



REILLY
ARCHITECTURAL

901 Burman Blvd, Bldg 701, Calverton, NY 11933

P 631-208-0710 F 631-208-0712

www.reillyarch.com

MAINTENANCE MANUAL

Caring for Reilly Windows & Doors During Construction

Reilly Architectural is committed to ensuring the best possible experience with our products. Each project is unique and there may be exceptions to the recommendations below.

- Periodically inspect the exterior finish for signs of weathering.
- Limit the use of the windows and doors during the construction process to only the few necessary for entrance to the project. At these openings, we recommend installing a temporary door and jamb to reduce potential damage.
- Prevent construction debris, dirt and dust from entering into lock mechanisms, spring balances and drainage systems.
- Ensure multipoint door hardware is always completely engaged to keep the doors and windows in proper position to avoid warping.
- If hardware or weather-stripping is removed for the painting and/or finishing process, please ensure it is reinstalled and aligned correctly.
- Do not remove sash stops on spring balance double hung units. Over-travel will damage the spring mechanism.
- Grinding steel and cutting stone in close proximity to the units may cause pitting of the glass and finish.
- Stone dust, dirt and sand should not be allowed to accumulate on the units.
- The units may require maintenance during the construction process; please refer to the Recommended Care Instructions, attached hereto.
- Do not apply tape to finished hardware.
- Screens will be installed during the installation process by Reilly Architectural. After final approval, we recommend the GC remove and store the screens.

Failure to follow these instructions may invalidate the warranty.

As of this date, these recommendations are the best way to care for Reilly windows and doors.



Recommended Care Instructions for Wood Finishes

It is recommended that the following be performed seasonally.

Finish Maintenance

Inspect the state of the exterior finish. Look for signs of wear or weathering, especially horizontal surfaces on the southern elevations where there is high UV exposure. Look for factors that could affect the finish, e.g. sprinklers spraying on units, trees and/or landscaping too close and rubbing. It is advisable to maintain a record log, have a person trained in the inspection process and maintenance techniques, and have adequate supplies and equipment on hand to do the job.

- **Paint** - Seasonal inspections are necessary. Recoating may be required depending on the condition of the finish. The original finish is compatible with oil or water based paints.
- **Transparent Film Finish** - Seasonal inspections are necessary. Recoating may be required in as few as 1-2 years depending on the condition of the finish. The manufacturer's water based product made for this purpose is recommended.
- **Non Film Finishes (Penofin Oil, Teak Oil and Wax Effect, etc.)** - Seasonal inspections are necessary. Recoating may be required in as few as 6 months to 1 year with the factory-applied product.

Maintenance of Unfinished Units

- **Unfinished** units will weather naturally. Location and species will affect the appearance over time.

- Surface cracks or checking may require filling.
- Gaps at joints will require filling.
- Voids may develop at exterior glazing and will require filling.

Seasonal inspections are necessary.

Failure to follow these instructions may invalidate the warranty.

As of this date, these recommendations are the best way to care for Reilly windows and doors.

Recommended Care Instruction for Powder Coated Metal Windows and Doors

It is recommended that the following be performed seasonally.

Finish Maintenance

Inspect the state of the exterior finish. Look for signs of wear or weathering, especially horizontal surfaces on the southern elevations where there is high UV exposure. Look for factors that could affect the finish, e.g. sprinklers spraying on units, trees and/or landscaping too close and rubbing. It is advisable to maintain a record log, have a person trained in the inspection process and maintenance techniques, and have adequate supplies and equipment on hand to do the job.

For care during construction, please refer to the Caring for Reilly Windows & Doors During Construction Instruction.

Cleaning should occur on a seasonal basis by using a solution of warm water and non-abrasive, pH neutral detergent solution. Surfaces should be thoroughly rinsed after cleaning to remove all residues. All surfaces should be cleaned using a soft cloth or sponge or a soft natural bristle brush. Cleaning of powder coated sections can be conveniently carried out at the same time as window cleaning.

Sheltered areas can be more at risk of coating degradation than exposed areas. This is because wind-blown salt and other pollutants may adhere to the surface and will not be cleaned away with rainfall. These areas should be inspected and cleaned if necessary on a more regular basis.

WARNING. Do not under any circumstances use strong solvents such as thinners or solutions containing chlorinated hydrocarbons, esters or ketones. Abrasive cleaners or cutting compounds should not be used. We do not recommend the use of nothing stronger than white spirits to assist with stubborn stains. Cleaning with white spirits should be carried out in shade and during cooler temperatures using a soft cloth and gentle wiping only. It is also recommended that a small non-visible area be tested initially to ensure that no color change or damage will occur. If repair or recoating is desired, please contact the Reilly Architectural Service Department for further advice.

Seasonal inspections are necessary.

Failure to follow these instructions may invalidate the warranty.

As of this date, these recommendations are the best way to care for Reilly windows and doors.

Ver. 102 (4/20/15)

Recommended Care Instructions for

Patinated Stainless Steel and Bronze - Window and Door Products

Under normal conditions patinated windows and doors that are exposed to the elements will gain their own unique patina. This may include dulling, tarnishing, pitting, along with water and natural element stains. Exterior surfaces will weather and patina differently than interior surfaces. In addition surfaces that are continually touched will wear differently than those that are not.

It is recommended that the following be performed seasonally.

Finish Maintenance

Inspect the state of the exterior finish. Look for signs of wear or weathering, especially horizontal surfaces on the southern elevations where there is high UV exposure. Look for factors that could affect the finish, e.g. sprinklers spraying on units, trees and/or landscaping too close and rubbing.

The products should be cleaned and waxed seasonally. Not maintaining the wax finish on a regular schedule and/or using an inferior wax formula will result in deterioration of the oiled and/or patinated finish. It is advisable to maintain a record log, have a person trained in the inspection and maintenance processes, and have adequate supplies and equipment on hand to do the job.

Supply list:

1. Non-ionic soap – this could be Ivory Dish Soap.
2. Hose – long enough to reach the window and doors for complete rinsing.
3. Brushes – soft white wash brush, toothbrush
4. Scotch Brite Pad – fine, white in color
5. Rubber Gloves
6. Clean towels, lint free (terry cloth type)
7. Metal Wax and/or Metal oil (Job Dependant)
8. Plastic bucket, 5 gallon

Procedure:

1. Fill the bucket with water adding one to three ounces of Ivory Dish Soap per gallon of water.
2. Using the soap and water mix; scrub gently but freely with brushes to remove all deposits. Take care not to damage the wax coating by scrubbing too hard.
3. Using the hose, rinse completely.
4. Dry with the clean, lint free towels.
5. Apply a new layer of Sculpt Nouveau metal wax. (*see instruction below*) This wax will improve the appearance of the metal and extend the protection of the patina finish.
6. NEVER use any abrasive cleaners, cloths, or anything containing ammonia or citrus cleaners – this will mar the surface.

Wax Application:

1. Apply Sculpt Nouveau metal wax to a completely dry metal surface under dry conditions or there is a risk of trapping moisture causing a white film to appear. If this does occur, it may be treated by applying mineral spirits or turpentine with a soft rag or brush. Another technique is to heat the surface using a hair dryer. When the cloudiness has been removed start the wax process again.
2. Apply the wax with a soft cloth or brush, depending on the surface. If a brush is used, wipe softly before the wax hardens to remove any ridges.
3. Let the wax set up for about 30 minutes, less time if the temperature is high.
4. Buff with a lint free towel. Buffing will help compact the wax, making a dense surface.
5. Applying a second coat is optional. If a second coat is applied, wait six hours for the first layer to fully cure. Repeat the waxing instructions as with the first coat.

Failure to follow these instructions may invalidate the warranty.

If the wax finish has been allowed to deteriorate such that it damages the oiled and/or patinated finish, please contact Reilly Architectural for additional information. As of this date, these recommendations are the best way to care for Reilly windows and doors.



Recommended Care Instructions for Hand Plated Hardware

Functional Hardware Maintenance

- Operating hardware, such as hinges and locking mechanisms, may require lubricating annually.
- Window and door sills may require cleaning seasonally.

Hand-Plated Hardware (Patina Finishes) for Example and not Limited to:

- *Light, Medium and Dark Antique Brass*
- *Dark Oxidized Bronze (10B)*
- *Antique Silver*
- *Light, Medium and Dark Pewter*
- *ANY Custom Brass Finish*

Under normal conditions hand plated hardware that is exposed to the elements will gain its own unique patina. This may include becoming dull, tarnished, pit and peel, and will show water and natural element stains. Exterior hardware will evolve and patina differently than interior hardware. Hardware that is continually touched will wear differently than those that are not.

Storage and Maintenance for Hand-Plated Hardware

- Storage of hand-plated hardware should allow adequate ventilation to avoid humidity/ moisture build up. This can accelerate the patina of the finish.
- If maintenance is desired to protect the finish as much as possible. Apply Butcher's wax lightly and buff gently with a soft 100% cotton cloth ONLY. This will help maintain the look and finish of the hardware. This will not prevent the finish from aging or gaining patina, especially when exposed to the elements.
- NEVER use any abrasive cleaners, cloths, or anything containing ammonia or citrus cleaners – this will mar the surface.

Failure to follow these instructions may invalidate the warranty.

As of this date, these recommendations are the best way to care for Reilly windows and doors.

Recommended Care Instructions for Unfinished and Electro-Plated Hardware

Functional Maintenance of Hardware

- Operating hardware, such as hinges and locking mechanisms, may require lubricating annually.
- Window and door sills may require cleaning seasonally.

Unfinished & Electro-Plated Hardware (Polished and Satin Finishes) For Example and Not Limited to:

- | | | |
|----------|-------------------|--------|
| • Brass | Unlacquered Brass | Nickel |
| • Chrome | Silver | Gold |

Under normal conditions polished and satin-plated hardware will become dull, tarnished, may pit and peel, and will show water and natural element stains. Seasonal inspections are necessary and the following steps may be required up to 4 times a year.

Maintenance for Unfinished & Electro-Plated Hardware

For best results follow the maintenance instructions below.

- Rinse with plain water and buff dry with a 100% cotton soft cloth. The process prevents a buildup of salt spray on the surface. Wash the item with a mild soap and soft cloth. Liquid dish soap will work – it must be non-abrasive.
- Polish the item with IOSSO Metal Polish, a polish specially designed for electro-plated hardware (can be purchased from McMaster Carr). This will remove tarnish and buff out water spots. Apply the polish as needed.
- Protect the item with pure wax, such as Butcher's wax, car wax or Turtle wax. Apply with a soft 100% cotton cloth and buff into the surface. This protects the plating and will help minimize pitting, spots and water damage.
- Chemical cleaners will damage the finish and are **not** to be used to care for these finishes.

Failure to follow these instructions may invalidate the warranty.

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Recommended Care Instructions for Stainless Steel Hardware

Functional Hardware Maintenance

- Operating hardware, such as hinges and locking mechanisms, may require lubricating annually.
- Window and door sills may require cleaning seasonally.

Under normal conditions stainless steel hardware will become dull, tarnished, may pit and rust, and will show water and natural element stains. Seasonal inspections are necessary and the following step may be required up to 4 times a year.

Maintenance for Stainless Steel Hardware

For best results follow the maintenance instructions below

- Polish the item with IOSSO Metal Polish (can be purchased from McMaster Carr). This will remove tarnish and buff out water spots. Apply the polish as needed.

Failure to follow these instructions may invalidate the warranty.

As of this date, these recommendations are the best way to care for Reilly windows and doors.



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Characteristics of RWD Screens

While there are no specific maintenance instructions, with the passage of time, the following may occur.

- **Fiberglass** - the sheen may dull and the material tends to become brittle with time and weather exposure.
- **Bronze** will tarnish with time and weather exposure.
- **Monel** - the material will tarnish with time and weather exposure.
- **Black stainless steel** – the color may dull with time and weather exposure.
- **Aluminum** - the material will oxidize with time and weather exposure.

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