

**Howarth Windows & Doors Direct Numbers**

Orders: 01469 535 301 / 01469 535 305 / 01469 535 308  
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 Technical: 01469 535 303  
 Marketing: 01469 535 313

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# WINDOW, DOOR SET & CONSERVATORY HOMEOWNER MANUAL





## NOTES

### Maintenance Instructions

#### Decorative Finish

All paintwork should be inspected regularly and cleaned with a weak solution of pH neutral (pH 6.5 - 7.5), non-abrasive detergent. i.e. watered down washing up liquid (such as Fairy Liquid) and a soft cloth, at least twice a year.

*Please note that the use of non-pH neutral or abrasive detergents may cause premature degradation of the decorative finish.*



If any mechanical damage (breaking of the paint or stain coating caused by an outside force) is discovered refer to *Window Frame Repairs* on page 3.

#### Double Glazed Unit

Double glazed units should be cleaned at least every month using a weak solution of pH neutral (pH 6.5 - 7.5), non-abrasive detergent. i.e. watered down washing up liquid (such as Fairy Liquid) and a soft cloth.

*Please note that the use of non-pH neutral or abrasive detergents may affect the glazing compound leading to premature failing of the sealed unit.*



**FAILURE TO COMPLY WITH THESE INSTRUCTIONS WILL RENDER ALL GUARANTEES NULL AND VOID.**

### Ironmongery and Locking Mechanism

#### Handles

All handles should be lightly lubricated with WD40 or similar, twice per year and cleaned using a soft damp cloth which has been immersed in a solution of pH neutral (pH 6.5 - 7.5), non-abrasive detergent. i.e. watered down washing up liquid such as Fairy Liquid. *If after the guarantee period, handles are removed during redecoration ensure they are not over tightened when refitting, as this could impair the operation.*



#### Friction Stays

All pivot points should be periodically lubricated with WD40 or similar, fixings checked and tightened and sliding bars wiped clean with a soft, damp cloth.

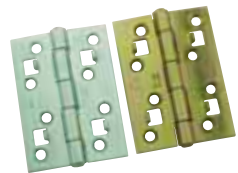


#### Restrictor Hinges

All pivot points should be lubricated twice per year with WD40 or similar, fixings checked and tightened and the sliding channels wiped clean with a soft, damp cloth.

#### Hinges

All pivot points should be lubricated twice per year with WD40 or similar, fixings checked and tightened and wiped clean with a soft, damp cloth.



#### Locking Mechanisms

All moving parts should be lightly lubricated twice per year with WD40 or similar, screw fixings tightened and surfaces wiped clean with a soft, damp cloth.

## Frame Repairs

Mechanical damage (breaking of the paint film caused by an outside force) will cause premature breakdown of the paint system. A common cause of mechanical damage may be a careless window cleaner propping his ladders constantly against sills of windows.

Should mechanical damage occur it is necessary to carry out an immediate spot repair, using one or more of the *Spot Repair Kits* (each covers 0.5m<sup>2</sup>), which must be purchased from Howarth Timber (Windows and Doors) Ltd. This will ensure that the correct paint or stain has been used, that will in turn, maintain the life expectancy of the product. *Repair kits are available by contacting the sales office on 01469 535301.*

### Spot Repair

#### Step 1

Clean the area thoroughly, taking care to remove any loose paint film or timber fibres.

#### Step 2

Wash the area using a weak solution of pH neutral (pH6.5-7.5), non-abrasive detergent i.e. watered down washing up liquid, such as Fairy Liquid, and allow to dry properly.

#### Step 3

Lightly sand the affected area. In some cases it may be necessary to use the filler supplied in the Repair Kit. If so, you will need to lightly sand the area down after use.

#### Step 4

Apply two coats of high build DK5 joinery finish type 154 (waterborne) or similar, in the original colour for transparent finishes or DK4 joinery finish type 142 for opaque finishes, allowing the first coat to dry, before applying the final coat.

### Area Repair

#### Step 1

Clean the area thoroughly, taking care to remove any loose paint film or timber fibres.

#### Step 2

Wash the areas using a weak solution of pH neutral (pH6.5-7.5), non-abrasive detergent i.e. watered down washing up liquid, such as Fairy Liquid and allow to dry properly.

#### Step 3

Lightly sand the affected area.

#### Step 4

Fill any damaged areas with filler provided and sand to a smooth finish.

#### Step 5

Treat naked wood with a DK1 wood preservative or similar, which is formulated to allow over-painting and allow to dry. Ensure the application is in accordance with the manufacturer's instructions.

#### Step 6

Apply two coats of high build DK5 joinery finish type 154 (waterborne) or similar, in the original colour for transparent finishes or DK4 joinery finish type 142 for opaque finishes, allowing the first coat to dry, before applying the final coat.

ALWAYS FOLLOW THE MANUFACTURERS SAFETY INSTRUCTIONS WHEN USING CHEMICALS.



**FAILURE TO COMPLY WITH THESE INSTRUCTIONS WILL RENDER ALL GUARANTEES NULL AND VOID.**

## Intermediate Repairs

Transparent coating:

- Removal of loose coating film
- Wash
- Light sanding of defect area
- Treat naked wood with DK-1 wood preserver type 114 (water-borne) or the like.
- 2 x spot-painting, of defect area, in original colour with high build, DK-4 joinery finish type 142 (water borne) or the like.

## General Maintenance

### Preconditions

- Interior: on the whole intact (slightly worn and faded, minor holes and cracks) intact adhesion, slightly chalking and soiling.
- Exterior: Like interior and without resin exudation. No mechanical damage or naked wood.

### Directions for Treatment

- Wash surface.
- Method of application: Brush.

#### Interior:

- Light sanding of the entire surface.
- 1 x coat of the entire surface with high build DK-4 joinery finish type 142 (water-borne) or the like.

#### Exterior:

- Remove resin exudation with scraper and clean with white spirit.
- Filling of holes/cracks/open joints with filler matching the original colour, suitable for exterior exposure, followed by light sanding to smooth filled areas.
- Clean film from excess filler by careful sanding.
- Light sanding of entire surface.
- 2 x coats of the entire surface with high build, DF-5 joinery finish type 142 (water-borne) or the like.

In order to prevent darkening of the original shade, for each coat, the original colour may be mixed 1:1 with colourless.

## Expected Results

- Closed and smooth surface.
- Dry film thickness: Approximately 120 Microns.
- Surface edges and rebates are uniform in colour and gloss and smooth to touch. Pores, holes, cracks and joints are closed.
- Irregularities in the surface due to substrate may occur.

## Quality Control

With reference to the paint manufacturer's directions, as the following conditions must be observed and noted:

- Condition of the substrate.
- Climate conditions during work and drying.
- Type and condition of brush to be used.
- Wet and dry film thickness.

## Control Objects

- Humidity of wood.
- Chalking.
- Climate temperature, relative humidity and dew point.
- Temperature of the substrate surface.
- Choice of brush.
- Measurement of wet and dry film thickness.



### Expected Results

- Fully covered, closed and smooth surface.
- Dry film thickness:  
Approximately 100 Microns.
- Surface edges and rebates are uniform in colour and gloss and smooth to touch. Pores, holes, cracks and joints are closed.
- Irregularities in the surface due to substrate may occur.

### Quality Control

With reference to the paint manufacturer's directions, as the following conditions must be observed and noted:

- Condition of the substrate.
- Climate conditions during work and drying.
- Type and condition of brush to be used.
- Wet and dry film thickness.

### Control Objects

- Humidity of wood.
- Chalking.
- Climate temperature, relative humidity and dew point.
- Temperature of the substrate surface.
- Choice of brush.
- Measurement of wet and dry film thickness.

## Warranty Information -

### Transparent Coating System Window and Door Set

Substrate is wood, solid, planed and double vacuum impregnated.

- Function class is Re EN927-1:  
Classification: Stable, Unsheltered, Severe.
- Products: RE.prEN927-2: performance specifications: Class "A" High build, high performance, transparent coating system.
- Environmental and labour hazard: see individual instruction on product packaging.

### Inspection

It is important to inspect coated surfaces regularly and immediately repair any damage or defects which may be found. Any defects should be reported to Howarth Timber (Windows & Doors) Ltd on 01469 535301.

Damage should be repaired according to the intermediate repair guidelines.

Surfaces facing South and West together with those close to the sea and at high altitude may be subjected to more severe weather conditions or corrosive substances (e.g. sea water) than those in less exposed areas and therefore may require maintenance earlier than surfaces in less exposed environments.

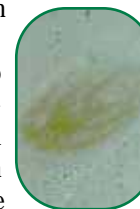
Surfaces in heavy traffic or industrial environments can be subjected to more severe surface soiling and therefore require earlier maintenance than surfaces in less industrial environments.

Beads cills, drips and plant-on bars are more severely subjected to weather and mechanical stress than other surfaces in timber windows, external door sets and conservatories and may require more frequent maintenance. When cleaning the window pane, clean the bottom beads, cill, drips and plant-on bars. Use only pH-neutral detergents.

## Tannin Exudation

### (Non-Laminated Sections)

The paint system on your fully finished product is a water based vapour permeable type. This system has a resin inhibitor built in. However, currently it is not possible to totally prevent the exudation of tannin stains (small yellow spots around the area of any knot) onto the surface of the paint system and tannin exudation may occur.



### Tannin Removal

Allow tannin to exude completely, this usually takes a few warm months.

#### Step 1

Ensure that the full window is cleaned, prior to carrying out the tannin removal.

#### Step 2

If inside the property ensure that there is adequate ventilation, this is essential when using Methylated spirits.



#### Step 3

Dampen your cloth with the Methylated spirits and wipe gently in a backwards and forwards motion until the stain has gone.

*In most situations this will be all that is required, however if the paint is very heavily stained, a small amount of yellowing may remain. If this is the case, retouch the area using a microporous paint of the same type originally used.*

**Please note that failure to carry out proper repairs will invalidate your guarantee.**

Any variation in colour due to putting new paint onto old will fade after a few months and become unnoticeable. Once the tannin has come to the surface and the above procedures have been carried out, it is

unlikely that the problem will reappear. Tannin is a naturally occurring substance and its appearance does not constitute a fault in either materials or workmanship (see Limitations of Guarantee).

## On Site Glazing

Should it be necessary to re-glaze the frames due to accidental breakage, it is important to follow the procedure detailed below:

### Step 1

Remove glazing beads.

### Step 2

Remove the damaged sealed unit from frame, whilst making sure all precautions are taken to ensure personal safety.

### Step 3

Remove any excess tape that is left in the frame rebate. Remove any setting blocks and seating blocks (retain for re-glazing), ensuring that you do not damage the paint or stain system. Clean the glazing rebates with a pH neutral (pH 6.5. – 7.5), non abrasive detergent and allow to dry thoroughly.

### Step 4

Ensure a 24mm double glazed unit of the correct glass type is used. Lay the glass unit on a flat clean protected surface.

*Note: Clean gloves should be worn when handling glass to avoid smearing. Please check glass and frame labels for any special fixing information.*

### Step 5

Ensure that the backing paper on the glazing tape is approximately 3mm away from the bottom edge of the glass unit (see fig. 1). Apply the tape across the pane of glass, ensuring that the tape



is 2mm short at each end when cutting the tape to length.

### Step 6

Apply the side tapes, making sure that the backing paper is flush with the edge of the pane of glass (see fig. 1) and that the end is butted to the bottom tape (not overlapping or leaving gaps), then cut the tapes 2mm from the top of the glass unit (see fig. 2)

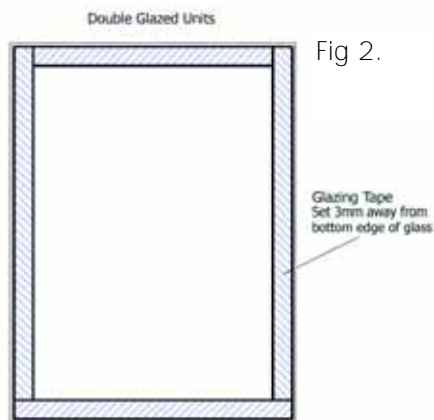


Fig 2.

### Step 7

Apply the top tape ensuring that the backing paper is flush with the top edge of the unit (see fig.1), and cut the tape so that butt joints are created (not overlapping or leaving gaps).

### Step 8

Ensure the backing tape is covering all the glazing tape, then turn the unit over.

### Step 9

Repeat steps 5, 6 and 7.

### Step 10

Place setting blocks in the relevant positions as shown in fig. 3

Fig 3.



All spacer blocks are set 100mm in from the edge of the glazed units to the centre of the spacer block.

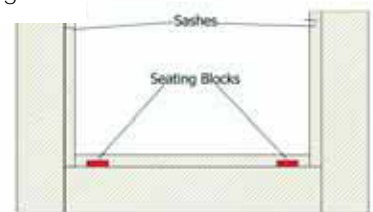
### Step 11

Take the glass unit to the frame, remove the backing tape and place in the opening ensuring that where necessary any obscure or toughened panes are on the correct sides (inside or outside faces).

### Step 12

Fit seating blocks for the drained bottom bead, (see fig. 4).

Fig 4.



Seating Blocks for drained & vented bead need to be set at least 5mm away from the edge of the sides of the sash.

### Step 13

Remove the outer backing tape.

### Step 14

Set the drained bead on the seating blocks, ensuring a good seal between the bead and the glass is achieved, then pin the bead in position.

### Step 15

Place the top bead in position, ensuring that a good seal between the bead and the glass is achieved, pin the bead into position.

## Warranty Information -

### Opaque Coating System Window and Door Set

- Substrate is wood, solid, planed and double vacuum impregnated.
- Function class is Re EN927-1: Classification: Stable, Unsheltered, Severe.
- Products are RE.prEN927-2: performance specifications: Class "A" High build, high performance, opaque coating system.
- Environmental and labour hazard: see individual instruction on product packaging.

### Inspection

It is important to inspect coated surfaces regularly and immediately repair any damage or defects that may be found. Any defects should be reported to Howarth Timber (Windows & Doors) Ltd on 01469 535301.

Damage should be repaired according to the intermediate repair guidelines.

Surfaces facing South and West together with those close to the sea and at high altitude may be subjected to more severe weather conditions or corrosive substances (e.g. sea water) than those in less exposed areas and therefore may require maintenance earlier than surfaces in less exposed environments.

Surfaces in heavy traffic or industrial environments can be subjected to more severe surface soiling and therefore require earlier maintenance than surfaces in less industrial environments.

Beads, cills, drips and plant-on bars are more severely subjected to weather and mechanical stress than other surfaces in timber windows, external door sets and conservatories and may require more frequent maintenance. When cleaning the window pane, clean the bottom beads, cill, drips and plant-on bars. Use only pH-neutral detergents.

### Intermediate Repairs

#### Opaque coating:

- Removal of loose coating film.
- Wash.
- Light sanding of defect area.
- Treat naked wood with DK-1 wood stain type 114 (water-borne) or the like.
- 2 x spot-painting, of defect area, in original colour with high build, DK-5 joinery finish type 154 (water borne) or the like.

### General Maintenance

#### Preconditions

- Interior : on the whole intact (slightly worn and faded, minor holes and cracks) intact adhesion, slightly chalking and soiling.
- Exterior: Like interior and without resin exudation. No mechanical damage or naked wood.

### Directions for Treatment

- Wash surface. Method of application: Brush.

#### Interior:

- Filling of holes/cracks followed by light sanding to smooth filled areas.
- Sanding or filling areas and light sanding to smooth filled areas.
- 1 x spot painting of filled area with high build DK-5 joinery finish type 154 (water-borne) or the like.
- 1 x coat of the entire surface with high build DK-5 joinery finish type 154 (water-borne) or the like.

#### Exterior:

- Remove resin exudation with scraper and clean with white spirit.
- Filling of holes/cracks/open joints with filler suitable for exterior exposure, followed by light sanding to smooth filled areas.
- Light sanding of entire surface.
- 1 x spot painting of filled area with high build, DK-5 joinery finish type 154 (water-borne) of the like.
- 2 x coats of the entire surface with high build, DK-5 joinery finish type 154 (water-borne) or the like.

## Limitations of Guarantee

### Tannin Exudation

#### (Non-Laminated sections)

The paint system on your fully finished product is a water based vapour permeable type, this paint system has a resin inhibitor built in. However, currently it is not possible to totally prevent the exudation of tannin stains (small yellow spots around the area of any knot) onto the surface of the paint system and tannin exudation may occur (see page 4).

Tannin is a naturally occurring substance and its appearance does not constitute a fault in either materials or workmanship. Failure to carry out proper repairs will invalidate your guarantee (see *Frame Repairs* page 3).

### Mechanical Damage

As with all guarantees, mechanical damage (breaking of the coating film caused by an outside force) does not constitute a fault in materials or workmanship, but will cause premature breakdown of the paint system. A common cause of mechanical damage may be a careless window cleaner propping his ladders constantly against cills of the upstairs windows. Should damage of this nature occur, it is incumbent upon the owner to carry out repairs in line with the instruction leaflet, ensuring the use of correct materials (see *Frame Repairs*, page 3). Repair kits can be purchased from Howarth Timber (Windows & Doors) Ltd.

### Very Severe Exposure Conditions

Your products have been painted/stained with a system that is guaranteed against normal wear under moderate to severe exposure conditions. However, under very severe exposure conditions it may be necessary to carry out some minor maintenance prior to the end of the normal guarantee period. (Frames in a South and Westerly aspect and those subject to atmospheric, sea moisture and bird lime pollution are classed as very severe exposure conditions.) The Most vulnerable parts of the paint system will be on the cills, horizontal beads, plant-on

bars and the lower third of vertical beads. Under very severe exposure conditions these should be inspected regularly and maintenance carried out if a wearing down of the paint system is discovered (see *Frame Repairs*, page 3). Repair kits can be purchased from Howarth Timber (Windows & Doors) Ltd.

### Chalking

Chalking or the sheen of the paint being eroded is not a fault as the performance of the paint will not be affected by this natural wear. Only pH neutral (pH 6.5-7.5), non-abrasive cleaning agents should be used on the paint film or any part of the window, glass or ironmongery.

### Colour change

Over a period of years, some paint or stain finishes may exhibit slight variation from the original colour. This will not affect the performance of the decorative system and does not constitute a fault.

### General Points

Howarth Timber (Windows & Doors) Ltd reserve the right to repair or replace components, which do not meet the terms of this guarantee.

The guarantee is limited to UK mainland and is not transferable to subsequent owners.

*Guarantees commence from the date of despatch from Howarth Timber (Windows & Doors) Ltd (subject to the limitations stated).*

**FAILURE TO COMPLY WITH ANY OF THE INSTRUCTIONS OR REQUIREMENTS CONTAINED WITHIN THIS DOCUMENT WILL RENDER ALL GUARANTEES NULL AND VOID.**

This does not affect your statutory rights.

### Step 16

Fit the side beads pushing them tight to the top bead and ensuring a good seal between the bead and the glass is achieved, pin the bead into position.

**When pinning beads ensure that the correct pins (32mm panel pins) are used and that they are positioned 50mm from the ends and at 150mm centres.**

### Step 17

Using a nail punch, ensure the pin is below the surface of the bead and fill holes with filler. Touch up with correct stain or paint (see *Accessories*, page 9).

**Re-glazing kits must be purchased from Howarth Timber (Windows and Doors) Ltd by contacting us on 01469 535301/5/8**

**FAILURE TO COMPLY WITH THESE INSTRUCTIONS WILL RENDER ALL GUARANTEES NULL AND VOID.**



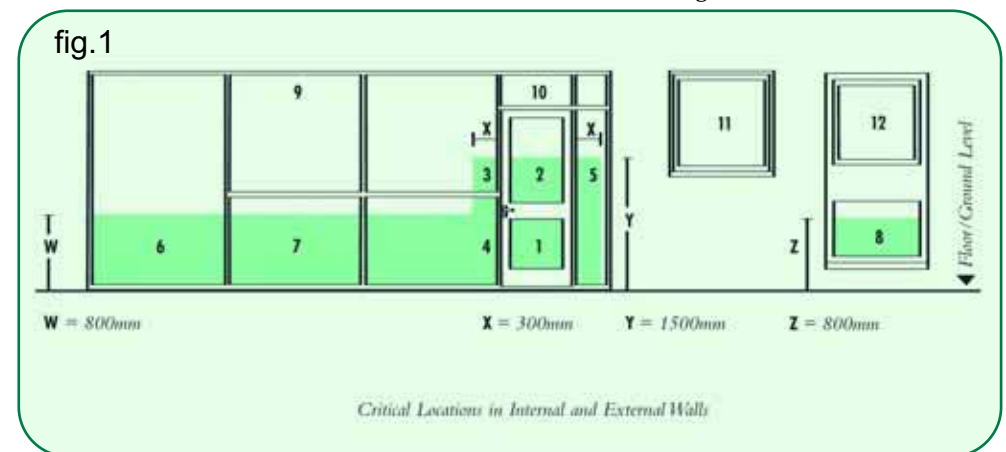
### Safety Glazing

**For locations that require it, Howarth glazed windows and door sets are fitted with toughened glass. The following specifications should be followed for re-glazing:**

Critical locations in internal and external walls as specified in BS6262 (fig.1)

Glass in doors and side panels to doors (1,2,3,4 & 5) must be at least:

- Class B safety glazing material if the smaller dimension of the glass is more than 900mm.
- Class C safety glazing material if the smaller dimension of the glass is less than 900mm.
- Annealed glass in smaller panes if it meets the given criteria.



Glass in low level glazing (6,7 & 8) must be at least Class C, or in small panes. Annealed (non-safety) glass may be used in areas marked 9,10, 11 & 12). Robust annealed glass may be used in commercial frontages.



### Permanent Screen Protection

The use of annealed (non-safety) glass is permitted in a critical location if protected by a permanent robust screen. The screen must prevent the passage of a 75mm sphere and must not be climable. See fig. 2.

(BS6262 Part 4 details the specific requirements for such screens and the full document should be consulted).

### Glazing in Small Panes (All Critical Areas)

The use of annealed (non-safety) glass is permitted in small panes. Small panes must have a maximum smaller dimension of 250mm and an area not exceeding 0.5m<sup>2</sup>. Annealed glass in small panes must not be less than 6mm thick except in traditional leaded or copper lights, if fire resistance is not required.

### The Use of Safety Glazing

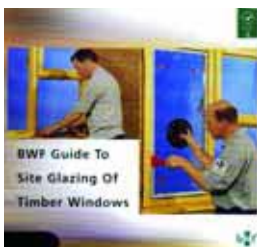
The architectural use of safety glazing is primarily governed by British Standard BS6262 Part 4:1994. This is a national standard applying to all glazing work, including replacement glazing. It identifies critical locations in general terms only and

sets the minimum standards of glazing materials acceptable for use in these areas.

Additional guidance is also provided by Building Regulations appropriate to the country - i.e. Approved Document N for England and Wales and Part IV for Northern Ireland. Compliance with BS6262 Part 4 will also satisfy the requirements for Regulation of the Health and Safety at Work Act.



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A copy of the BWF Guide To Site Glazing of Timber Windows is available by contacting our sales office.



## Redecoration After Guarantee Expires

When your decorative finish guarantee expires continue to carry out regular inspections, cleaning routines and repairs until the finish reaches a point where redecoration of the complete frame is required.

Provided that moisture has not been allowed to penetrate the timber, once redecoration has been carried out your products should not require redecoration for many years. In order to achieve such performance redecoration must take place before the complete breakdown of the original coating.



### Redecoration Instructions

Follow these instructions and you will have many years of trouble free service from your Howarth products:

#### Step 1

Clean the frame thoroughly as described on page 2, *Maintenance Instructions*.

#### Step 2

Fill any damaged area with an appropriate coloured wood filler and sand to a smooth finish. Treat naked wood with a DK1 type preservative or similar which is formulated to allow over painting, and allow to dry.

#### Step 3

Apply a medium solid, waterbased, acrylic micro-porous or ventilating finish top coat.

*Note: Apply the same brand of top coat to both the inside and the outside of the frame to ensure an even movement of moisture, thus preventing distortion of the timber.*

Using the systems recommended will ensure the period between each redecoration is substantially longer, whilst the preparation time needed prior to redecoration is reduced.

*Always follow the manufacturers safety instructions when using chemicals.*

### Accessories

#### Howarth Spot/Area Repair Kits

The Spot/Area Repair Kit contains:  
*Woodfiller, Sandpaper, Paint or Stain  
Paint brush, Instruction leaflet.  
Sufficient to cover an area of 0.5 m<sup>2</sup>*

#### Howarth Reglazing Kits

The Reglazing Kit contains:  
*Fully finished glazing bead  
Fully finished drained and vented bead  
Glazing tape, Panel pins  
Spot repair kit 0.5m<sup>2</sup>  
Setting blocks, Seating blocks*



**To order accessories, please contact our sales department on 01469 535301.**