



Operating and Maintenance Manual  
Doors

[cmswindows.com](http://cmswindows.com)

**cms**<sup>TM</sup>  
window systems

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## About CMS Window Systems

Since our inception in 2006, we've enjoyed significant and continued success as one of the UK's market leading designers, manufacturers and installers of PVCu and aluminum windows, doors and curtain walling systems. We have specialist manufacturing and recycling facilities at our headquarters in Castlecary, Cumbernauld and at our premises in Kirkcaldy. Our commitment to exceptionally high standards of quality, service and aftercare ensures we build long standing relationships with our diverse client base.

## CMS Window Systems is committed to recycling

Once a door has come to its end of its useful life the most environmentally considerate way to treat the product is by reusing the material, if safe to do so, or recycling to avoid sending it to landfill. At CMS Window Systems every end-of-life door we extract is returned to one of our dedicated recycling facilities and broken down into its component parts:

- Glass can be melted down and remoulded to make new objects. The energy needed is less than the energy required to make new glass from raw materials.
- PVCu frames can be micronised and the resulting PVCu powder can be added to new PVCu profile for making new PVCu frames.
- Metal can be melted and remoulded, using less energy and resources than obtaining metal from metal ore.

Recycling diverts waste from landfill, reducing greenhouse gas emissions.

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# Residential Doors

CMS high security doors are fully reinforced and fitted with safety glass as standard and one of a wide range of Multi Point Security Locking Systems and fully adjustable 3-D face mounted hinges.

If your door is fitted with keylocks

## Unlocking and opening



Unlock the door by inserting the key into the lock cylinder and rotating it away from the door frame.



Push the handle down to disengage the locking mechanism. While holding the handle in the "down" position, push open the door.

## Closing and locking



Closing the door from inside the property

Close the door to its fully closed position so that it 'clicks' shut. Lift the handle upwards to engage the locking mechanism.



Locking the door from inside the property

Insert the key into the lock cylinder and rotate it to lock the door.

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If the inside of your door is fitted with a 'push in' thumb turn

## Closing and locking



Closing the door from inside the property

Close the door to its fully closed position so that it 'clicks' shut.



Locking the door from inside the property

Lift the handle upwards to engage the locking mechanism.



Locking the door from inside the property

Push the thumb screw in



Locking the door from inside the property

With the thumb screw pushed in, turn it towards the centre of the door to lock the door.

If the inside of your door is fitted with a thumb turn

## Closing and locking



Closing the door from inside the property

Close the door to its fully closed position so that it 'clicks' shut.



Locking the door from inside the property

Lift the handle upwards to engage the locking mechanism. Lock the door by turning the thumb turn.

### NOTE

Composite or PVCu doors will not bow as a result of any water ingress. However to ensure your door is prevented from bowing throughout its long life, the hook locks should always be engaged in their keeps when the door is closed.

This is achieved by lifting the handle upwards to engage the locking mechanism whenever the door is closed. Closing the door on the centre latch only and failing to engage the hook locks may induce a bow over time. Failure to engage the hook locks will therefore invalidate the guarantee against bowing.

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If your door is fitted with a lever on both sides of the door

## Unlocking and opening



Unlocking the door to enter the property

Unlock the door by inserting the key into the lock cylinder and rotating it away from the door frame. Push the lever down to disengage the locking mechanism.



Opening the door to enter the property

Slide open the door.

## Closing and locking



Closing the door from inside the property

Close the door to its fully closed position.



Locking the door from inside the property

Lift the lever upwards to engage the locking mechanism. Insert the key into the lock cylinder and rotate it to lock the door.

# FD60 Fire Doors

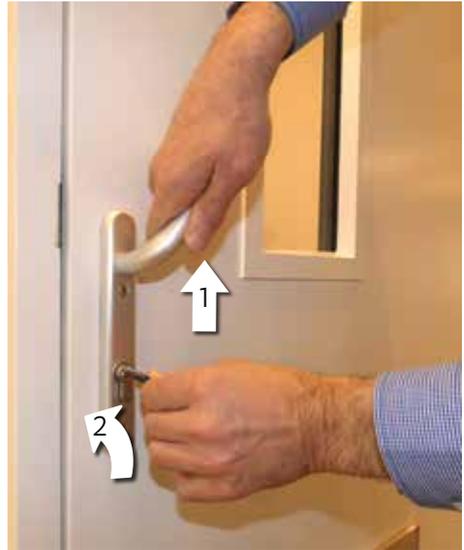
## Unlocking and opening



### Unlocking the door to enter the property

1. Unlock the door by inserting the key into the lock cylinder and rotating it away from the door frame.
2. Push the lever down to disengage the locking mechanism and pull the door open.

## Closing and locking



### Locking the door whilst in the property or when leaving the property

Allow the door to close to its fully closed position.

1. Lift the handle upwards to engage the locking mechanism.
2. Lock the door by rotating the key towards the door frame.

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# Cleaning & Maintenance

## PVC doors

Frames and doors should be washed with solution of a little mild detergent and warm water at least every three months in heavily built up areas, or every six months in rural locations. Clean with a non-abrasive cleaner that is suitable for plastics, using a soft cloth that is free from grit, dust and dirt. Avoid thinners and all solvent based cleaners.

## Glass

Heavy external grime should be removed first with a solution of soap and water. Any household glass cleaner may then be applied with a clean soft cloth. Laminated glass, or glass containing Georgian bars, is cleaned in the same manner. Glass can be easily scratched therefore cleaning cloths should be free from grit, dirt and dust. It is also recommended that hand jewelry is removed prior to cleaning.

## Composite doors

Frames, doors, handles, spy holes and letterboxes should be washed with a solution of a little mild detergent and warm water at least every three months. In heavily built up areas cleaning the door every month is recommended. Clean with a soft, non-abrasive cloth to avoid scratching the door. Be sure to open the door to clean all around the edges of the frame, removing any concealed dirt that may affect the closing of the door if allowed to build up. The entire door can then be dried with a clean, dry cloth.

## CMS FD60 Fire Doors

Clean with a soft damp cloth to remove dirt and marks but do not use excess water as this may damage the surrounding timber frame. Our specialist fire door installation teams are fully Q-Mark certified to install and maintain CMS Dual FD60 fire doorsets. Please contact us to arrange for a mutually suitable date for the annual maintenance of your CMS FD60 fire door.

## General Maintenance

Regularly greasing and oiling hinges and locking mechanisms with a readily available acid free and non-resinous lubricant will ensure ease of operation for many years. Please note that WD40 is not a suitable lubricant. Lubricant should not be used in the cylinder lock (where you put the key). Security strikers made of steel require continuous greasing in order to avoid unnecessary rubbing. In addition, the individual screws are to be checked. Possible loose screws or broken off screw-heads are to be tightened or replaced immediately by a specialist company.

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