

# SEALCRAFT

Architectural Window Systems

## STANDARD PROCEDURE

No. M-52

SUBJECT: Glass Removal and Glazing Instructions  
Aluminum Window Frames-Insulated Glass  
Interior Drop Glazed-Metal Glazing Bead

Examined, Accepted and Approved

By: \_\_\_\_\_

Title: President

Date: 1/16/07

## 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 in the property.
- 1.2 The guidelines set forth herein are based on 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 material (wood or plastic) over the openings where breakage of inboard and outboard lites could potentially cause personal injury, water or excessive air infiltration.
- 2.3 Ensure that the 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, owner or other QAQC personnel that may be responsible.

## 3.0 SAFETY PRECAUTIONS:

- 3.1 This procedure does not purport to address all of the safety problems that may be associated with it=s use. It is the responsibility of whomever uses this procedure to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.
- 3.2 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 toed shoes, hard hat, gloves specially designed for glass handling, fall protection).
- 3.3 Ensure that traffic to the immediate work area is limited and that consideration is given to protection from falling glass that may occur during the glass removal process.

3.4 Ensure that all broken glass is picked up and properly discarded.

#### 4.0 GLASS REMOVAL:

4.1 Identify the glass to be replaced 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 rubber glazing wedge with a flat head screw driver or similar tool. Discard any damaged wedge.

4.3 Remove the metal glazing bead. A flat head screwdriver or stiff putty knife may be needed to get it started. Use care, as to not damage the window frame's finish.

4.4 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.

4.5 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 an 1/8" to 3/16" diameter bead of Schnee-Moorehead 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 allocation 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 aluminum glazing bead, tap them in place by using a small wooden block (or similar) if necessary.
- 5.6 Reinstall rubber glazing wedge. Make sure the aluminum bead is flush with one another and that the wedge is of proper length.
- 5.7 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 your health. Use only in well ventilated areas. Keep away from 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 its 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 approved warranty documents for this project.

7.0 MANUFACTURERS 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 site. Seal Craft is not compensated for, and therefore assumes no responsibility for, building design, interface of its 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 set forth herein are recommendations of Seal Craft as the manufacturer and are intended as a minimum guideline for the successful maintenance of its 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 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.