

# Instructions for Linkline Secondary Glazing uPVC Vertical Sliding System

Linkline uPVC Secondary Glazing is as efficient and attractive as professionally installed systems, but designed for you to install yourself.

You need one width kit plus one height kit of the appropriate lengths to secondary glaze your window with two sliding panes.

## SELECTING YOUR GLAZING MATERIAL

Do not buy the glazing material until you have installed the outer tracks and have taken the required measurements from them.

This system had been designed to accept 4mm glass or acrylic sheet. 4mm glass generally gives the better result, but if your window is close to the floor or otherwise exposed to impact, we recommend that you use acrylic or similar material instead of glass for safety reasons.

No single pane should exceed 1.12 sq metres.

## FIXING

The linkline uPVC Vertical Sliding System may be fitted:

1. To the inside of the wooden recess, or
2. Directly to the flat wooden face of the window surround (Instruction 6.)

In each case allow a minimum of 42mm of the flat surface to accept the secondary glazing tracks.

Face fitting may not be possible if:

1. The main window does not have a wooden frame or surround, or
2. The main window catches do not clear the secondary glazing panes, and cannot be replaced by smaller fittings, or otherwise adapted.

Also it may not be desirable if the best sound insulation is required. A gap of 150mm between the main window glass and the secondary glazing is recommended for this.

For the best thermal insulation, and for normal sound insulation purposes, fit the secondary glazing as close as possible to the existing window. Ensure that the main window catches clear the secondary glazing.

When recess fitting to brick, concrete, plaster etc., mark the position for drilling the holes through the screwholes shown in Figure 1. Then drill the holes deep enough to take the plastic wall plugs, to ensure a rigid fixing.

When fixing the track section to a soft wooden batten or sill, you may not need to drill and plug - just mark the position of the holes (shown in Figure 1 for recess fitting or Figure 10 for face fitting) using a small drill or bradawl.

## CONDENSATION

Linkline Secondary Glazing will normally reduce condensation considerably, however in line with other reputable manufactures, Linkline cannot guarantee to completely eradicate condensation, particularly in rooms, such as kitchens and bathrooms, which are prone to high humidity.

To minimise condensation, fit the secondary glazing as close as possible to the existing window and ensure that all tracks are accurately cut and any air gaps sealed.

## FINISHING OFF

Linkline specifies white building quality uPVC because of its superb insulation properties and its long lasting, attractive, unobtrusive finish.

Other than normal cleaning the installation requires no maintenance. The tracks may, however, be painted with an oil based paint if desired.

## OPERATING THE SLIDING PANES

The catches will engage with the ratchet sash guides (Section G) to hold the panes in both open and closed positions. To raise the panes take the weight of the window, release the catches, then lift using the finger groove. To hold the panes in position, allow the catches to engage in the ratchet stops in each side track.

It is especially important to use the catches when the lower pane is smaller than the upper pane.

If it becomes hidden behind the upper pane, preventing access to the catches, the lower pane can be released by carefully removing one ratchet sash guide (Section G) from the base of each side track and gently sliding the sash guides and panes down. The upper pane can now be raised to allow operation of the lower catches. Now replace the ratchet sash guides at the top of the window to make up the gaps left when they were removed.

## SAFETY

When the main window is open the secondary glazing panes should also be kept open to avoid undue pressure in high wind conditions. This is especially important for large, exposed windows.

Both catches must be used when opening and closing each pane. Never pull the bottom glass carrier (sections F1 and F2) downwards, since this tends to detach it from the pane. For extra safety the bottom carrier can be secured to the glass with a small amount of silicone sealant.

## CLEANING

Take out the panes for cleaning by first lowering both panes to the bottom of the unit. Then remove the top track insert (Section A2) and sufficient lengths of ratchet sash guides (Section G) from the top of one side track (Section B) to allow removal of the panes.

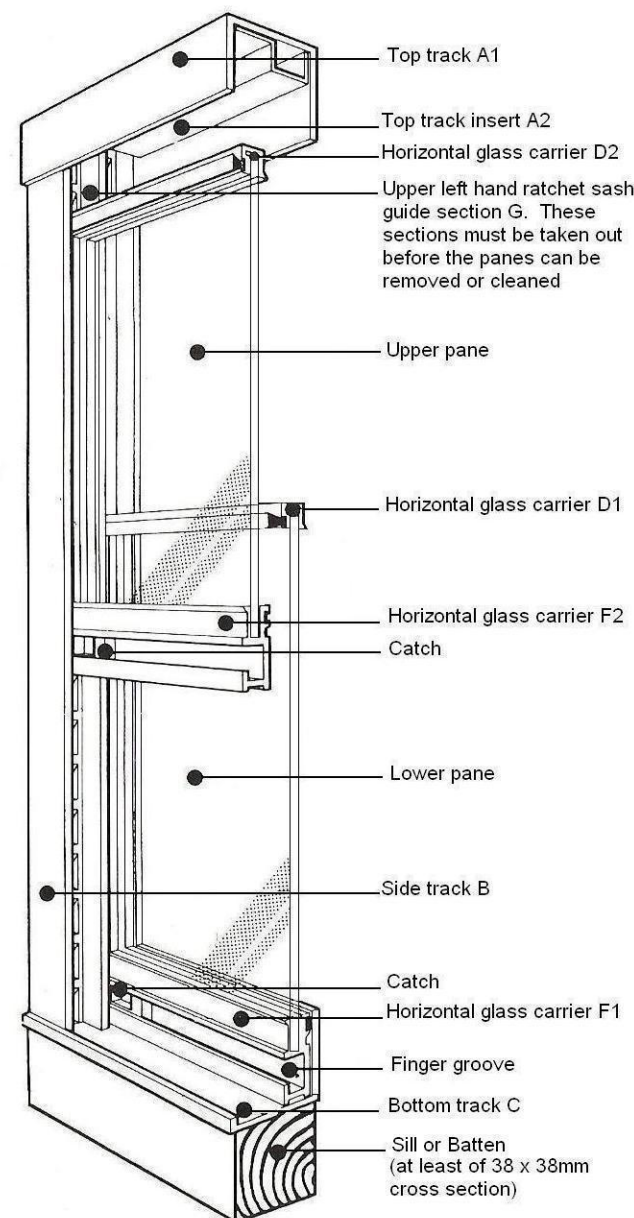
Each pane in turn may be lifted up into the exposed recess in the side track, and by releasing the catches can be lifted clear of the tracks.

When replacing the pane follow the procedure outlined in Instruction 5.

## TOOLS REQUIRED

Necessary  
Hacksaw  
Screwdriver  
Steel rule  
Drill  
Masonry drill bit (6mm)

Desirable  
Mallet  
File (deburring sections)  
Square, straight edge  
Spirit level  
Bradawl or 1.5mm drill for pilot holes in wood  
Plumb line





## KIT CONTENTS

### WIDTH KIT

A width kit contains:  
All horizontal sections



Section A1  
Top track:  
One length



Section C  
Bottom track:  
One length



Section A2  
Top track insert:  
One length



Section D1  
Glass carrier with  
long brush seal:  
One length  
(top of lower pane)



Section D2  
Glass carrier with  
medium brush seal:  
One length  
(top of upper pane)



Section F1  
Glass carrier with  
short brush seal:  
One length  
(bottom of lower pane)



Section F2  
Glass carrier without  
brush seal:  
One length  
(bottom of upper pane)

### HEIGHT KIT

A height kit contains:  
All vertical sections



Section B  
Side track:  
Two lengths

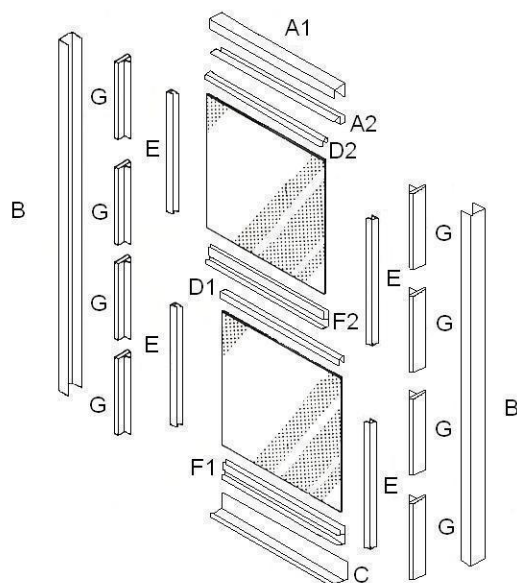


Section E  
Glass carrier with  
short brush seal:  
Two lengths



Section G  
Ratchet sash guide:  
30cm lengths

### ARRANGEMENT OF PARTS



## Step-By-Step Instructions

### 1. Cut and Fit the Track Sections

**IMPORTANT**  
If face fitting read instruction 6

**NOTE**  
If your window recess is not square, the secondary glazing installation may be adversely affected. At each stage of the installation check that the tracks are square and level before fixing. If necessary pack out with wood and filler.

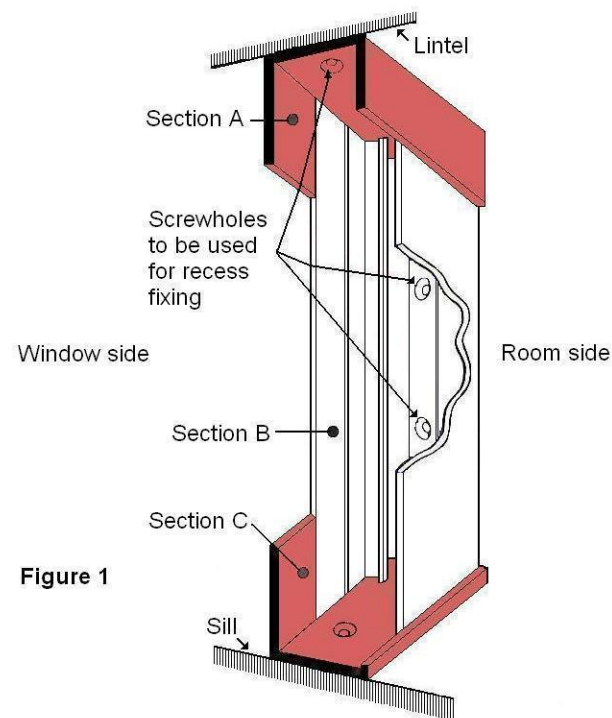


Figure 1

#### Recess Fitting

##### 1.1 Side Tracks (Section B)

a) Measure the full height of the right hand side of the window recess. Deduct 6mm and cut a length of Section B to this size.

b) Place the track in position with a 3mm gap at the top and bottom to allow the top and bottom tracks to be fitted. Ensure that the screwholes in the side leg (for use only in face fitting) face the window, and using a plumb line, that the section is square and straight.

c) Fix as described in General Information, using the screwholes indicated in Figure 1.

d) Repeat this procedure for the left hand track. Ensure that it is parallel to the first track over its whole length.

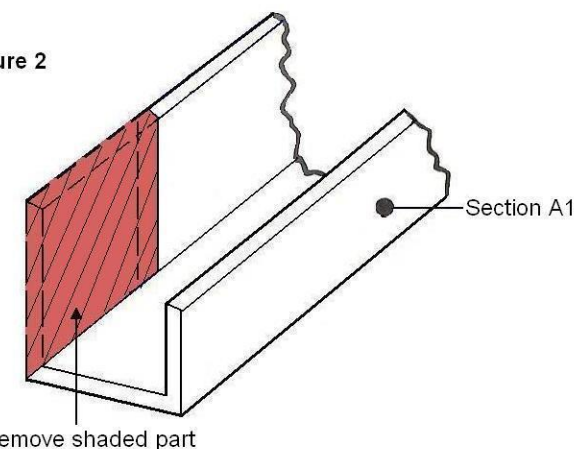
##### 1.2 TOP TRACK (SECTION A1)

a) Measure the full width of the top of the window recess and cut Section A1 to this length.

b) To fit the top track over the side tracks, it is necessary to remove part of the longer leg from both ends (Figure 1). Position the cut length of Section A1 squarely across the top of the side tracks so that its longer leg touches the front (room side) faces of both the right hand and left hand side tracks.

In this position mark at each end the position of the side tracks. Using straight cuts, remove the two parts which had been covering the side tracks (Figure 2).

Figure 2



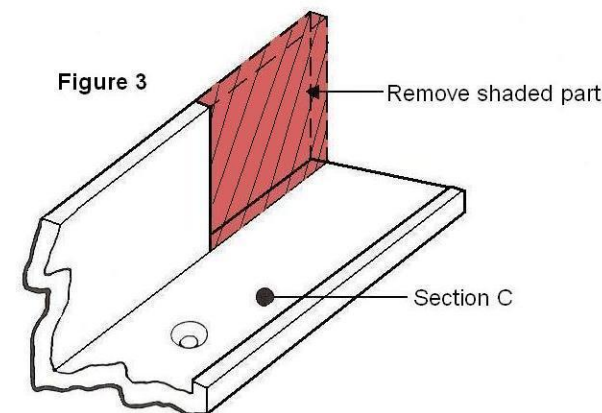
c) Now fit Section A1 over the top of the side tracks so that its longer leg aligns with the window side legs of the side tracks (Figure 1). Fix as described in General Information

##### 1.3 BOTTOM TRACK (SECTION C)

Follow the above procedure to fit the bottom track to the bottom of the window recess (Figures 1 and 3).

Ensure that it is parallel with the top track before fixing.

Figure 3



## 2. Measure for Glass

### 2.1 HEIGHT

Decide where the overlap of the top and bottom panes is going to be and make a mark on the window side leg of a side track level with the midpoint of this overlap.

For the height of the lower pane measure from the top of the back leg of the bottom track (Section C) to the mark. Add 22mm to this measurement to give the height of the bottom pane.

For the height of the top pane measure from the bottom of the long back leg of the top track (Section A1) to the mark. Again add 22mm to this measurement to give the height of the top pane.

### 2.2 WIDTH

Measure the distance between the inner edges of the side tracks (Section B) across both the top and bottom in case they are not exactly parallel. Take the shorter measurement and add 22mm to give the width of each piece of glass (Figure 4).

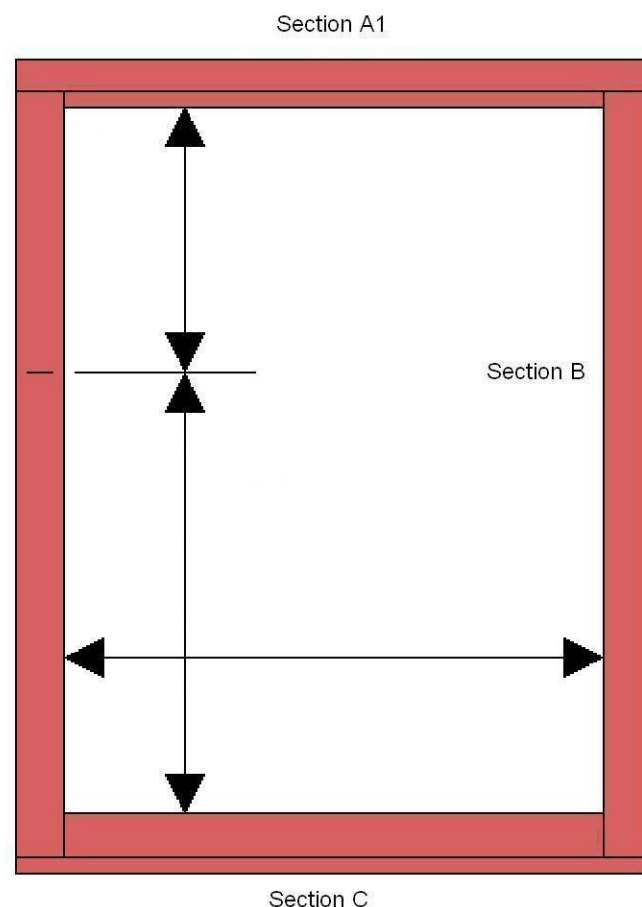


Figure 4

## 3. Obtain and Prepare the Glass

This secondary glazing has been designed to accept 4mm glazing material.

4mm glass generally gives the best result, but see **SELECTING YOUR GLAZING MATERIAL** under **GENERAL INFORMATION**.

Ensure your glazing conforms to British Standard recommendations (+/- 0.2mm of the stated thickness). Check that it has been cut to within 1.5mm of the correct size.

It is essential to remove sharp edges from the glass before attempting to fit the glass carriers (Section D, E, and F). If this has not been done by the glass merchant you can do it yourself.

a) Lay the glass flat on a steady surface such as a table, with the edge to be smoothed overhanging by about 25mm.

b) Take a sanding block and using a circular motion of the hand, rub the edges thoroughly.

## 4. Assemble the Panes

### 4.1 LOWER PANE

a) Measure the intended top edge of the glass and add 3mm. Cut this length from Section D1.

b) Stand the glass on its edge on a folded cloth or newspapers, with the intended top edge facing upwards. Position Section D1 centrally along this edge, ensuring that the brush seal in Section D1 faces into the room.

Starting at one end, gently tap D1 down with a mallet or piece of wood so that it is firmly in position (Figure 5)

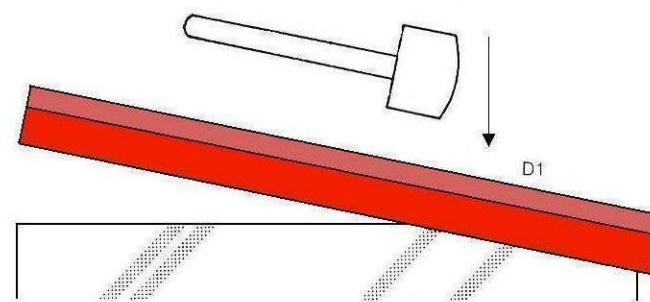


Figure 5

c) Turn the glass over and measure the bottom edge. Add 6mm and cut a length of Section F1 to this size.

Proceed exactly as above, but note that the finger grip recess faces into the room.

NOTE:

A suitable silicone sealant may be applied to the bottom edge of the glass and the groove of Section F1 (SEE SAFTEY). Fit into position and remove any excess sealant.

d) Now measure the exposed vertical edges of glass and cut one piece from each length of Section E to fit (Figure 6). Fit as before.

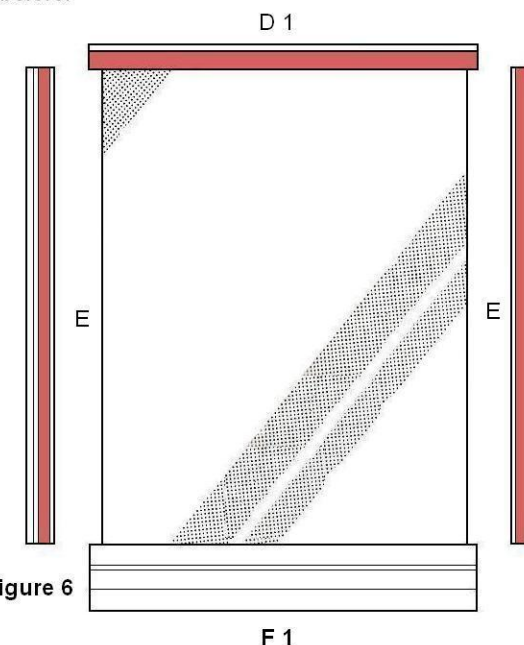


Figure 6

e) Fit a sash catch into each end of Section F1, ensuring that each wire hooks under the bottom as shown in Figure 7.

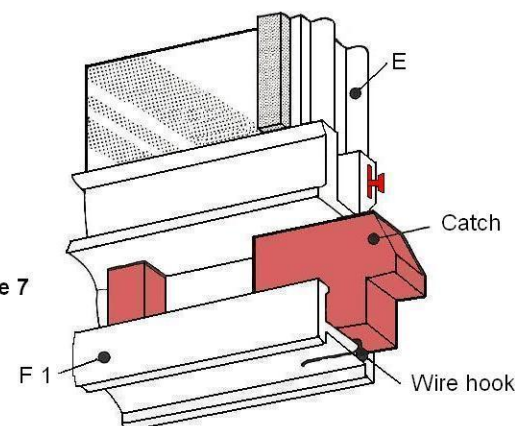


Figure 7

### 4.2 UPPER PANE

Follow the same assembly procedure as for the lower pane, but use Sections D2 (seal faces the room) in place of D1, and F2 in place of F1.



# 5. Fit the Glazed Panes

## 5.1 FIT THE RATCHET SASH GUIDES (SECTION G)

a) Fit as many whole lengths of Section G as possible into the right hand side track (Figure 8). Start from the bottom and push them into the track until they click into position. (Note that the flat edges of the pockets must be at the bottom when installed).

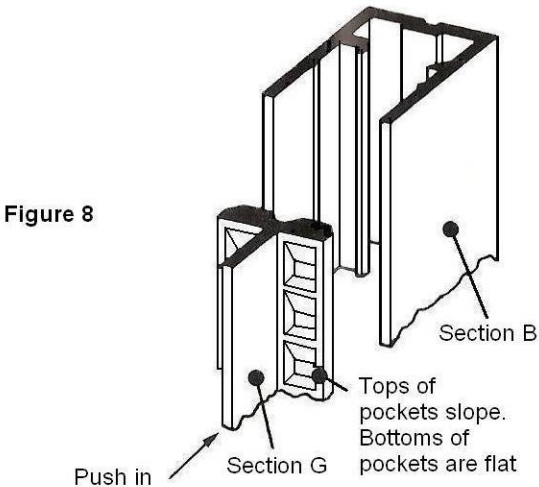


Figure 8

If any stiffness is experienced use a suitably shaped tool to push them home.

Slide them down as far as they will go then fill any remaining gap by cutting a length of Section G to size.

b) At this stage fit one length of Section G into the base of the left hand side track.

NOTE: For panes smaller than 375mm in height this section must be cut to a length equal to the height of the short pane less 75mm.

## 5.2 FIT THE ASSEMBLED PANES

NOTE: It is advisable to clean the glass before fitting the panes. When fitting panes greater than 915mm in height you should get the assistance of a second person.

- a) Lift the lower pane onto the top of the left hand ratchet sash guide, and slide it fully into the back of the side track.
- b) Operating the right hand catch, swing that side into the window side channel.
- c) Ensuring that the left hand side of the pane is also above the window side channel, gently lower the pane to the bottom of the opening by operating both catches.
- d) Fit the upper pane into the room side channel as above.
- e) Fit the remaining sash guide lengths to the left hand side track, and slide them down into position. Fill any remaining gaps as above.

## 5.3 FIT THE TOP TRACK INSERT (SECTION A2)

a) Measure the distance between the inner edges of the side tracks at the top of the window.

b) Cut Section A2 to this size and clip it into the top track (Section A1) as indicated in figure 9.

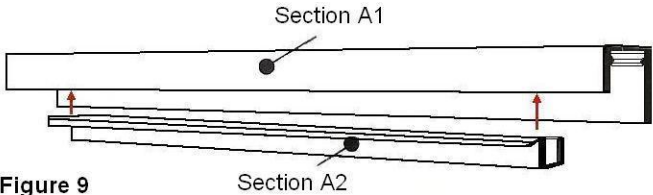


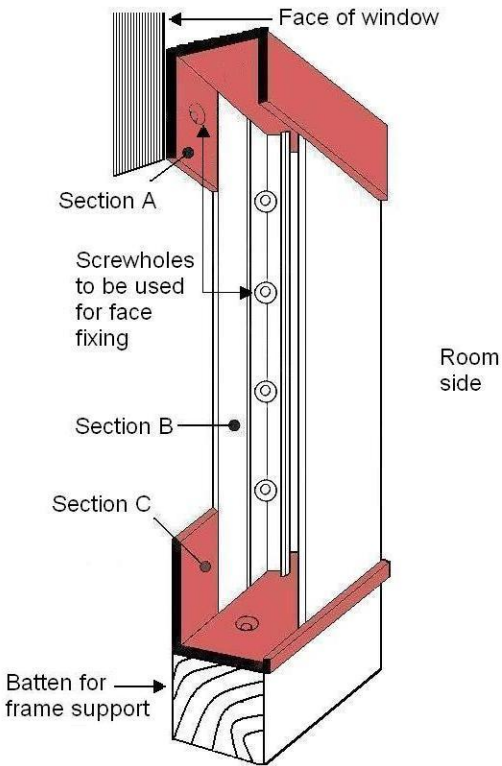
Figure 9

# 6. Face Fitting

The system may be fitted direct to the wooden face of the window surround (Figure 10).

Such a procedure obviates the need to drill and plug the window recess, and is of particular value where there is insufficient window recess into which to fix the tracks or where the recess is unsuitable for recess fixing (eg if it is tiled).

Figure 10



## IMPORTANT NOTES:

a) Ensure that there is a minimum flat area of at least 42mm wide where the tracks are to be fitted.

b) It is essential that there is a sill or securely fixed batten of minimum section 38mm x 38mm on to which to fix the bottom track, and support the unit. Fit and decorate the batten before proceeding to install the secondary glazing.

### 6.1

Draw a line corresponding to the desired position of the outer edge of the tracks all round the face of the window frame, leaving at least 42mm to accept the tracks (Figure 11).

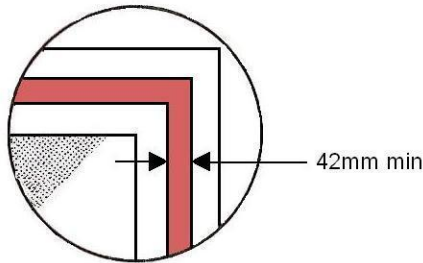
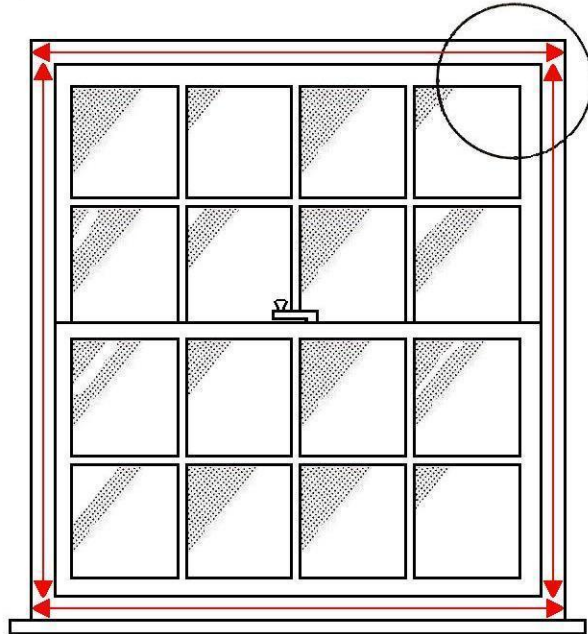


Figure 11



### 6.2

Now follow Instructions 1-5 to install the secondary glazing, fitting the tracks to the wooden window surround within the pencil outline.

NOTE: Ensure that the side tracks are held firmly in position when marking or pre-drilling the pilot screwholes.