

SEALCRAFT

Architectural Window Systems

STANDARD PROCEDURE

M - 50

SUBJECT: Glass Removal and Glazing Instructions
Aluminum Window Frames – Insulated Glass
Interior Drop Glazed – Vinyl Snap in Glazing Bead

Examined, Accepted and Approved

By: _____

Title: President

Date: 09 / 30 /03

1.0 INTRODUCTION

- 1.1 The purpose of this standard procedure is to establish the procedures required for the routine removal and replacement of insulated glass units required to ensure that Seal Craft windows maintain their optimum performance, appearance and function throughout their intended life as installed in the property.
- 1.2 The guidelines set forth herein are based on the standard industry practices and Seal Craft specific recommendations.

2.0 GENERAL INSTRUCTIONS

- 2.1 Determine the quantity and dimensions of glass that requires replacement. Verify the thickness and composition of insulated glass units to be ordered.
- 2.2 Plan for the lead-time required to have the insulated glass units fabricated and delivered to the job site. Install temporary protective materials (wood or plastic) over openings where breakage of inboard and outboard lites could potentially cause personal injury, water or excessive air infiltration.
- 2.3 Ensure that proper materials labor and equipment are available at the time of glass delivery to accomplish the requirements of this procedure.
- 2.4 Perform glass removal and replacement on one selected window and obtain approval from property manager or owner before continuing re-glazing activities.

3.0 SAFETY PRECAUTIONS

- 3.1 Ensure that all workers are properly trained in glass handling techniques and that they wear proper safety equipment (ex. eye protection, ear protection, back support, steel toe shoes, hard hat, gloves specifically designed for glass handling and fall protection).
- 3.2 Ensure that traffic to the immediate work area is limited and that consideration is given to protection from falling glass that may occur during glass removal process.
- 3.3 Ensure that all broken glass is picked up and properly discarded.

4.0 GLASS REMOVAL

- 4.1 Identify the glass to be removed and ensure that the new glass is on site, undamaged and of the proper dimension and configuration prior to glass removal.
- 4.2 Remove the interior vinyl glaze beads with a stiff putty knife. Discard any damaged glazing bead.
- 4.2 Carefully remove the insulated glass lite to be replaced. Removal may be assisted by use of a flat bar or stiff putty knife and will most likely result in further breakage to the glass being removed. Use care in not damaging the window frame by prying with excessive force.
- 4.3 Once the old glass has been removed, the glazing leg must be cleaned of debris and any loose back bedding compound and dry. Inspect the glazing leg for dents and correct.

5.0 GLAZING

- 5.1 Ensure that setting blocks have not been lost during glass removal. Replace with new as required.
- 5.2 Apply a 1/8” to 3/16” diameter bead of Schnee-Morehead 5555 AAMA 805.2-94, Group A Bonding Back Bedding Compound around the full perimeter of the glazing rabbet. The bead of back bedding compound must be applied in a continuous bead at a location approximately 1/4” from the extreme edge of the glazing rabbet. Skips in the bead or allowing the bead to wander further than 1/4” from the edge will most likely result in leakage.
- 5.3 Remove any shipping tabs, labels and dirt from the new glass unit. Pay particular attention to the edge of glass that will make contact with the back bedding compound ensuring that it is clean and dry.
- 5.4 Set the new glass unit by first sitting the bottom edge of the unit on the setting blocks and then rotating the unit up into the frame. Ensure that the new glass unit is “centered” left to right with an even reveal at both sides.
- 5.5 Reinstall vinyl glaze beads by tapping them into place with a small wood block (or similar).
- 5.6 Immediately remove any excess back bedding compound from glass and frame with toluene or isopropyl alcohol. The use of these solvents may be hazardous to you health. Use only in well ventilated areas. Keep away from the open flame. Tools may be cleaned with the same solvent.

6.0 CUSTOMER SERVICE

- 6.1 Seal Craft maintains a knowledgeable staff of individuals who may be able to assist you in understanding concerns that may arise relating to it's products and are available during normal business hours at 1-800-844-4486.
- 6.2 Warranty claims should be brought to the attention of Seal Craft immediately upon discovery and are subject to the conditions set forth in the approval warranty documents for this project.

7.0 MANUFACTURES DISCLAIMER

- 7.1 Seal Craft is a manufacturer of quality commercial window systems and as such is compensated for the delivery of the same, per architectural specifications, unto the job site. Seal Craft is no compensated for, and therefore assumes no responsibility for, building design, interface of it's products with other building elements or any area of accountability other than the manufacture and delivery of quality window systems as required under each contract.
- 7.2 The qualifications and procedures as set forth herein are recommendations of Seal Craft as the manufacturer and are intended as a minimum guideline for the successful maintenance of it's product and must be adhered to in order for the Seal Craft warranty to be in effect.
- 7.3 By stamping and/or signing or by any other means affixing a 'mark' to the submittal booklet that contains these instructions, both architect and contractor demonstrate complete agreement and accept the full responsibility for these procedures. Further, both architect and contractor agree that the manner in which the windows are installed is beyond the control of the manufacturer and as such, Seal Craft has no responsibility for any liabilities that may arise from the improper installation of its products.