



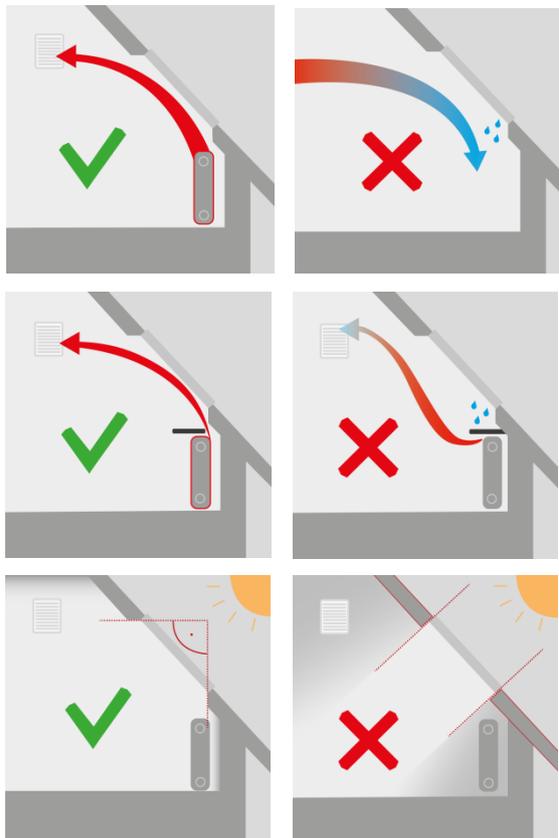
# INSTRUCTION

for use, operation and maintenance of roof windows and skylights



Roof windows should be installed by a qualified roofer in accordance with the good construction practice and installation instructions attached to the product

## 1. The location of the roof window in the attic



### Installation of heat sources

A heat source should be installed under the window to avoid the formation of thermal blocks, condensation of the glass and condensation.

### Additional elements of interior design

The window sill should not obstruct the free flow of air under the window.

### Finishing the window recess

In order to ensure good air circulation and maximum light, the window recess should be finished vertically under the window and horizontally above it.

## 2. Maintenance and cleaning of wood profile windows

2.1. Wood is a natural material which properties change under the influence of external conditions causing a necessity renovation in order to preserve the best visual aspect of the purchased product. The damages (losses of material), resulting during assembly, has to be covered immediately, since they can significantly reduce the immunity of woodwork to the influence of external factors. To keep wooden profiles of windows in good condition follow the rules:

- immediately cover any damage of the coating (material losses) - they can significantly reduce the woodwork's resistance to external factors,
- control it on a regular basis - the woodwork is exposed to strong sunlight, high temperatures and humidity (e.g. in rooms such as kitchens, bathrooms),
- periodically clean and maintain.

2.2. Do not use chemicals containing acids, alkalis, solvents, thinners or agents for cleaning wooden joinery, as they may damage the woodwork surface. Cleaning products containing waxes or care oils considerably they worsen the adhesion of the renovation layer.

For cleaning it is recommended to use:

- compressed air with no oil,
- soft bristle brushes,
- water with no detergents or water with delicate cleaning agents (without care waxes and abrasives).

2.3. The condition of the varnish coat in wooden windows should be checked annually and if necessary be treated with water based clear varnish. In case of noticeable changes in the coating, maintenance should be carried out within a period not exceeding 2 years.

For renovation purposes, please follow the information in the table below:

<b>Tools</b>	- sandpaper (grain size 200/220) or fiber (scotch-brite) - azure brush for acrylic products
<b>Ground preparation</b>	- clean the coating 1. in case the coating is intact (no scratches, no cracks), gently polish the surface and precisely dust off, for example, with compressed air. 2. in the case of damaged coatings, they should be removed by grinding and dusted off precisely- the temperature of the material, substrate and surroundings should be in the range of 20C and 25C, wood humidity below 13% (without water on the surface of the product)
<b>Conditions arrangements</b>	- the temperature of the material, substrate and surroundings should be in the range of 20C and 25C, wood humidity below 13% (without water on the surface of the product)
<b>Execution</b>	- all kinds of renovations should be made on the entire surface of the element where protective coatings have been damaged

\* applies to windows with wooden joinery

2.4 Each time during maintenance work, protect other window elements, in particular gaskets from over coating.

### 3. Glass

- 3.1 The glass should be cleaned on a regular basis with ordinary cleaning products used in a household not containing abrasive and caustic agents, using a soft cloth or sponge (applies to windows/skylights with wooden and PVC joinery).
- 3.2 When cleaning windows, the remaining liquid, especially on the painted surface, should be removed immediately - rinse with water and wipe dry.
- 3.3 Avoid contact of silicone and sharp objects with the surface of the glass.
- 3.4 The glass with a Bioclean self-cleaning coating must be cleaned in such a way as not to damage its surface - soft cloth and soft cleaning agent.

### 4. Condensation of water

The process of water vapor condensation is a natural phenomenon resulting from the temperature difference between the inside and outside temperature of the window. To avoid this phenomenon, follow the recommendations:

- a) installation of windows in a ventilated room,
- b) installation of windows at temperatures above -5 ° C,
- c) frequent airing of rooms,
- d) placing heat sources directly under the window,
- e) maintain room temperature in the room at all times.

The occurrence of the phenomenon of water vapor condensation and frost does not indicate a product defect, but a good tightness of the glazing unit and at the same time its low thermal transmittance coefficient. Steam can build up from both sides of glass - inside and outside and on the outer pane.

### 5. Air Inlet and handle

- a) The air inlet is a window element used to inflow fresh air into the room with the window closed. In case of opening the air inlet and reverse air flow, room ventilation must be repaired to work as intended.



b) An element that allows ventilation is also the window/skylight handle, which in the position of tilting and blocking the wing allows for additional air flow.

**CLOSED POSITION**



**POSITION OF THE MICRO-TILT**



**OPEN POSITION**



### 6. Hinges

At least once a year, clean and grease the hinges - friction surfaces, solid parts and moving parts.



### 7. Collar

At least once a year, check the condition of the window/skylight flashing cover for possible damage and clean the collar around the window of dirt and accumulated leaves, ensuring a free flow of rainwater. If the window is placed directly under the tree crowns, these actions should be repeated more often.



### 8. Gaskets

Cover the silicone and rubber gaskets (including EPDM) once a year should be coated with a special preservative that gives them flexibility.

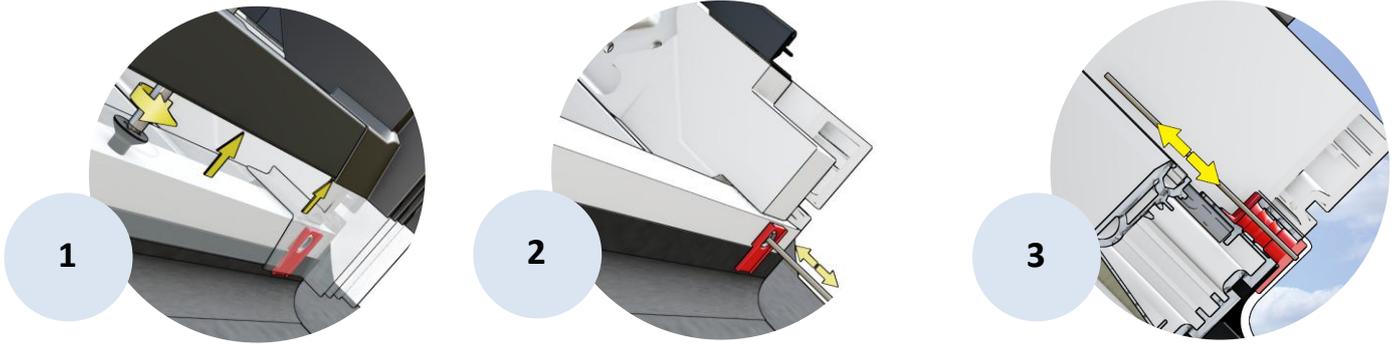


## 9. Unblocking the drainage system elements

PVC window drainage elements should be cleaned at least once a year. Clogged drainage systems may ineffectively drain rainwater, which results in its leakage into the room.

Drainage system elements are located both in the sash and in the frame. Drains must be cleaned and effectively unblocked. Please follow the instructions below.

### 9.1 Clean drainage elements in the frame



### 9.2 Clean drainage elements in the sash



## 10. Roof window service

10.1 The latch is used to block the pivot window sash in the open position  $\sim 180^\circ$  for washing or intensive airing without fear of automatic sash rotation.

**WINDOW UNBLOCKED -  
- the latch is hidden**



**WINDOW BLOCKED -  
- the latch is extended**



## 10.2 Opening functions in top-hung windows

**Tilted sash - the window 'does not enter' the room.**



**After pulling the black handles (in the tilted sash) down, the window moves to the vertical position. This is a position that makes it easier to clean the outer pane**



## 10.3 Covering the window

In order to lower the temperature, maintain privacy and protect against sun rays, it is recommended to use the manufacturer's accessories, including internal and external blinds, pleats, awnings, mosquito nets etc.

Attention! It is unacceptable to cover the window / hatch tightly from the inside, e.g. with foil, plasterboard, OSB or other materials, which may lead to permanent damage as a result of high temperature shielding, such as: deformation of the woodwork or broken glass. The window / skylight requires constant air circulation from the inside.

## 11. External roller blinds

In winter and in subzero temperatures, the external roller shutter curtain may freeze to its bottom strip. The roller shutter should not be opened then due to the risk of tearing the armor, especially when using day / night window automation. Any icing should be gently removed or wait for it to melt. In case of strong winds, the shutter armor should be inserted into the shutter cassette. Failure to comply with the above guidelines limits the User's right to claim damages against the Producer and the Guarantor.



## Technical support needed?

We really care about your satisfaction with our offer. For your comfort, we provide a Technical Support service. At the telephone number provided, you can contact our specialist and dispel any doubts regarding our products, their installation, operation and maintenance. We also encourage you to contact us by e-mail. We do not leave questions unanswered!

**tel. +48 600 408 698**

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Our specialists are working from Monday to Friday, from 7am to 3pm (GMT+1).

OKPOL Sp. z o.o. based in Skarbimierz – Osiedle at Topolowa Street 24, 49-318 Skarbimierz, referred to as the Producer, provides high quality of OKPOL roof windows produced by them including flashing kits and skylights out of consideration, that long-lasting and efficient functioning of windows depends on their correct installation and regular maintenance and proper use - in accordance with the instructions for use and maintenance of OKPOL products available on the Producer's website ([www.okpol.com](http://www.okpol.com)).