

CARE AND MAINTENANCE MANUALS

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For more detailed information/drawings on care and maintenance of your apartment, please contact the Concierge.



1. Joinery

The veneered doorsets with hardwood polished frames can be maintained using wax furniture polish and minor damage should be repaired with beeswax and finished with a semi-matt lacquer.

The fully painted doorsets can be maintained using a non-abrasive detergent or soap and any minor damage should be filled and painted with a matching BS/RAL colour satin finish paint.

Laminate faced doors can be maintained using non-abrasive detergent and any minor damage should be filled and painted with a matching colour or colourfill (colourfill is a registered trademark of UNICA).

The LS Group Ltd electromagnetic closer should be tested weekly in accordance with the Fire Precautions Act 1971, Fire Certificate, Schedule 2 based on recommendations contained in Home Office Circular 29-1973. Closer units should be kept clean, free of dust and dirt; all internal working parts are immersed in oil to ensure a long working life. Check quarterly to ensure correct setting of door closing and latching speeds and that fixing screws are tight. A small quantity of light machine oil applied to arm knuckle joint to door hinges will assist in optimum performance.

2. Perimeter Glazing

No stickers should be applied to either the glass or paint surfaces and no objects are to be placed on the cills or transoms. No items are to be affixed to any part of the cladding.

The client/occupants are responsible for ensuring that this does not occur.

Item	Frequency	Task
Aluminium Components of the Cladding,	12 monthly	All internal Aluminium Polyester Powder Coat surfaces should be washed down once per annum, using a neutral detergent and then rinsed off with tap water.



Glass	6 monthly	Areas of high dirt build-up i.e. doors may require more frequent cleaning.
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3. Ceramic Tiling

Unglazed/Glazed Ceramic Floor Tiles and Quarries – Carefloor

Normal Cleaning

In normal circumstances unglazed floor tiles and quarries require little maintenance and are easily kept clean by sweeping and then washing with warm water to which a neutral or nearly-neutral, low sulphate detergent has been added, for example;

- Bioscan
- Bri-liquid
- DLD
- Fairy Liquid
- Gunk
- HG Superfloor
- Nonidet LE
- Ku-Kleen
- Stergene
- Sunlight washing up liquid
- Synperonic 'NPB'
- Taski low foam cleaner
- Teapol GD53
- Truclean

A detergent used on a regular basis should be selected from those listed above.

4. Hardwood Flooring

See attached document in tenant pack

5. Sanitary ware

Steel Baths by Kaldewei

Model 1700 x 750mm White Saniform Plus 3.50mm No Tapholes with 30 year Guarantee.

Steel baths are pressed into desired shape and then coated with layers of vitreous enamel fired at a high temperature to give a glass-like high gloss finish and should only be cleaned with soapy water and then wiped dry. Bleaches and abrasives should not be used.



Sanitary Ware by Duravit

Starck 3 Compact Basin & Starck 3 Back to Wall W C Pan (Designer Range)

Vitreous china is stainproof, burnproof, rotproof, rustless, non fading and is resistant to acids and alkaline. Soapy water is all that is needed to maintain its appearance.

Taps & Fittings by Hansgrohe Talis Range

The above fittings are manufactured from well proven materials. They are designed to conform with water regulations giving adequate flow rate. Fittings are coated in durable chrome plate for a lasting finish and should be cleaned with soapy water then wiped dry.

6. Whole House Ventilation System

See attached document in tenant pack

7. Vanity Units (& Lighting If Applicable)

See attached document in tenant pack

8. Ironmongery

Many ironmongery items within your apartment are subject to wear and tear. As such, they need to be properly maintained. On the following pages guidelines are offered on the most significant items, which will require attention.

Hinges

Hinges should be lubricated periodically with a light machine oil. Whilst squeaking of hinges is a sign of lack of lubrication, if it occurs frequently then pin misalignment should be investigated.

Overhead Door Controls

Light oil lubricant should be applied to exposed pivot points. Ensure the door closes smoothly and firmly into the frame overcoming the latch and/or seals if fitted. If it does not, make sure the lock and hinges are correctly fitted and operating correctly before adjusting the closer. To avoid slamming, the latch action should be adjusted.

Locks and Latches

The mortice should be checked to ensure that no debris has entered the lockcase. It is also important that the holes in the frame behind striking plates are deep enough and free from foreign matter, to ensure unrestricted movement of the bolt or bolts.



Lubricant should occasionally be applied to the side and striking face of latch bolts. Grease should not be applied to the internal lock mechanism as this will attract dust.

Cylinders

Cylinders should not be lubricated with oil as this will attract dust which can affect their smooth operation. They should be maintained with a periodic application of powdered graphite into the keyway.

Lever Handles

Backplate and rose fixings should be periodically checked for tightness and adjusted if found loose. Badly fitted and maintained furniture can prevent the lock from operating correctly. Spindle grub screw fixings should also be checked and tightened.

CARE OF FINISHES

It is very important that care is taken to maintain door furniture finishes since many finishes especially anodised, electroplated, polished and lacquered surfaces are damaged by incorrect cleaning. Frequent dusting using a soft dry cloth and occasional washing with warm soapy water, followed by a light application of good quality wax polish will provide a good foundation for preserving the appearance of most finishes. Chemical sprays, cellulose based thinners and silicone based polishes should be avoided. Ironmongery fitted externally will require greater attention due to increased exposure to atmospheric conditions. It is strongly advised that solvents, metal polishes, or cleaners containing abrasive powders or abrasive cloths and pads should not be used for cleaning lacquered or electro-plated finishes.

Stainless Steel

Whether supplied in satin or polished finish, stainless steel should be dusted regularly, occasionally washed with warm soapy water and dried with a soft clean cloth. Avoid acid or chloride based cleaning products and abrasive materials.

9. Smoke Detectors

Smoke detectors must be maintained annually by the CB Richard Ellis approved contractor.

10. Lighting

9W GU10 Fluorescent Lamp for recessed downlighters in the lobby

18W PL-DE compact Fluorescent lamp for recessed downlighters on Balconies

50W 12V M258 Low voltage lamp for recessed downlighters in the kitchen area

50W 12V M74 Low voltage lamp for recessed downlighters in the bathroom and bedroom areas.



12. TV & Satellite Information

The T.V outlets have been provided within the living room and bedroom(s) for the connection of televisions to receive the appropriate channels. The main outlet point within the living room is complete with satellite connection also for Sky only. Sky plus is not available.

13. Thermostat & Heating

The heating system must be maintained annually by the CB Richard Ellis approved contractor



Altamarea Operations & Maintenance Manual

Vanity Units

See drawing No. HTC(PS)LA1.1 for replacing lighting.

Vanity & Wardrobe Cleaning instructions

Lacquer

Lacquer is hard and glossy but is also brittle so it may be dented or chipped. Avoid hard blows. Avoid use of water unless furniture label recommends it. The newer synthetic lacquers are more durable, however older lacquered pieces and many imports have finishes affected by some solvents, so test every product first on an inconspicuous area.

Regularly you will want to dust with a soft, dry cloth. Never use oiled or treated cloths on lacquered finishes. Some finishes can be wiped with a damp (not wet) cloth, followed at once by rubbing with a dry cloth, (test first in inconspicuous spot) to remove fingerprints and smudges. A solvent-based furniture cleaner may be useable on many finishes but always test first. Apply liquid wax on occasion to maintain a gloss,

When heavy cleaning is called for, use a solvent base furniture cleaner. Apply with soft cloth in one hand, and wipe at once with soft cloth in other hand, doing only a small area at a time. An oil soap may be satisfactory on some finishes but test first to be sure it is OK with finish. Protect with liquid wax or polish to maintain a gloss.

Laminate

To clean the laminate parts simply use alcohol or liquid detergents diluted with water. Dry with a soft cloth. When you have to use products containing diluting or acetone pay attention to not touch the doors edge, as those products may bring about warping or temporary softening of the edges.

Don't use abrasive powders, as the granules might seep through the porosity of the laminate. Do not use products containing chlorine. Do not use aggressive products for laminate, such as ammonia or acetone.

Runners & Hinges

Remove the dust periodically from the sliding mechanism and hinges with a soft and dry cloth. Use common lubricants, when necessary. Do not use abrasive products.