remove shoe through frame notch, which must be cut in jamb vinyl at top or bottom of jamb track.

**3. Maintenance**

Your new TRACO product will last for many years with a minimum of maintenance and routine care when this schedule is followed:

**Every Month:**

Operate both top and bottom sashes several times, this keeps the balances lubricated and prevents sticking. Inspect for broken or missing hardware and weather-stripping.

**Every Three Months:**

Vacuum the product frame sill to remove debris, dirt or foreign matter, which may have accumulated and clogged the weep (water drainage) slots.

**Every Six Months:**

Clean the product frame, sill, and jambs with a mild soap solution to remove any buildup of dirt, sludge, or grime, which may interfere with the balances.

**Once Per Year:**

Tilt or remove sashes, lubricate jambs with black magic silicone (found in any auto parts store), locks, and balances with silicone spray. Inspect all weather-stripping, locks, keepers, interlocks, balance shoes, etc. for excessive wear or breakage. Contact your nearest TRACO dealer for replacement parts as required.

## CARE OF DOOR HARDWARE

Door hardware is expected to give trouble free operation throughout the life of the door it is mounted on. Dome'l has gone to great lengths to ensure the hardware we provide will stand up to the tests of time. All of the hardware is protected or enhanced by special coatings and lubricants. These protective coatings and lubricants can be damaged or removed by common household products.

The following information concerns the proper care of door hardware.

### Cleaning

Due to the wide range of environments our hardware is used in, some cleaning may be required. Wind blown dust and dirt can cause the doors to be more difficult to operate, as well as cause the hardware to corrode faster.

We recommend the door hardware be inspected once a year (more if necessary) and cleared of dirt and grime build up. Particular attention should be given to cleaning dirt from slides in hinges.

Clean water should be used when possible to flush the hardware clean. A mild (hand wash) dish soap and water mixture can be used to loosen stubborn dirt. Always rinse the hardware with clean water. Allow the hardware to dry completely before lubricating.

### Cleaners to AVOID

#### DO NOT USE THE FOLLOWING:

- Vinegar Based Cleaners
- Citrus Based Cleaners (Lemon, etc.)
- Industrial Strength Cleaners
- Abrasive Cleaners

These types of cleaners will not only remove the lubricants from the hardware, they can also remove the corrosion resistant coatings.

**Warning:** Glass cleaners and brick/siding washes, with the above ingredients, must not come in contact with the hardware for the reasons listed above.



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**QUALITY SKYLIGHTS & DOORS**

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## Lubrication

After the hardware is clean and dried it must be lubricated to restore the smooth operation, and in some cases corrosion resistance. There are a number of commercially available products which can be used. It is recommended that the replacement lubricant be similar to what was removed. (If the gears were coated with grease before you cleaned them, re-lubricate only with grease, not a spray such as WD40, etc.) The following list of products will help you know where each should be used.

**Lithium Grease:** Use on all gear drives; such as operators and locks. Best choice due to waterproofness.

**WD40 or CD2:** Use on all sliding or rotating joints; such as rollers, hinges and chains. Doesn't last as long as oil.

**Automotive Grease  
Or Petroleum Jelly:** Will work in same areas as White Grease, but is not waterproof and it will attract dust. Be careful when applying grease since it will stain any wood it contacts.

**Light Oil  
Such as 3 in 1 Oil:** Can be used on sliding or rotating joints. Care must be used when applying due to possible staining of wood parts.

**Graphite:** Can be used on sliding and rotating joints. Also works good on cam locks and hinges.

*Warning: Avoid the use of silicone based sprays or lubricants. Silicone can cause some plastic parts to become brittle.*

There are many other products which can be used which will give equal results. Care must be used when applying any lubricant to avoid staining and/or damage to door parts. Since lubricants only work if present, periodic checks should be done to ensure the function of the hardware.

If the above steps are followed, the hardware on your doors should give years of dependable service.

The sketches of Dome'l doors are provided as an assistance in the identification of key parts:

1. Friction Arm should be cleaned with a mild (hand wash) dish soap, rinsed thoroughly and coated with a small amount of light oil.
2. Pivot Hinges should be cleaned with a mild (hand wash) dish soap and rinsed thoroughly, no lubrication is required.
3. Handles, 5-point locks, cylinders, strikes, flushbolts, etc. should be cleaned with a mild (hand wash) dish soap, rinsed thoroughly and then use a light oil lubrication of all "Except Handles".
4. Glass should be cleaned with a commercial glass cleaner taking care to avoid aluminum surfaces.
5. Insulbar will be cleaned together with the door frames using mild (hand wash) dish soap and rinsed thoroughly.
6. Painted surfaces should be cleaned with a mild (hand wash) dish soap and rinsed thoroughly.
7. Inswing Saddle, Drip Edge, Sweeps should be cleaned with a mild (hand wash) dish soap and rinsed thoroughly.
8. Glazing rubber will be cleaned during the glass cleaning.
9. Setting blocks are internal parts, no maintenance required.
10. Weather seals should be cleaned with mild (hand wash) dish soap and rinsed thoroughly.
11. Sill Gasket should be cleaned with mild (hand wash) dish soap and rinsed thoroughly,

