

# Commercial Windows & Doors Maintenance Guide

*(Heavy-Duty / High-Usage Environments – Rangi Ltd)*

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## 1. Maintenance Classification

Due to the nature of commercial applications, maintenance frequency shall be **at least twice that of residential installations.**

Commercial environments involve higher usage intensity, exposure, and liability risk, requiring a more rigorous maintenance regime.

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## 2. High-Frequency Cleaning

### 2.1 Glass & Shopfront Surfaces

In accordance with NZS 4223 Glass Safety Standard

#### **Recommended Frequency:**

- Retail shopfront glazing: **1–2 times per week**
- General commercial glazing: **once every 2 weeks**

#### **Method:**

- Use commercial-grade glass cleaner and rubber squeegee
  - Avoid abrasive or hard tools to prevent scratching tempered glass
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### 2.2 Aluminium Frames

#### **Cleaning Frequency:**

- Urban environments: every **1–2 months**

- Coastal / industrial environments: **monthly**

**Corrosion Control Focus:**

- Salt exposure (e.g. Auckland coastal areas)
  - Pollution buildup (grease, dust, airborne contaminants)
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## 3. Tracks & Drainage Systems (Critical Risk Areas)

### 3.1 Sliding Track Systems

**Highest failure risk in commercial applications**

**Maintenance:**

- Weekly: vacuum and remove sand/debris
- Monthly: inspect wear condition

**Risk:**

- Roller failure → door derailment → potential safety hazard
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### 3.2 Drainage System (Weep Holes)

In accordance with NZBC E2/AS1 Weathertightness

**Inspection Frequency:**

- Monthly
- Mandatory inspection after heavy rainfall

**Commercial Risk Note:**

- Blocked drainage = water ingress = potential liability claims
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## 4. Hardware & Structural Components (Heavy-Duty Maintenance)

### 4.1 Hardware (Locks / Hinges / Rollers)

**Maintenance Frequency:**

- Lubricate every **3 months**

**Recommended Lubricant:**

- Silicone spray (non-dust attracting)
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### 4.2 Automatic Doors / Heavy-Duty Systems (if applicable)

**Requirements:**

- Professional servicing every **6–12 months**

**Note:**

- Self-repair by unqualified persons is not recommended
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## 5. Safety Inspections

### 5.1 Safety Glass Inspection

In accordance with NZS 4223 Glass Safety Standard

**Check for:**

- Cracks or edge damage
  - Presence of safety markings (Tempered / Laminated)
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## 5.2 Emergency Exit Doors

- Must open smoothly at all times
  - Locking mechanisms must comply with fire safety requirements
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# 6. Weathertightness & Sealing Systems

## 6.1 Sealant (Silicone)

### **Inspection Frequency:**

- Every **6–12 months**

### **Commercial Recommendation:**

- Planned replacement within **5 years**
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## 6.2 Interface Waterproofing (Wall Connections)

### **Critical Inspection Areas:**

- Head flashing
- Jamb flashing
- Sill flashing

### **Key Risk:**

- Structural movement leading to seal failure and cracking
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# 7. Operational Control

## 7.1 User Behaviour Guidelines

- Avoid forceful opening and closing

- Prevent impact to glass panels
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## 7.2 Commercial Management Recommendations

- Install access control systems (to reduce excessive usage)
  - Use automatic closers to extend service life
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## 8. Commercial Maintenance Schedule (Client Checklist)

Item	Frequency
Glass cleaning	Weekly - Fortnightly
Track cleaning	Weekly
Weep hole inspection	Monthly
Hardware lubrication	Every 3 months
Sealant inspection	Every 6 - 12 months
Professional servicing	Annually

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## 9. Warranty & Liability Control

### Impact on Compliance

Failure to follow this maintenance guide may directly affect:

- Building Warrant of Fitness (BWOFF)
  - Fire compliance obligations
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### ✓ Warranty Conditions

- Maintenance must be carried out in accordance with this manual
- Commercial premises must maintain service/maintenance records

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## ✘ Warranty Exclusions

- Damage caused by failure to clean tracks or drainage systems
- Wear and tear due to high-frequency commercial use
- External damage (impact, misuse, or improper operation)

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## ✔ Appearance Standard - Two-Metre Rule

Surface defects that are not visible from a distance of more than 2 metres shall not be considered defects.

Minor colour variation or surface inconsistency is considered acceptable and does not constitute a fault.