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## CLEANING & MAINTENANCE MANUAL

## Introduction

This document is published to give guidance to those carrying out and responsible for the cleaning of Lonsdale glass roofs. If you require a definitive method statement, please contact a specialist cleaning company for advice. The photograph from days gone by on the front cover, is a good illustration of how **not** to carry out safe cleaning of a glass roof taking into consideration today's increased health & safety standards. We recommend inspection, cleaning & maintenance only be carried out by experienced, qualified operatives.

## Inspection

In usual environmental conditions, we recommend annual inspection of the patent glazing system and any incorporated components by those responsible for the building's maintenance. Please refer to the Maintenance Check List at the end of this document which should be photocopied and used as a record of inspections.

If it is known that the environment may be aggressive, such as a chemical factory, marine environment, polluted or similar, the intervals should be increased to quarterly or six monthly inspections depending upon the severity of the problem.

## Access



Access to vertical or sloping patent glazing to both the inside and outside will be required periodically for inspection, cleaning and maintenance purposes. It is vital persons carrying out this work use suitable access equipment and necessary personal protection such as gloves, hats & goggles to ensure their own safety and the safety of others who may be in danger from falling debris, tools or other materials. We recommend the method of access be agreed with a specialist provider of access systems and a method statement issued before commencement of any inspection.

Temporary access may be required for inspections and small maintenance jobs and should be removed as soon as possible after use.

Ladders and crawling boards should be used to spread the load over the patent glazing system. Neither the glass or the patent glazing system should ever be directly walked on. Boards and ladders should be supported at purlins or other structural members and carefully secured to ensure they do not move during use. Examples can be seen in Fig 1 an extract from BS5516 for the design and installation of sloped and vertical patent glazing.

Temporary access can also be provided by mobile platforms such as scissor lifts and cranes. Scissor lifts, a form of powered platform are particularly suitable for access from inside the building. The manufacturers instructions must be carefully followed and we recommend this type of equipment only be operated by experienced personnel.

Permanent access systems such as that shown in the above photograph are particularly suitable for large and or high areas of roof glazing. These may take the form of fixed or movable ladders on tracks supported off the structure of the building and should not be attached to or transfer load to any part of the patent glazing system.

## Cleaning

Cleaning should be carried out to remove debris and grime from the roof to maintain good light transmission. The frequency of cleaning will be determined by the location of the building and how dirty the roof gets. We recommend the use of a mild detergent solution and soft cloths. We do not recommend the use of abrasive cleaning pads or scourers.

It is important to observe any recommendations from the applicator/manufacturer of any architectural finish such as polyester powder paint or similar to avoid damaging the surface finish, but generally their advice is in line with that given above. The use of hosepipes or jet washers are not recommended as it is likely gaskets and or seals will be disturbed resulting in permanent damage and leaks not just during the cleaning process, but by rain in the future.

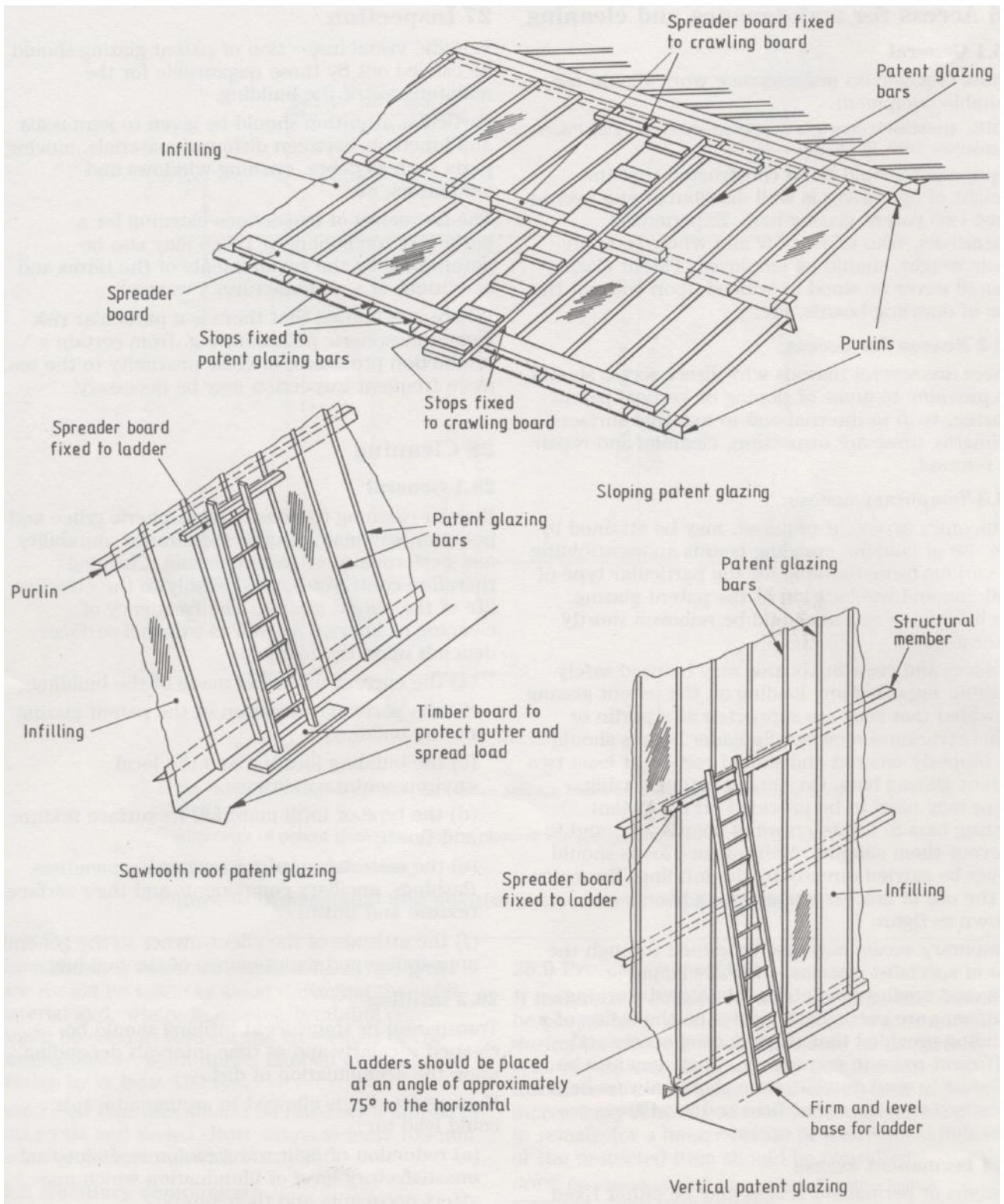


Fig 1 Extract from BS5516 for the design & installation of vertical & sloping patent glazing

# MAINTENANCE CHECK LIST

BUILDING REFERENCE.....DATE.....

CARRIED OUT BY.....

FOR AND ON BEHALF OF.....

Tick box to show the following areas and components have been inspected:-

- Aluminium Sections** – all components should be inspected and any damaged or missing parts replaced. Drainage channels and weep holes must be clear of debris. Check draught fillets, glass tops, pressure beads or cappings are firmly in place. Replace any damaged or missing gaskets or seals.
- Opening Vents** – any vents in the vertical or sloping areas of the roof should be opened and closed to check any opening mechanisms and or motors are working correctly. Inspect any fittings, gears or motors and ensure they are in working order. Replace any damaged or missing parts. Any damaged or missing gaskets or seals should be replaced.
- Finish** - inspect the architectural finish for signs of wear, flaking or damaged areas. Remedial work should be carried out by operatives approved by the manufacturer using approved materials.
- Flashings** – lead or aluminium flashings should be checked to ensure they have not been damaged or misplaced. If necessary redress or replace any flashings in accordance with the original detail.
- Glass or infill** – should be checked for cracks or breaks. Any damaged panes should be replaced immediately. If likely to pose a threat to safety, the damaged pane(s) should be removed and replaced with a suitable temporary waterproof board or similar until the correct replacement is available. Plastic sheets both solid or multiwall should be checked for cracks and replaced if necessary. Any breather tapes to the top or bottom of multiwall hollow sheets should be checked and replaced if damaged to avoid water ingress into the chambers or infestation by insects.
- Sealants** – all seals should be examined and if found defective, replaced with suitable compound to match the original in order to ensure chemical compatibility.
- General** – carryout a thorough inspection of all areas and remove any debris. List overpage, any works that need to be carried out listing in order of priority.

I have carried out the above inspection & conclude no further action is required / further action is required as described over page (please delete appropriately)

Signed.....Print Name.....

If you require urgent advice during your inspection, please call manufacturers of the patent glazing system, Lonsdale Metal Company Ltd Tel 020 8801 4221