



Instructions for Maintenance and Care

They help you keep your KAPO quality windows and doors as beautiful in the future as they are today. Thank you for placing your trust in us and for your decision to buy KAPO windows and doors. In order to ensure the best possible living comfort, your windows and doors have undergone repeated quality checks, from the start of production through to the finishing. In the unlikely event that you encounter problems or whenever you have questions, please do not hesitate to contact us. (+43 (0) 3335 2094-0, E-mail: office@kapo.co.at, www.kapo.co.at) The management and employees of KAPO wish you much enjoyment with your windows and doors.

Naturally greater living comfort with wooden windows and doors

Wood, being a natural building material, naturally improves your well-being.

When you chose your windows and doors, you decided on wood, thereby making a very sound decision on various matters:

Sound, because of the environment, since wood is a renewable raw material and in contrast to plastic, in no way damages the environment. Contrary to general perception, wood is far more hygienic than plastic. The average number of germs on wood is 15 percent lower than on plastic and in the case of pine wood even 50 percent lower.

Being a natural material, wood blends naturally and harmoniously with the environment and the architectural design. Sound for you personally: As a natural part of your home, wood not only bestows visual pleasure but it also radiates the kind of warmth that only nature can offer. In addition, wooden windows and doors have a highly positive effect on the natural indoor climate and offer perfect thermal insulation, effective noise protection and a natural, balanced harmony of humidity.

Wooden windows and doors naturally heighten contentment. In order to ensure that this lasts into the future, we have summarised a few important suggestions for you in this brochure. When you detect damage to your windows and doors caused by the environment, such as hail or mechanical damage etc., we recommend you take advantage of our window- and door service.

Proper adjustment of fittings

Adjustment of locking bolts

In order to ensure a tight closing of windows, adjust the locking bolt with an adjusting key or open-end key (9 mm). It can be set to three positions.

Adjustment of the scissor stays

When one side of a window goes out of alignment, you can return it to the correct position by lifting the casement.

Adjustment of the pivot post

When a scissor jams, lower the casement. When the locking bolt does not hold correctly, the window can be moved horizontally.

Other handling instructions

Correct handling of fittings

The tilt-turn handle includes a safety device to prevent incorrect operation. The desired action can only be performed when the window is closed.

Taking the casements off or hanging them on the hinges

Taking off: Pull the scissor stay pin downwards when the window is closed.

Hanging on: Hang the window on the hinges and close it (without locking it!). Then press in the scissor stay pin.

The scissor stay is protected against unauthorised opening. In the event that a malfunction occurs despite this protection, simply press the lifter safety catch. You can then move the handle to any desired position.

The following safety instructions should be followed when handling KAPO windows and doors

When using your windows and doors, please pay attention to the following: Never put additional strain on the casement. Never push the casement beyond the opening edge by force. Never obstruct the opening edge between casement and frame.

Please be aware of the potential risk of injury inherent to windows and doors:

Attention: Risk of injury due to trapping

Attention: Risk of injury due the effects of wind

Attention: Risk of falling out

As regards fittings, please take the following into account:

In order to ensure optimum comfort of use and safety, regularly check all fitting parts for fit and wear and tear. Whenever required, adjust the mounting screws. When parts need exchanging, we recommend you contact us or another specialist.

It is very easy to lift the casements:

Simply use a 4 mm Allen key.

When fitting roller blinds or shutters:

In order to avoid cracks to the exterior facade, ensure that the shutter box and the wall are properly connected when installing flush-mounted boxes of roller blinds. Shutters with electric motors must be connected by an electrician in accordance with the attached fitting and adjusting instructions, then controlled and, if necessary, re-adjusted.

Fresh air does more than just let your KAPO windows and doors breathe

Fresh air is the most effective protection against uncomfortable humidity.

Wooden windows and doors are inherently very robust and resistant. Being made of a natural material, they react, however, to climatic change or to changes in temperature and humidity. Humidity makes wood swell and may thus cause damage.

Already in the construction phase, your wooden windows and doors appreciate fresh air.

Wooden windows are adapted to moisture conditions corresponding to a normal living environment. During the construction phase, leave your windows tilted around the clock. Should this not be possible, repeatedly open them completely for intensive airing several times a day.

Fresh-air therapy several times a day ensures a healthy indoor climate

Your windows and doors are not only exposed to humidity during the construction phase, also afterwards, from cooking, bathing, drying laundry and mainly from us. We generate 'steam' all the time. When the ambient air contains too much humidity, the formation of condensation on the glass surfaces of your windows is inevitable. The hotter the air is, the more humidity it can absorb. When the air cools, its ability to retain humidity deteriorates. The result of this simple, physical process, which is independent from the quality of the windows, is the formation of condensation and causes the 'fogging' of windows. When no counter-action is taken, the consequences are mold, spores and staining as well as permanent damage to furniture and the fabric of the building. When the windows are closed, the exchange of air is insufficient for the necessary extraction of humidity and the hygienically required inflow of air. When the content of humidity of the ambient air is too high and the rooms are not sufficiently aired, the warranties for windows and doors no longer apply.

Proper airing is the easiest and most effective means against this problem:

Air all rooms every morning for 20 – 30 minutes, especially the bedroom (intensive airing with the casements completely open!).

Then, depending on the ambient moisture, air again for 5 minutes 3 to 4 times during the day.

Note: only intensive airing ensures the desired air exchange in a short period of time.

Always turn off the heating when airing.

In order to ensure that the ambient air absorbs sufficient humidity, the room temperature should not fall below 15° C.

When cared for properly, your KAPO windows and doors will appear cared for for a long period of time

Proper care cannot entirely stop the ageing process of your windows, but it can considerably delay it.

Sun, rain, snow, heat ... Climatic influences leave their mark over time, even on the best windows. You may not be able to avoid the impact of the weather, but a few, simple tips can help you to decisively slow down the ageing process. For one, you should regularly check your windows and door for damage and have them repaired immediately, but proper and consistent care is equally important.

It is never too early to start using protective measures. Therefore, you should begin as soon as the windows and doors are fitted.

As mentioned before, during the building phase, the coating of your windows and doors should be protected by a suitable adhesive tape. For this, only tape tested for its surface compatibility (e.g. Tesa Blue or Tixo Yellow) should be used. Remove the tape as soon as all construction activities have ceased (one week afterwards at the latest).

You can repair minor damage to the coating yourself with the help of varnish supplied in the 'repair bottle' which is of the original colour of your window.

In any case, regular and consistent care definitely pays off. Some simple maintenance suggestions will help you substantially defer any need to renovate your windows. Regularly clean your windows and treat the exterior with a special care lotion (e.g. the one from the KAPO care set). Applied in the same way as furniture polish, it protects your wooden windows from undesired water absorption for months. A repetition of this treatment is recommended two to four times per year.

In order to avoid damaging the coating, do not rub the surface hard or with a dry cloth. When you detect hairline cracks or small scratches while cleaning, repair them immediately with the help of the small repair bottle. More substantial damage should be immediately rectified by a specialist.

Clean the glass panes of your wooden windows with a mild detergent. When labels or stickers cannot be removed by the usual methods, use fine industrial wire wool or household polishing or scouring agents (e.g. Stahlfix, Sidolin etc.). Avoid tools that scratch, razor blades and scrapers as well as highly alkaline washing liquids, acids and fluorine detergents. These may cause irreparable damage to the surface.

For cleaning shutter slats, use mild soap suds (never use nitro thinner). Before using the shutters after cleaning, check the position of the slats (they might have moved in the upper area).

Thoroughly check your wooden windows and doors once a year, particularly the coating, the packing and the sealing. At the same time grease and, if necessary, adjust all movable parts.

Even the best wooden windows and doors need rejuvenating from time to time

Renovating wooden windows and doors is no longer a problem and what you need to consider is quickly explained.

Consistent care helps to defer the time when renovation becomes necessary. In addition, do not forget to check your windows and doors regularly in order to detect possible damage as early as possible.

However, there comes a time when weathering damage becomes apparent on any wooden window. The interval between renovations depends on the type of wood, the local circumstances and the type of coating. As a general rule, varnished windows must be renovated earlier than windows with an opaque finish. Light-coloured vanishes generally have a shorter renovation interval than dark ones.

This is how impressive renovation results can be assured:

Remove loose layers of coating by using a fine abrasive paper (grain size 220 - 280). Once the surface is free of dust and fat, prime the cleaned wooden parts. Pre-coat exterior parts that are particularly exposed once or twice. Treat intensively grey areas with a colour-matching repair varnish. Subsequently, cover the exterior parts with a protective coating. It may be that additional sanding is required between the process steps. Be careful not to damage any edges. After applying a coat, keep the windows open, or at least tilted for some time as otherwise the casements and the frame can stick together.

In this way, your KAPO windows and doors are as beautiful in the future as they are today.

Our customer service does, of course, not end with the manufacturing of your windows and doors. The KAPO service includes reliable on-time delivery as well as professional fitting and maintenance. To be sure that you can really enjoy your KAPO windows and doors, also in the future, we supply you with your own personal care set and valuable maintenance tips. Please contact us at any time with any questions or when repairs are necessary. When treated properly, windows and doors still have a well-cared for appearance even many years after.

By following some simple tips, you can substantially delay the ageing process. Windows and doors should be regularly checked for damage and repaired immediately, but proper and consistent care is particularly important. This is what the care set is for. After cleaning, rub the outer surfaces of the windows with the provided care lotion. Minor surface damage can easily be repaired with the help of the repair bottle containing coating material of the correct colour. Regularly check all movable parts, grease them and re-adjust them if required.

Important advice: This summary of the care and maintenance tips was occurred after the best knowledge and conscience and raises no claim to completeness, No guarantee or liability claims can be derived. KAPO assumes no liability for any use mistakes.