



MAINTANCE MANUAL AND CLAIM ORDER

CUSTOMER DETAILS

Name:

Address:

Post code, Town:

Phone number:

Building Site Address:

Quotation number:

Handover date:

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Instalation (if provided)

Date:

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Technician:

Customer Signature:

REPARATION DONE AND FIXED

Date:

Servician:

Customer Signature:

Complaint send date:

Complaint received date:

Received by:

Description:

Claim vice:

yes

no

Claim order, which wouldn't be fully filled will not to be accepted.

REPARATION DONE AND FIXED

Date:

Servician: _____

Customer Signature: _____

Complaint send date:

Complaint received date:

Received by: _____

Description: _____

Claim vice: yes no

Claim order, which wouldn't be fully filled will not to be accepted.

REPARATION DONE AND FIXED

Date:

Servician: _____

Customer Signature: _____

Complaint send date:

Complaint received date:

Received by: _____

Description: _____

Claim vice: yes no

Claim order, which wouldn't be fully filled will not to be accepted.

Dear customers,
we are grateful that you have decided to buy wooden windows and doors made by Albo®. We believe that you will be fully satisfied with the purchase and installation of windows, doors and other fittings. We hope that you will also be satisfied when using our products and this is why we have written this “Service and Maintenance Manual”. We believe that you will find many useful tips here. Keep this “Service and Maintenance Manual” for future reference.



Information



Please note



Read the Service and Maintenance Manual, Complaint Procedure Rules, its Amendment, and Certificate of Guarantee very carefully, please.



Follow all the instructions contained here, in order to avoid that the guarantee is rendered null and avoid.

General instructions

- Use the windows and doors only for the intended purpose.
- Follow the instructions stated in the manual.
- When using, maintaining and cleaning windows and doors, health and safety requirements.
- Complex adjustment, repairs and replacement of glazing may only be performed by a professional firm.
- Perform cleaning, maintenance and servicing of wooden windows, doors and fittings only by the instructions given in this manual..



Risk of injury arises mainly in the following cases:

- Injury caused by broken glass,
- Fall of broken off or loose wing from the frame,
- Parts of body being jammed between the wing and the frame when closed or shut by draught,
- Struck by the wing caused by sudden and quick opening, draught or wind,
- Do not hang on or swing on window and door wings, or overload them in any other way, as this may result in dislocating a wing from the hinges, its falling down and subsequent personal injury,
- Do not lean out of windows and doors - danger of falling down.



Windows, doors, fittings, and interior furnishings may become damaged mainly in the following cases:

- When forcibly opening a window or a door,
- When windows, doors and fittings are stained with mortar, concrete, paint or other aggressive material,
- When hardware is contaminated or operated without proper lubrication,
- When windows, doors and fittings are exposed to high temperatures,
- If the surface coating is not treated in compliance with the specified methods,
- When cleaning windows, doors and fittings by solvents, abrasive agents, and hard and sharp tools,
- If a wing is locked in open position by stops, pins, etc., it may be dislocated from hinges, or a window or a door may be damaged when shut or shut by draught,
- Do not close cables, strings, etc. in windows and doors, as the wing profile becomes bent and the sealing becomes damaged, which may result in impaired tightness or damage to the wing, frame or glazing,
- When the installation is completed, do not remove the installation blocks located around the frame, do not open or use the windows and doors until the PU foam has hardened, as this could result in a deflection of the frames,
- Do not leave heavy or large wings open for a long time, as this can lead to their hanging down, rubbing and subsequent damage.



Ensure proper ventilation.

Function and life of wooden doors is impaired by high air humidity exceeding 60 % (construction work, swimming pools, high interior humidity and other sources of humidity). Regular ventilation reducing humidity is essential for the correct functioning and long life of windows and doors. Proper ventilation protects coating against damage, wooden material against swelling and damage, hardware against corrosion and damage, masonry around the window or door against dampening, room corners against dampening, also prevents the generation of mould.

 Defects arising from excessive humidity are not covered by the guarantee.

Correct use of windows and balcony doors:



closed




open



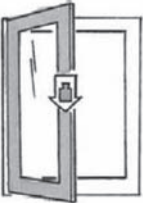
microventilation



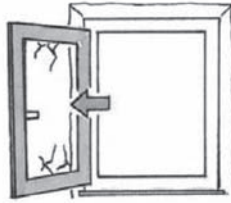
tilting (ventilation)

 Turn the handle only when the wing is completely closed to the frame!

Other Notes:



Window and door wings must not be exposed to additional load.



Do not bang or push wings on the edge of the window opening.



Do not place any objects between the wing and the frame.



If you wish to protect your children, the wings may be secured against opening by a lockable handle.



Do not leave the wing in open position in strong wind.



A wing banged shut may cause injury. Always hold on the handle when closing wings.



Immediately after assembly, remove all identification labels from the glazing, fill in the names of rooms and stick them onto the reverse side of the invoice. Future identification and ordering of new glazing in the case of replacement will be easier.



Leave all expert maintenance work to professionals.



Information on use and maintenance can be found on the following pages.

Use of products and their description

Wooden windows and balcony doors are commonly used in family houses, flats, residential and office buildings or schools. We recommend that wooden entrance doors are not mounted in areas with high movement of persons (offices, schools, ...), as they become significantly damaged, which shortens their life-time. Wooden windows and doors are not suitable for spaces with high humidity, aggressive environment, etc., where rapid deterioration of the surface finish and other exposed parts takes place.



Defects caused by unsuitable conditions, excessive and rough use are not covered by the guarantee.

Albo wooden windows and doors are made of laminated wooden scantlings.

Windows and balcony doors are fitted with ROTO NT edge hardware, entrance doors are equipped with ROTO automatic multi point locks and Simonswerk adjustable hinges.



Window profiles IV 68 mm and door profiles DV 68 mm are commonly glazed with double glazing 4-16-4 with heat transfer coefficient of $U_g=1.1 \text{ W/m}^2\text{K}$. Window profiles IV 78 mm and IV 92 mm are commonly glazed with triple glazing 4-12-4-12-4 with heat transfer coefficient of $U_g=0.7 \text{ W/m}^2\text{K}$. All kinds of insulation glazing have a stainless distance frame reducing heat transfer, fogging and icing of the glazing edges. The space between the glasses is filled with Argon.



Frames and wings are sealed with double edge rubber sealing. Exterior bottom parts of frames and wings are fitted with anodized aluminium splash-boards for draining water. Entrance doors (and balcony doors with aluminium doorstep) also have a special doorstep with interrupted thermal bridge.

Individual wooden parts of windows and doors were double treated (pressure treatment and colour finish) containing effective agents protecting wood against woodworms, mould and fungi. Subsequent double paint coating with glazing paint of 150 micrometers thickness protects wooden parts against environmental conditions and humidity. Water-borne acrylic paint with high resistance to mechanical damage is used.

Correct use of windows and balcony doors

Variants of windows and balcony doors:

Wooden windows and balcony doors are delivered as fixed, tilting, opening, opening + tilting (also with micro-ventilation), sliding and combinations of these variants.

Hardware and its functions

Windows and balcony doors are fitted with ROTO NT hardware. This is state-of-the-art hardware with two, three or four positions according to the respective version and type of a window or door. The hardware is a mechanical system installed in edge grooves in the frame and wings. The hardware is operated by a handle and there are several positions for opening, closing, tilting, sliding and micro-ventilation of a window or a door.

Hardware positions of windows and balcony doors

1 closed – a wing is closed to the frame with the use of latches situated on its edge

2 opened – a window is opened sideways

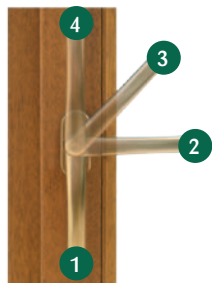
3 micro-ventilation – slight distance between the frame and the wing, so called slot ventilation

4 tilt – the top part of the wing is tilted inside, ventilation.

The micro-ventilation position is available only in windows with hardware enabling opening and tilting (OS), except for windows smaller than 600x600 mm, custom-type windows and special windows where this hardware cannot be used for a reason.



door handle



hardware positions



Operate the handle only when a wing is closed, so that the safety catch locking the handle is activated!

A catch locking a handle

Windows higher than 1000 mm have a catch locking the handle, so that the hardware is not used wrongly with a window opened.

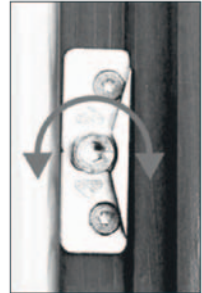
The catch stops the handle from turning if the wing is not closed to the frame (it is in position opened, micro-ventilation, tilt). When the wing is closed, the catch is pushed against its counterpart on the frame, and the handle is released and can be used for positioning the hardware.

The catch is situated on the wing edge hardware and, when correctly set, it also has the function of a lifter, lifting the wing when it is being closed and in closed position and thus saves the hardware hinges and increases their life-time.

If a wing is closed and still the handle cannot be turned, the catch is not correctly released by its counterpart on the frame and the handle is blocked. The window or balcony door must then be readjusted or the hardware must be repaired.



catch securing the handle against turning



catch frame counterpart

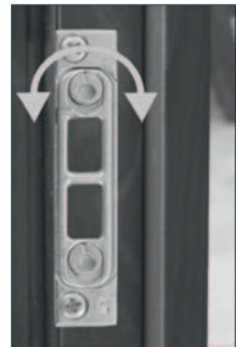
Locking a wing without a handle operated by cremone bolt (a wing of a double window and a balcony door with a lever)

The hardware of the second wing without a handle of a double window or a balcony door with a lever (without a fixed window pillar) is operated by a cremone bolt. You can unlock the wing and open it by pulling out the lever. When the lever is closed with the window wing closed, the cremone bolt becomes locked at the top and bottom in the counterparts on the frame securing the window in closed position.

The frame counterparts of the cremone bolt can be adjusted by eccentrics, so that the wing fits tight against the frame.



cremone bolt lever



cremone bolt frame counterpart

Fitting and dismantling a wing of a window or a balcony door

When performing construction work, cleaning and maintenance, the wing may be removed from the frame. This can be done by pulling out the top hinge securing bolt.

With the wing closed push/pull the bolt down, place the handle in horizontal position (open), hold the bottom side, open it and then remove from the bottom hinge. When placing the wing back, the handle must be in horizontal position



removing bolt



removed bolt



placing bolt back

(open). Place the wing in the bottom hinge, close the wing to the frame and insert the part of the top wing hinge into the respective part of the top frame hinge. Adjust the wing and frame parts of the top hinge and insert the securing bolt upwards. The bolt must be inserted smoothly and it should be done with care.

Balcony latch

The balcony door is not commonly fitted with a double handle but as an option the so-called balcony (anti-draught) latch may be delivered.

When going out through a balcony door, open it from the inside using the handle, go through and close the door using the pull from the outside. The wing and frame parts of the latch snap in and the door remains shut (not



wing pull



wing part




frame part

locked!). When coming back inside, just push the door wing, the latch is released and the door opens. The balcony latch is used instead of a double handle with a lock.



If the latch is not working, adjust the hinges.

 The balcony latch is included in the optional equipment, it can be ordered and installed later.

Lockable handle

Windows and balcony doors may be fitted with a lockable handle, which is secured in closed position by a lock and a key, without which the door or window cannot be opened. The lockable handle is used, if you want to prevent undesirable opening of a window or a balcony door. It can also be used, if you want to lock the window or door so that it cannot be opened by children, who could pass through and fall out from the opened window or door.



lockable handle


 The lockable handle is included in the optional equipment, it can be ordered and installed later.

Double balcony handle with a lock

Balcony doors may be fitted with a double lockable handle (see fig.), which is secured in closed position by a cylinder lock and a key. It can be locked from both sides.



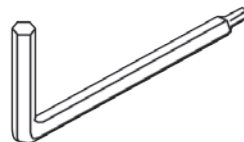
double balcony handle with a lock

 Double balcony handle with a lock is included in the optional equipment. The handle with a lock is fitted in the factory and cannot be installed later! A balcony latch may be used instead.

Adjusting windows and balcony doors

Windows and doors may sometimes “settle”, i.e. the wing hangs down and parts of the edge hardware may rub against the frame (depending on size, weight and design of the door or window, and temperature conditions); therefore, readjustment should be performed after some time.

The adjustment is performed with an Allen wrench No. 4, which is included in the service set. Carry out adjustment only with the wing opened and consider thermal expansion – clearance must be left between the wing and the frame.



You can move the wing with adjustment screws on the top and bottom hinges up and down, its bottom side left and right, its top side left and right and set pressure of the wing on the frame. Required position of the wing in the frame may be reached by careful combination of adjustment in all these directions which will ensure correct function of a door or window in most cases. Following the adjustment, check that it was performed correctly and the problem was solved together with the door or window functioning.

i Readjustment of window or balcony door hardware is not deemed a defect within the warranty period.

Adjustment of the top hinge of opening and opening/tilting wings operated by a handle:

Fig. 1: Shifting wing left-right. Open a wing to the maximum (90 – 180°), insert the enclosed Allen wrench into the adjustment screw and set the wing in the required position.

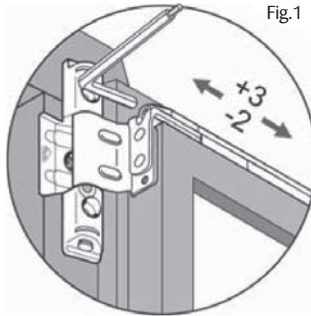


Fig.1

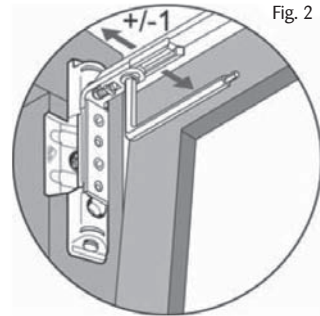


Fig. 2

Fig. 2: Pressure of the top wing corner on the frame. Open the wing (90°), push the securing catch locking the handle and set position No. 4 – tilting (ventilation) and tilt the wing, so that you can reach the adjusting screw on the bottom side of

the hardware. Insert the supplied Allen wrench into the adjustment screw and set the wing in the required position. After adjustment press the catch again, level the wing and set in position No. 2 – open.

Adjustment of the top hinge of opening and opening/tilting wings without a handle operated by a cremone bolt:

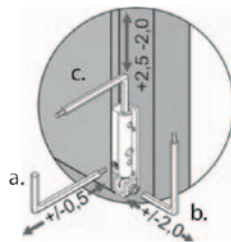
Fig. 1- Shifting wing left-right.

Fig. 2 - Pressure of the top wing corner forward-back (to the frame and from the frame)



Adjustment of the bottom hinge:

- a. pressure of the lower corner forward-back
- b. shifting wing left-right
- c. lifting wing up-down



bottom hinge

Adjusting pressure and tightness WING - FRAME

The wing-frame pressure can be adjusted in windows and balcony doors with the use of eccentric element on the wing catches located on the wing hardware which snap in frame catches, thus fastening the wing to the frame in closed position. Use the enclosed Allen wrench for adjustment.



The pressure force affects the force required for turning the handle.

If the wing eccentric element rubs against the frame latch when opening and closing the wing, the frame latch may be screwed upwards/downwards. Remember to adjust the window on the hinges first.



wing latch



frame counterpart

Adjustment of micro-ventilation

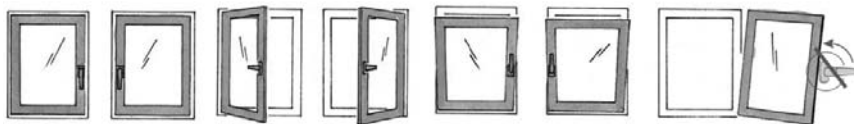
In the case of incorrect functioning of the micro-ventilation position, the wing must be readjusted on the top and bottom hinges, or the wing latch must be adjusted (according to the procedure described above). In the case of utmost necessity, when the readjustment does not help, the frame part of micro-ventilation can be moved and screwed left or right, so that micro-ventilation works correctly.



micro-ventilation frame counterpart

ALBO® hidden window hardware

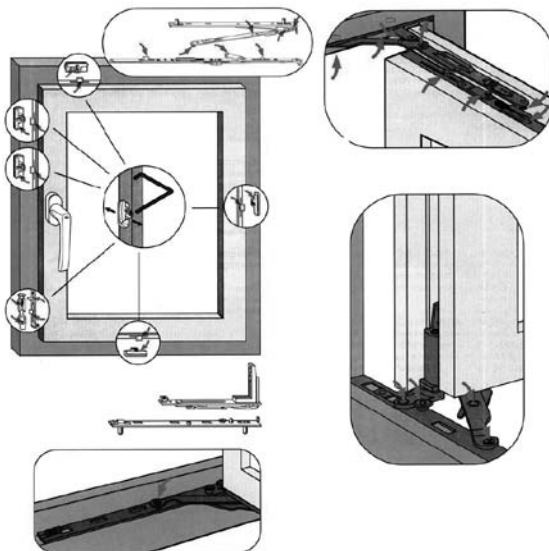
Roto Royal control equipment



As a window may close in open position due to draught, it can be fitted with special equipment. Undesirable turning of a handle in open position may be prevented by the use of the surface and control arrester. Follow the instructions below if you want to achieve long life-time and safe operation of your windows.

Maintenance

With regular maintenance (grease, oil – min. once a year) of all parts affecting the operation of individual components you can ensure smooth movement of Roto hardware while preventing the hardware against excessive wear and tear. Special attention must be paid to lubrication of the steel frame latches so that they do not wear out. Tightness of all screws must also be checked. Loose screws must be retightened and broken-off heads replaced.



Do not use acid or resin-containing grease for lubrication. Use oil from specialised suppliers, if possible.

Should you have any doubts, please contact your dealer.

Use of entrance door

Wooden entrance doors are only made in opening version. They are equipped with ROTO multipoint automatic locks enabling locking at three points at the same time. The door is equipped with handle/handle or handle/knob, aluminium doorstep, three adjustable door hinges, and cylinder lock with three keys. Standard FAB Guard cylinder locks and keys are used with entrance doors; a different brand can also be used. A security card is attached to each cylinder lock that you should keep in order to have your key copied in future.



FAB cylinder lock

Entrance door hardware

The hardware is a mechanical system installed in edge grooves of the frame and wings enabling a door to be locked and unlocked. This system is operated by a handle and a cylinder lock. The entrance door lock has two positions.



cremone bolt handle

i Do not press the handle when closing the entrance door, the edge sealing forces the wing away. Close the door by pressing or pulling the wing to the frame, the catches will slip in the frame counterparts and the door is locked.

Opening and locking of the second wing of a double door without a handle is ensured by cremone bolts. When the wing is closed, the top and bottom cremone bolts will snap in the frame and doorstep catches and the wing is secured in closed position. You can unlock the wing and open it by pulling out the cremone bolts. The frame counterparts of the cremone bolts can be adjusted using the eccentric elements so that the wing fits tight against the frame.

Unhinging entrance door wing

When performing construction work, cleaning and maintenance, the wing may be removed from the frame pulling out the hinge pins.

Open the door wing and support it in the corners. Push the hinge pins out of all the three hinges, you can use an iron rod and a hammer for instance. Take hold of the wing and pulling it sideways remove it from the hinges. Lean the unhinged wing against the wall in horizontal position and support it properly so that it does not become damaged, and secure it against falling. When fitting the wing back, place the wing parts of hinges into frame parts, perform centring and insert hinge pins.

Adjusting entrance door

The entrance door may sometimes “settle”, i.e. the wing hangs down and it may rub against the frame or it is difficult to lock (depending on the size, weight and design of the door and temperature conditions), therefore readjustment should be performed after some time. Adjustment is performed with an Allen head screw No. 4, supplied in the service set. Adjusting screws are located on the door hinges. Our entrance doors are commonly delivered with three door hinges Simonswerk Baka 3D.

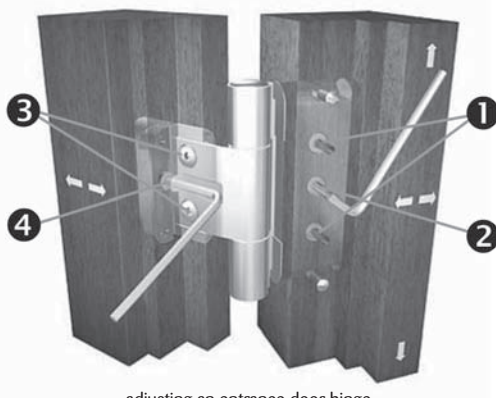
! When performing the adjustment, consider material thermal expansion – clearance must be left between the wing and the frame. Adjustment shall be carried out with the door unlocked and slightly opened.

i Readjustment of the entrance door hardware is not deemed a defect within the warranty period.

Adjustment of a door wing fitted with hinges Simonswerk Baka 3D:

1. Adjustment of frame hinge parts

Open the door wing at least 90°, there are three openings on the hinges in the frame part next to the sealing. Hinge fastening screws (1) and an adjusting screw (2) are located in the openings. Prior to adjustment, the fastening screws (1) of all the door hinges must be loosened by an Allen wrench. When the screws are loosened, the door wing can be adjusted by an adjusting screw (2) according to the A and B procedures described below.



adjusting an entrance door hinge

A. Shifting the door wing up and down:

Insert the Allen wrench in the adjustment screw (2) in the central opening of the middle hinge. Turning the wrench left or right the door wing moves up or down and that is how its height is set.

B. Shifting the door wing to the door frame or from the door frame (adjusting wing – frame pressure):


Insert the Allen wrench in the adjustment screw (2) in the central opening of the top or bottom hinge. Turning it left or right the distance of the wing from the frame is adjusted (pressure of the wing on the frame) the door wing being shifted to the frame or from the frame. Pressure of the top corner is adjusted on the top hinge and pressure of the door wing bottom corner on the bottom hinge.

 When the adjustment is completed, the fastening screws (1) of all the three hinges must be tightened!

2. Adjustment of wing hinge parts

Shifting the door wing left or right (to the lock or hinges):


Open the door wing at least 90° and remove the sealing at the wing hinges. The fastening screws (3) of all the three hinges must be loosened by an Allen wrench. Insert the wrench into the adjusting screw (4) and turning it to the left or to the right gradually set the position of the door wing equally at all the three hinges.

 When the adjustment is completed, the fastening screws (3) of all the three hinges must be tightened and the sealing replaced!

Adjustment of the lock latch

Correct adjustment of the lock latch counterpart in the frame is essential for a tight contact of the door wing and frame. It is achieved by positioning the counterpart so that the wing fits tight in the frame, the catches snap in and it can be locked easily. There should be no clearance when the wing is closed. Loosen the tightening screws (1) and set the counterpart (2); then, after the adjustment, tighten the fastening screws (1) once again.

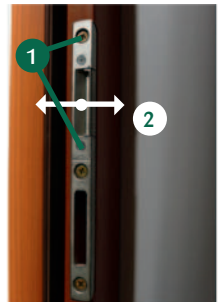
 Adjustment of the counterpart affects the force needed for turning the cylinder lock and thus the force for locking the door!

 Never dismantle the entrance door lock as it is very difficult to put its parts together again!

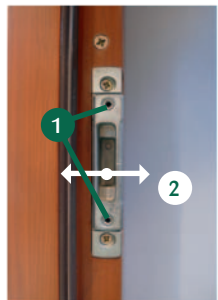
Adjusting pressure WING – FRAME on the lock side

Wing-frame pressure on the lock side of the entrance door can be adjusted with the use of the eccentric elements on the frame counterpart, where the top and bottom wing catches slip in. Insert the enclosed Allen wrench No. 4 into the eccentric adjustment screws (1) and, turning these to the left or to the right, set the required position of the counterpart (2) equally at both screws.

Pressure of the door wing top edge is adjusted on the top counterpart and pressure of the door wing bottom edge on the bottom counterpart.



adjusting lock counterpart



adjusting counterparts of top and bottom catches

 The pressure force affects the force needed for turning the cylinder lock.

Sliding glass wall

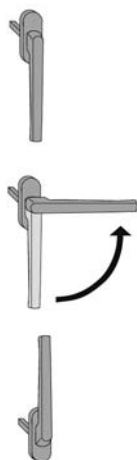
Your window/balcony door is fitted with quality hardware Roto Patio Life. In order to maintain its long life-time and fault-free operation, the maintenance or inspection described below shall be carried out.

- All residual lime, concrete and mortar must be cleaned from all parts of hardware, in order to prevent defects caused by the blockage of movable parts of hardware. The supporting (bottom) rail must be kept clean.
- All movable parts and all closing points must be treated with oil or grease at least once a year. Do not use sour oil or grease.
- Adjust wing pressure. The pressure can be set using adjustable closing parts.

Adjustment of tilt moveable hardware may only be performed by a qualified professional.



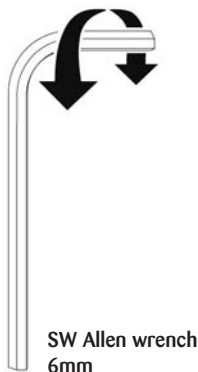
When closing Patio Life sliding door, make sure that no objects get jammed between the wing and the frame. Watch for little children and pets.



1. Closed position

2. Slide position

3. Gap ventilation position



Vertical shift of $\pm 0.6\text{mm}$

PATIO S tilt sliding terrace door


Your window/balcony door is fitted with high quality tilt sliding hardware Patio 3130 / 4150 S. In order to maintain its fault-free operation, the maintenance or inspection work described below shall be carried out.

All residual lime, concrete and mortar must be cleaned from the hardware, in order to prevent defects caused by blockage of the parts of hardware. The supporting (bottom) rail must be kept clean at all times.

All movable parts and all closing points must be treated with oil or grease at least once a year. Do not use acid-based oil or grease!

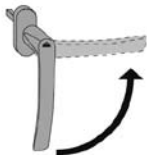
Special care should be taken when maintaining the following parts:

- scissors, guide rail
- tightening mechanism on the support and control unit cant
- frame shutters and pins

 Adjusting wing pressure: The wing pressure on the frame can be set adjusting the pins.



1. 1.Closed position

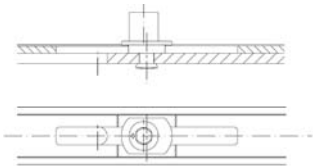


2. 1.Tilt position

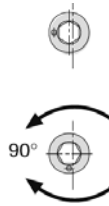


3. 1.Slide position
does not lock when closed
locks when closed

Version with pins – adjustment instructions

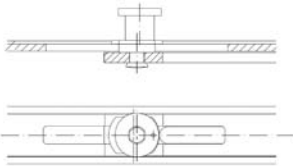


ROTO E-design eccentric shutter pin
Pin enabling pressure adjustment

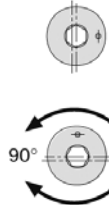


Original adjustment

Pressure adjustment
 $\pm 0.8\text{mm}$

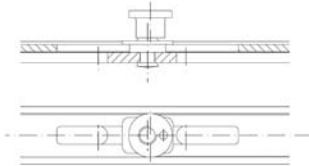


ROTO P-design mushroom shutter pin
Safety mushroom pin enabling pressure adjustment

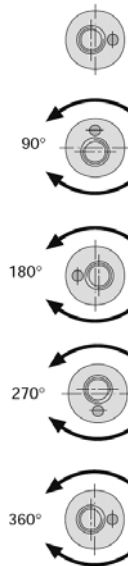
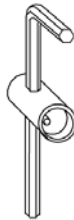


Original adjustment

Pressure adjustment
 $\pm 0.8\text{mm}$



ROTO V-design mushroom shutter pin
Safety mushroom pin enabling pressure and height adjustment



Original adjustment

Pressure adjustment
 $\pm 0.8\text{mm}$
Height adjustment
 $\pm 0.2\text{mm}$

180°
Height adjustment
 $\pm 0.4\text{mm}$

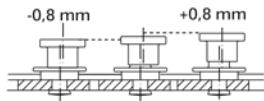
270°
Pressure adjustment
 $\pm 0.8\text{mm}$
Height adjustment
 $\pm 0.6\text{mm}$

360°
Height adjustment
 $\pm 0.8\text{mm}$

pressure adjustment



max. height adjustment



PATIO Z tilt sliding terrace door

Your window/balcony door is fitted with high quality tilt sliding hardware Patio 3130 / 4150Z. In order to maintain its defect-free operation, the maintenance or inspection work described below shall be carried out.

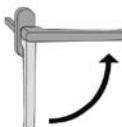
- All residual lime, concrete and mortar must be cleaned from the hardware, in order to prevent defects caused by blockage of the parts of hardware. The supporting (bottom) rail must be kept clean at all times.
- All movable parts and all closing points must be treated with oil or grease at least once a year. Do not use acid-based oil or grease!

Special care should be taken when maintaining the following parts:

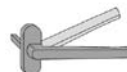
- scissors, guide rail
 - tightening mechanism on the support and control unit cant
 - frame shutters and pins
- Adjusting wing pressure: The wing pressure on the frame can be set adjusting the pins.



1. 1.Closed position

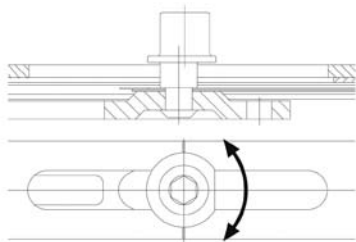


2. 1.Tilt position

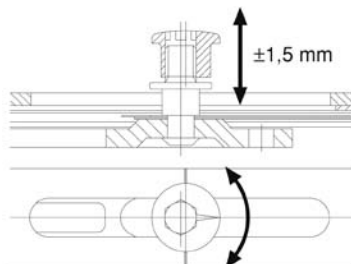


3. 1.Slide position
does not lock when closed
locks when closed

ROTO E-design eccentric shutter pin
Pin enabling pressure adjustment
Adjustment $\pm 0.8\text{mm}$



ROTO V-design mushroom shutter pin
Safety mushroom pin enabling pressure and height adjustment. Adjustment $\pm 0.8\text{mm}$



Folding sliding door

Patio 6000 – adjustment, functioning and maintenance of individual parts

2mm regulation of the pivoting point or rolling radius

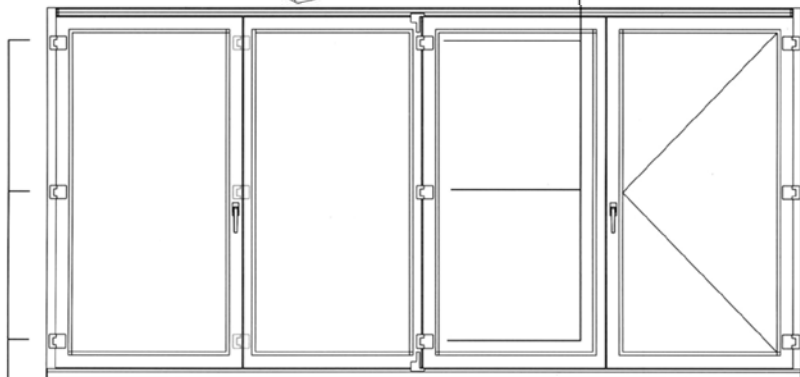
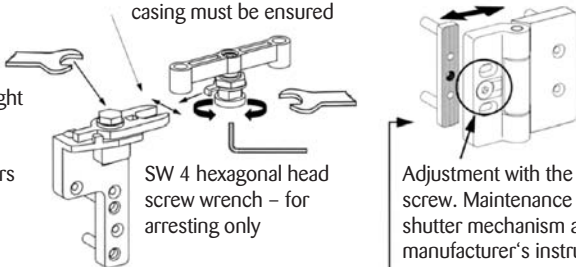
When assembling support or slider, Lateral adjustment $\pm 2\text{mm}$ correct position of the threaded casing must be ensured

SW 13
Adjusting overlap height (15-21) and pressure

Height overlap washers 12-14 mm

SW 4 hexagonal head screw wrench – for arresting only

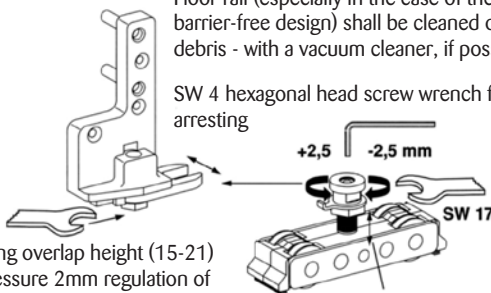
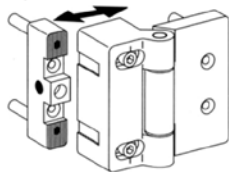
Adjustment with the use of this screw. Maintenance of the central shutter mechanism according to the manufacturer's instructions



Frame hinge inner part $\pm 4\text{mm}$ lateral adjustment

Floor rail (especially in the case of the barrier-free design) shall be cleaned of debris - with a vacuum cleaner, if possible

SW 4 hexagonal head screw wrench for arresting



Adjustment with the use of SW 4 hexagonal head screw

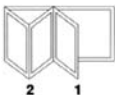
Adjusting overlap height (15-21) and pressure 2mm regulation of pivoting point or rolling radius

Height adjustment

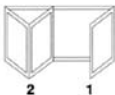
Wing operation sequence

1. Open the passing wing (OS or O) first
2. Open the folding door wings gradually from the passing wing (all closing points must be in the open position).

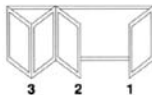
Scheme 1



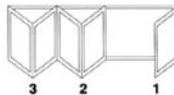
Scheme 2



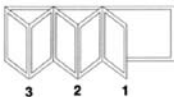
Scheme 3



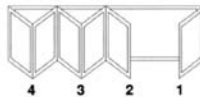
Scheme 4



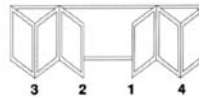
Scheme 5



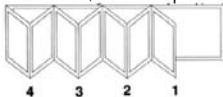
Scheme 6



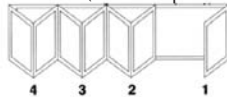
Scheme 7



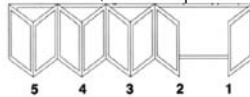
Scheme 8 (with wood panels only)



Scheme 9 (with wood panels only)



Scheme 10 (with wood panels only)



Protection, cleaning and maintenance of windows, doors and fittings

Protection prior to and during construction work and other activities

Before laying plaster, cover all frames, wings, glazing and fittings with a plastic sheet. If you use adhesive tapes, choose those that are intended for acrylic paints; otherwise the coating may be damaged or stained with the adhesive, when tearing it off. We recommend using TESA 4438 or 4838 adhesive tapes. The tapes must be removed within 2 days from their application; otherwise the paint may become damaged or stained with the adhesive.

Take extra care when protecting and covering outdoor splash-boards and window sills made of anodized aluminium. If the splash-boards and window sills become stained with mortar or lime during construction work, they must be cleaned and washed immediately; otherwise their surface finish will be damaged (etched).

Contact with lime, mortar or concrete mixtures may also cause damage to the surface finish and impair the functioning of all parts of windows, doors, glazing, sealing and wooden material. The products and their parts must not come into contact with petroleum products, organic solvents, acids, bases and other materials that may damage them.

Take care that no debris enters the hardware and locks as this could lead to their malfunctioning.

The measures for the protection prior to and during construction work also apply to decoration and other activities.



If you use a grinder or another such tool emitting sparks near the windows and doors, cover the windows, doors and glazing entirely, so that they do not get burned and damaged.



Damage caused by incorrect protection, cleaning and maintenance of the products are not covered by the guarantee.

Cleaning after construction work

When the construction work is completed, remove all residual mortar from windows, doors, glazing and sills immediately. Cleaning must be performed very carefully with sufficient amount of water.

Never clean the products dry and do not use aggressive materials, solvents, acids, bases and abrasive agents. Do not perform mechanical cleaning to avoid damage to the surface finish.

Remove all mortar from the edge hardware paying special attention to the upper parts of wings and frames, where it can be easily overlooked. Debris from masonry work and other soiling in the window and balcony door hardware and the entrance door lock may cause defective operation, premature wear and malfunctioning. It can also lead to blockage and damage of the hardware or lock, therefore keep it clean at all times. Hardware must be lubricated as needed using vaseline from the supplied service set or other suitable lubricant (clear vaseline, silicon oil or another type of thin oil).



Do not use aggressive cleaning agents causing metal corrosion (SAVO etc.) when cleaning edge hardware.

The adhesive tapes used for protecting windows and doors must be removed within 2 days from their application; otherwise the paint may become damaged or stained with the adhesive. Never use sharp or pointed tools for removing tape from windows and doors, as they could damage the product surface finish. Never use solvents or abrasive agents for removing residual adhesive, as they could damage the product surface finish.

In the window splash-board there are openings for draining water from the space between the wing and frame. Clean these and flush them with water occasionally, so that they do not become clogged.

 **Clean the glazing following the steps below.**

Window and door frames and wings stained with PU foam can only be cleaned mechanically by grinding and subsequent application of new surface finish. You will find the description of the surface treatment procedure on Page 27. Glazing, splash-boards and sills stained with PU foam can only be cleaned mechanically or replaced.

Perform inspection of the surface finish and its maintenance using maintenance agents supplied in the service set after the completion of building and assembly works and then at least twice a year after cleaning windows or doors. You will find the description of the surface finish maintenance on Page 25.

Cleaning and maintenance of windows and doors

Regular maintenance is fast and simple; it prevents major damage, ensures longer product life-time and lower frequency of their renovation. Clean windows, doors and fittings very carefully at least twice a year. Clean the surface of wooden windows, doors, glazing and fittings with clean water and common detergent.

Never clean the products and their parts dry and do not use aggressive materials, solvents, acids, bases and abrasive agents. Do not perform mechanical cleaning, so that the surface finish does not become damaged.

Remove dust and dirt from the wing edge hardware regularly, at least twice a year, and oil the hardware as needed. Do not use aggressive cleaning agents causing metal corrosion (SAVO etc.), when cleaning edge hardware, splash-board and sills.

In the window splash-board there are openings for water drain from the space between the wing and frame, which have to be cleaned and flushed with water occasionally to avoid their clogging.



We recommend that the windows and doors are treated with maintenance agents enclosed in the service set immediately after the completion of construction work and then at least twice a year after their cleaning.

This will contribute to a longer life-time of the surface finish.

To achieve a long life-time of our products it is necessary to check hardware, sealing and glazing silicon, perform regular maintenance and ensure proper ventilation. Thus you will achieve long-term high performance of the windows and doors.

We recommend that correct functioning of our products is checked at least once a year. If adjustment or repair is required, ensure professional servicing or contact our service department.

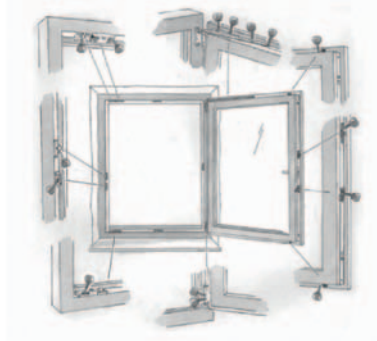
Glazing cleaning

Glazing labels must be removed immediately after the installation and kept for later use.

The first five cleans should be done only with clean water and then with an alcohol-based agent. Degreasing agents containing grease (JAR, etc.) shall not be used, as grease spots may appear on glazing. After the first five cleans the common cleaning agents may be used.

Sealing cleaning and protection

Clean the edge sealing with clean water and detergent. After cleaning, lubricate the sealing with silicon oil and wipe off with a cloth.



lubrication scheme

Edge hardware lubrication

The window and door edge hardware includes three friction parts. All movable parts must be lubricated after previous cleaning of the edge hardware twice a year or as needed. Open the window, push the pin locking the handle and then turn the handle left and right and lubricate all movable parts of the edge hardware (see picture). In this way you can also lubricate concealed parts. Perform lubrication using vaseline from the supplied service set or other suitable lubricant (clear vaseline, silicon oil or another type of thin oil). Make sure that when lubricating hardware no lubricant runs down the hardware surface staining the product surface. Wipe the excessive lubricant off with a dry cloth. When oiling hardware, do not use lubricants causing corrosion.



lubricating vaseline supplied

Glazing replacement

If the glazing is broken or damaged in some way, it will be replaced at the customers cost..



If glazing is broken or damaged in another way, it is not deemed a latent defect and such damage is not covered by the guarantee.



Remove all product labels from the glazing after the installation, fill in the names of rooms and stick them on the reverse side of the invoice. In this way the future identification and ordering of new glazing in case of replacement will be easier.



glazing windows with silicone

Manufacture of duplicate keys

Our entrance doors are commonly delivered with a cylinder lock and three keys. A security card is also attached to the cylinder lock, which is used as a document containing information required for the manufacture of duplicate keys. Upon presenting this card, any key cutter will make key duplicates. Our company does not arrange for the manufacture of duplicate keys. If you lose this card, duplicate keys cannot be made and you will have to have your cylinder lock replaced. We can deliver a new cylinder lock within the framework of paid service.



If the duplicate keys are made of soft metal, a part of theirs may break away and get stuck inside the cylinder lock. Consequent damage or blockage of the cylinder lock will not be acknowledged as a justified complaint. Therefore, only keys made of hard metal must be used.

Ventilation

Regular ventilation – reducing humidity – is necessary for correct functioning and long life-time of windows. Proper ventilation protects coating against damage, wooden material against swelling and damage, hardware against corrosion and damage, masonry around the window or door against dampening, room corners against dampening, preventing also the generation of mould.



A clear evidence of insufficient ventilation is the generation of condensate (fogging) on the inner side of glazing, frames and wings.

Good ventilation is important mainly in rooms where water vapour (kitchen, bathroom, laundry or drying rooms) is formed. A significant source of humidity is also expired water vapour (an adult person produces 1-1.5 l of water a night). Humidity is also increased by cleaning and watering plants.

With respect to high window tightness it is recommended to perform sufficient ventilation 2-3 times a day and make use of micro-ventilation. Ventilation should take 5-10 minutes, but not longer, as excessive volume of humidity from the outdoor air might enter the room.

Proper ventilation is also necessary when performing wet building processes (plastering, concrete placing...), when installing our products in new buildings, and when decorating and doing other construction work.

In winter, fogging also occurs in poorly heated rooms; therefore, it is necessary to heat and air a room, especially when condensate (fogging) appears on the inner side of a window or a door. Dry air heats up more quickly; therefore, it absorbs humidity better, which reduces glazing fogging.



Efficient and proper ventilation contributes to healthy indoor environment. Excessive ventilation causes heat dissipation and heat loss, while insufficient ventilation cannot ensure the required air exchange.



With the relative interior humidity of over 60 % paint destabilization occurs.



The guarantee does not cover generation of condensate (fogging) and subsequent damage, as it is a standard physical phenomenon depending on the local conditions.

VAPOUR SOURCE

BATHROOM

While are you having a bath there is 1.2 litres of water vapour produced each time.

While having a shower it is 1.6 litres.



VAPOUR SOURCE

KITCHEN

Dishwashers produce 0.15 - 0.25 litres of water vapour per wash.

Washing machines produce 0.22 - .04 litres of water vapour per wash.

Vapour produced whilst cooking is 0.45 - 1 litre each hour.



VAPOUR SOURCE

Bedroom

One person produces about 1 litre of water vapour per night.



VAPOUR SOURCE

Livingroom

One person generates 0.05 - 0.2 litres of water vapour per hour, depending on activity.

Bigger houseplants produce 0.02 - 0.03 litres of water vapour per hour.



Glazing fogging and its prevention

In cold weather, fogging of the inner side of glazing may occur on windows and doors of all types. Water vapour generated in the house cannot leak out due to high window tightness and it condenses on the coldest spot. This is usually a window or a door, regardless of its glazing. This often happens in old damp houses and flats, new buildings, and poorly heated rooms with high humidity. Fogging can also occur on the outer glazing surface, which is also caused by water vapour condensing on cold glazing. This phenomenon can be discovered at double glazing and triple glazing with improved insulation properties, when the outer glazing is not warmed up by interior heat dissipation.

Glazing fogging can be prevented or reduced in several ways:

- Intensive ventilation 2-3 times a day (5-10 minutes),
- Blinds must be pulled up so that the circulating air can reach the glazing,
- Air circulation must not be obstructed by curtains (i.e. these must be short),
- Air circulation must not be obstructed by a window sill (i.e. it must not cover the radiator),
- A radiator should be installed under the window so that warm air rising upwards dries the glazing,
- No source of humidity (e.g. flower-pot) shall be placed on the window sill,
- Reduction of possible sources of humidity in the room and/or house,
- Increase of the interior temperature (warm air can absorb more humidity),
- Use a range hood in the kitchen when cooking.



The guarantee does not cover generation of condensate (fogging) and subsequent damage as it is a standard physical phenomenon depending on the local conditions.

Surface finish maintenance

Surface treatment of windows and doors carried out in the factory provides only limited protection. Varnished wooden parts of windows and doors must be maintained as needed and protected against environmental conditions.

Minor damages and micro-cracks appearing on the surface are caused, for instance, by hailing or mechanical damage. If this occurs, water can penetrate under the surface finish. This kind of damage of soft wood is manifested by blue-stain. It can be prevented by timely application of agents from the service set supplied together with our products.



The agents from the service set are to be used with cured (2 months) and older surface finish.

Traces of hailing on a wooden window after one year of weathering:

Fig. 1: Without the application of Pfl egemilch maintenance emulsion. Water penetrates through the micro-cracks and damage is caused by humidity and micro-organisms.



Fig. 1

Fig. 2: With the application of Pfl egemilch maintenance emulsion. The micro-cracks are sealed completely and water cannot reach the wood.



Fig. 2

The service set supplied also contains special cleaning emulsion, maintenance milk, and a sponge. With regular and correct application of these agents you can prolong the surface finish life-time as well as the interval of the doors and windows renovation.



The service set is only intended for use on ALBO windows and cannot be used for other products!



service set



The 5-year surface finish guarantee applies only if the agents from the service set are used.



removing impurities using the supplied cleansing agent

Cleaning emulsion

The cleaning emulsion (Spezialreiniger) is used for the removal of impurities which cannot be cleaned with water and common detergents. It is applied on the wood surfaces with a cloth and the dissolved impurities are wiped off.


Preservative milk

Preservative milk is intended especially for the treatment of wooden surfaces of products with glazing paint finish exposed to the elements. Preservative milk penetrates the surface finish and seals all pores in the paint film. It prevents water intrusion and protects the product against the weather effects. The surface treatment keeps water off, which also reduces the staining of the surface. Thus the surface is preserved and its gloss is renewed.



The application of preservative milk prolongs the life-time of water-borne paints as well as the interval of the product renovation. Preservative milk is applied on the exterior surface of wings and frames at the maximum wood surface temperature of 20° C. Ambient temperature must not be below 5° C. During its application, the frame and wing must not be exposed to direct sun. When treating larger areas, the preservative milk may be mixed with water

in the ratio of 1:1 and applied with a cloth, enclosed sponge or fine brush. The time of the preservative milk drying after its application is about one hour. Following the application a protective film is created, sealing all microscopic cracks. Surfaces treated in this way are not to be polished.

-  Dip the application sponge in water for a few minutes until it swells and softens. When used, wash it in water so that you it can be reused when needed.



sponge in compressed state



sponge after dipping in water



surface treatment using supplied milk

Damaged paint repair

Due to the action of mechanical impurities present in the air, solar radiation and other effects the surface layer of the finish thins out. In order to maintain optimum and durable surface finish of wooden frames and wings of windows and doors, the owner shall perform regular maintenance. This is carried out twice a year, in spring and autumn, with the use of special agents from the service set provided. You will find the description of the surface finish maintenance with the use of the service set on Page 25. The protective varnish must not be mechanically damaged so that humidity does not reach wood. If the paint is damaged, the affected spot must be treated and covered with a sufficient layer of varnish. If surface damage is discovered,

paint must be repaired as soon as possible. This will prevent further damage and make the repair easier.

The repair shall always be carried out in a dust-free environment. Never apply paint on silicon, hardware, sealing and splash-board.

i **Damage to paint (surface finish) caused by environmental effects is not a defect covered by the guarantee. Paint (surface finish) repair and renovation is not a service provided within the guarantee period.**

For all painting work use only Sikkens water-borne prime paints and acrylic glazing paints from the service set. We can supply these if larger surfaces need to be painted. Glazing paints shall be applied with a brush for water-borne acrylic glazing paints.

Basic treatment

Basic treatment is to ensure wood protection. It contains active substances protecting wood against pests, mould and fungi. Basic treatment supplied in the service set is marked with the letter Z and is of thin consistency.



packing of basic treatment and acrylic varnish

Acrylic varnish

Acrylic varnish forms glazing paint protecting wooden parts against environmental conditions and humidity. Acrylic paint supplied in the service set is marked with the letter V and it is of thick consistency.

Repair of minor damages:

In the case of minor damage to the paint surface, i.e. the surface layer is damaged, wood remains unaffected (fine scratches, etc.) and the repair is carried out immediately, the following procedure is recommended: clean the damaged spot and grind it with fine sand paper or sponge of grit size 280. Dust the spot off and apply the glazing paint. It is recommended that several layers are applied (usually 2 - 3 layers with the interval of 30 minutes and at the temperature between + 5° C and +20° C), until the colour corresponds with the colour of the surrounding area. Fine brushes suitable for acrylic paints should be used. If the paint is damaged on several spots, we recommend that at least one final paint layer is applied on the entire area from one corner to the other. Make sure that the colour corresponds with the other treated surfaces.

Surface finish renovation

The recommended interval for varnish paint renovation is 5-10 years according to the respective environmental and local conditions. Varnish renovation is usually carried out on the exterior surfaces. If the interior surface finish is also damaged, repair it in the same way.

i **When renovating paint, the old varnish does not have to be removed prior to renovation, as there are no uneven layers of old residual varnish.**

Surface finish renovation procedure: clean and wash doors and windows, grind them with sand

paper or sponge of grit size 280 so that grey spots disappear. Take care when grinding edges. Remove the grinding dust from all surfaces. Two layers of base treatment shall be first applied on the spots damaged or ground to bare wood. When the base treatment dries, apply the glazing paint in two layers at an interval of 6 hours. Spots ground to bare wood must first be treated with one or more layers of glazing paint, and only then paint may be applied on the entire surface to ensure uniform colour.

Masonry work

When the installation is completed, the window reveal, lining and bedding must be finished. In order to avoid that the guarantee is rendered null and void, the door and window frames must be concealed in the exterior façade within one year at the latest so that outdoor humidity does not penetrate wood, thus damaging it.



Masonry work is not part of the installation and has to be ordered and paid for separately.

Prior to masonry work, all windows, doors and fittings must be covered and protected.



Do not pull the installation wedges out, do not open or use the windows and doors until the PU foam hardens. The PU foam can be trimmed off and the masonry work can be performed only when the PU foam has hardened.

Here are a few tips for performing masonry work:

- When carrying out masonry work, remember that the windows and doors must not be soiled, the glazing and outdoor aluminium window sills must not be scratched, and the blinds and their mechanisms must not be damaged; mind the edge hardware and locks as dirtying of hardware and blind mechanism can impair their functioning,
- Never remove the anchoring features and do not pull out lower and lateral installation wedges and supports as they bear the weight of the windows and doors,
- Pull out only the top installation wedges and fill the openings with PU foam,
- Trim hardened PU foam off,
- Clean (remove dust from) the reveal and the base plate, and moisten or penetrate it so that plaster and/or concrete adheres well,
- Cover the windows, doors, blinds and outdoor window sills and remove the screens so that these are not soiled or damaged during the masonry work,
- Perform masonry finish on both indoor and outdoor linings,
- Dismantle the outdoor window sill and apply concrete or mortar below,
- Prepare/brick/concrete support for the indoor window sill according to the height of the sill to be installed,
- The joint between the outdoor reveal and the new window or door should be torched, daubed or flushed and the joint or the entire reveal should be painted with masonry paint preventing water intrusion,
- When performing masonry work at the entrance door, make sure that concrete is laid below the aluminium doorstep so that it does not sag,
- After the completion of masonry work, clean and wash all parts and remove dust from the hardware groove, blinds and other parts with a vacuum cleaner.

ALBO[®] GENERAL TRADE TERMS

Conditions of Complaint Filing

Provider: Alois Bouchal - ALBO STOLAŘSTVÍ JOINERY

Place of business: 751 22 Osek nad Bečvou 95

Company ID number (IČ): 106 39 951

Tax ID number (DIČ): CZ 5402 04 3372

Bank: ČS a.s. Přerov, a/c number: 188 193 63 39 / 0800

ŽÚ Lipník nad Bečvou: ref. no. RÚŽ-92/Kl/RF 2422/01579A/01

(hereinafter referred to as the "Provider")

Persons authorized for discussions on behalf of the Provider:

Concerning contractual matters: Alois Bouchal, Mgr. Oldřich Bouchal

Concerning technical matters: Alois Bouchal, Martin Bouchal, Ing. Antonín Ryšánek

I. General Provisions

- 1.1 The mutual relation between the provider and the Client is governed by the provisions of the trade law, business contracts and the provisions of these General Trade Terms (hereinafter referred to as the "VOP")
- 1.2 These VOP stipulate the relation between the Provider and the Client and unless stated in the purchase contract, the contract for work and in confirmed orders otherwise (hereinafter referred to as "Contracts"), these VOP form their integral part.
- 1.3 According to these VOP, contracts are defined as a concluded contract in writing and signed by both contracting parties of the business relation or are written orders confirmed by the Provider in writing and the written form is defined as also including confirmation by fax or e-mail.
- 1.4 Any changes to these VOP will be considered valid only if approved in writing by a person authorized to act on behalf of the Provider in contractual matters.
- 1.5 Deviated provisions in the contract take priority against the wording of these VOP.

2. Subject of fulfilment, concluding the Contract for Work

- 2.1 The subject of fulfilment is specified in the respective contract or the actual bid of the Provider which forms an integral part of the respective Contract. Parts which are not expressly specified in the Contract may be performed by the Provider independently and at a later date and the Provider is not bound, in these cases, to follow the instructions of the Client.
- 2.2 The Provider will perform the work on the basis of the measurement of the construction holes performed directly at the Client.
- 2.3 If the work will be performed on the basis of the project documentation delivered by the Client or a person authorized to act on behalf of the Client or if the work is to be performed only on the basis of the order of the Client, the Provider will not bear any liability for the possible deviation of products from the actual construction holes. Parts and performances which are not specified in the order by the client will be performed by the Provider independently and at a later date and the Provider is not

obliged to comply with the instructions of the Client concerning the manner of performing. In this case, the Provider is bound only by the production of the technological procedures and the construction design which are usual for the Provider at the time of performing the work.

- 2.4 The Provider is obliged, due to their professional qualification, to notify the Client of any improper and incomplete information concerning the subject of the work specified in documents handed over by the Client for the purpose of performing the work no later than before signing the Contract for Work.
- 2.5 The work specified in the contract as the subject of the contract can be performed only on the basis of a written contract concluded between the Client and the Provider. The date of concluding the Contract means the date when the respective contract was signed by both contracting parties. In cases where the work is performed on the basis of the order, this date is the date when the order was confirmed by the Provider.
- 2.6 Each Contract is prepared in two copies and each contracting party will receive one copy.
- 2.7 All changes to the subject of the Contract must be performed before their implementation in the form of an amendment to this Contract.

3. Performing the work

- 3.1 During performing the work the Provider acts independently and is not bound during the work performance by instructions from the Client, unless the Provider undertook to comply with these instructions.
- 3.2 The Provider of the work may authorize its performing by another person if something else will not result from the nature of the work or from the contract. When performing work with another person the Provider has the same liability as if the work were performed by themselves.
- 3.3 The Provider undertakes to perform the work at their own costs and risk within the time agreed in the Contract or within the time adequate with respect to the nature of the work. The Client undertakes to co-participate in an agreed manner to take and pay the agreed price of the completed work.

Items which the Client is to deliver in order to perform the work must be handed over to the Provider at the time agreed in the contract, otherwise immediately after concluding the contract without delay. If the Client will not deliver the items in time, the Provider may provide them with an adequate period. After expiration of this period and after prior notification, the Provider may acquire these items themselves at the costs of the Client. The Client is obliged to pay the price and the purposefully spent related costs without delay after the Provider will request it.
- 3.5 The Provider is not liable for any damage originated from incorrectly notified data or other data not provided by the Client which is necessary for the correct performance of the item.
- 3.6 The Provider undertakes to perform the work with professional care within the scope stated in the Contract and is obliged to comply with the respective valid Czech technical standards related to performing the work and the internal technological standards and technological procedures of the provider.
- 3.7 The contracting parties agree that if when performing the work, due to the delay of the Provider there will be the origination of circumstances excluding liability, the stated deadlines for performing the work will be prolonged adequately to the circumstances of the delay. The circumstance excluding the liability is considered as an obstacle

occurred independently of the will of the Provider and preventing the fulfilment of its obligation if it is not possible to reasonably assume that the Provider would prevent or overcome this obstacle or its consequences or that the Provider could expect this obstacle. Such a circumstance is not considered as an obstacle originated due to the economic situation of the Provider.

- 3.8 The Client is entitled to inspect the performing of the work. For this purpose the Provider is obliged to provide the Client with all assistance for performing an inspection, in particular to ensure the participation of the responsible representatives of the Provider. The authorized representative of the Client is obliged to immediately inform the representative of the Provider of any defects or other non-conformities ascertained during the performed inspection and to prepare a report and send it within two working days following the performed inspection to the Provider. The Client must inform the representative of the Provider of the performed inspection so that they can also participate in the inspection.

4. Handing-over and taking-over the work, co-participation of the Client

- 4.1 The Provider undertakes that the subject of fulfilment will be ready for handing-over within the agreed date and in the stated place. The Provider will call the Client to hand-over the work no later than 2 days before the stated performing the work. The call is also considered to be a telephone call. If the Client will not be called by the Provider to take-over the work, it is considered that it will take place on the date stated in the Contract as the latest date.
- 4.2 If the contract will not specify the place of handing-over, the handing-over procedure will be performed in the place in which the subject of fulfilment was fulfilled.
- 4.3 The Client is obliged to ensure for the stated day, the authorized person who will take the work, i.e. will perform the inspection of the work according to the respective contract. The Provider is not obliged to ascertain whether this person is actually the person authorize to take the work. The handing-over and taking-over of the work will be recorded in the Handing-over report. In the case that the Client will reject to take the work, they must state in the Handing-over report the reason for this rejection. The Handing-over report is to be signed by the authorized representatives of both contracting parties. Upon taking-over the work, the risk of damage to the item is transferred to the Client.
- 4.4 If the Client will not ensure within the agreed date the person authorized to hand-over and take over the work, this will be considered by the Provider that the Provider has fulfilled the work correctly (i.e. without defects and no unfinished work).
- 4.5 In the Handing-over report the Client must confirm the status of the work at the time of handing over and all defects or any unfinished work if the work will contain these. Later defects to the work will not be taken into consideration with the exception of the so-called claim defects to work applied within the claim proceeding. The description and the manner of the application of claim is stated in the Warranty Certificate of the Provider and in the Claim Order of the Provider.
- 4.6 If the contract will include the assembly of work performed by the Provider, the Client will ensure for the fulfilment of the obligations of the Provider the construction preparedness for the commencement of work within the deadline stated in the Contract. At the same time as the handing-over of the construction site, the Client will ensure and hand-over to the Provider one connection point for the power supply and one for water. The scope of the construction preparedness will be recorded in the Handing-over report.

- 4.7 During the period of the non-fulfilment of the obligation to ensure the construction preparedness within the scope and the deadline agreed in the Contract, the Provider is not in delay with the fulfilment of his obligations. In this case the deadline for the handing over the work will be moved by the same number of days during which the Client was in delay with ensuring the construction preparation within the scope and the deadline stated in the Contract. The Provider is entitled to request from the Client the payment of costs related to the non-ensuring of the construction preparedness.
- 4.8 If the Contract will not include the obligation of the Provider to transport the subject of the contract to the place stated by the Client, the Provider will fulfil their obligation to produce the Work if they will enable the Client to use the subject of Work in the place of the registered office of the Provider.
- 4.9 If in the Contract or these VOP, the terms “handing-over” or “taking-over” of the work are used, it means the date when the Handing-over report is signed.

5. Payment terms

- 5.1 The price of the work which the Client undertook to pay in the Contract, will be paid on the basis of an invoice or on the basis of partial invoices (tax documents) issued by the Provider or also on the basis of a cash receipt slip (tax document) issued by the Provider.
- 5.2 The price of the work means the price stated by the provider in the Contract which the Client agreed with their signature by signing the Contract.
- 5.3 The payment means the payment of the amount to the Provider in the place of their registered office or payment of the amount to the account of the Provider maintained at Česká spořitelna a.s. Přerov, A/C number 1881936339/0800.
- 5.4 The final price stated in the Contract is agreed as the fixed price and this price includes all purposefully spent costs of the Provider for performing the work within the scope stated in the Contract. If during the validity of the contract, on the basis of the requirements of the Client, there will be a change in the scope of the work (additional work) leading to an increase in the total price of the work, the Provider is entitled to increase the original price by all necessary costs for performing the change to the Work. In this case, the Provider is obliged to prepare an itemized budget and to send it to the Client for approval. The increase of the price of the work must be confirmed by a written amendment to the Contract and signed by both contracting parties. In cases where it is necessary to perform additional work during the assembly of products, it is possible to approve the increase of the price of the work by a written record into the Handing-over report signed by the contractual parties. The Provider is not obliged to perform the additional work if there is no agreement between the contracting parties concerning the increase of the price for this additional work.
- 5.5 All changes in the prices to the Work in relation to a change in the scope of the subject of the Contract must be revised in the form of an amendment to the Contract signed by both contracting parties.
- 5.6 The Client will consider a price increase also in the case where during the validity of the contract there is an increase in the VAT rate.
- 5.7 All invoices issued by the Provider must fulfil the requirements stated by the Contract and Act No. 235/2004 Coll., on value added tax, as amended. If the accounting document will not contain any of the above mentioned data, the Client is entitled to return the accounting document to the Provider for its correction to the invoicing

address of the Provider. In this case, the Client is obliged to indicate the reason for returning. In this case, the maturity period of the defective invoice is not valid for the Client and will start again from the date of delivery of the corrected tax document.

5.8 Unless stated in the Contract otherwise, the payment will be made for agreed work in the following manner:

- The Client is obliged to pay the advance for performing the work at the level of 60% of the total price of the products within the maturity date stated in the Contract or within 10 days from signing the Contract.

If within this date the advance is not paid or transferred to the account of the Provider, the Provider is entitled to suspend the work up to the payment of the advance by the Client. During the delay of the Client with the payment of their financial obligations, the time of the fulfilment of the work will be prolonged by this period.

Additional payment for performing the work at the level of 40% of the total price of products must be made by the Client within 5 days from termination of the production of the subject of Work. The Client will be notified of the exact date of termination of the fulfilment minimally 3 days before its planned termination. If the Contract will include the commitment to perform the assembly of products, this assembly will commence after making the additional payment by the Client. After agreement with the Provider, the Client may make this additional payment on the date of assembly. If the Contract will not contain the commitment to perform the assembly of products, the products will not be handed over to the Client before making final payment for performing the work.

If the products are not handed over or assembled for the Client due to their delay in payment of their financial obligations, the Provider is not liable during this period for any possible damage originated from the late delivery of the products.

5.9 Any possible application of a claim will not influence the obligation of the Client to pay for the agreed work at the full level and within the stated deadline. The procedure for the application of claim is contained in the Warranty Period issued by the Provider and the Claim Order of the Provider.

5.10 If the Client is in delay with payment stated in the Contract, the Provider may request from the Client late interest at the level of 0.05% of the due amount per each day of delay or part of it.

5.11 If the Provider will be in delay with delivery of products, the Client may request from the Provider late interest at the level of 0.05% of the amount of the late delivered products per each day of delay or part of it.

6. Transfer of ownership rights and risk of damage to the subject of fulfilment

6.1 The ownership right to the subject of the fulfilment is transferred to the Client by the full payment of the price of the work stated in the Contract.

6.2 In the case of the full payment of the price before the delivery of products, the ownership right is to be transferred to the Client after the correct handing-over and taking-over of the work.

6.3 The risk of damage to the items is transferred to the Client from the time of the correct handing-over and taking over of the work. If the work is handed-over in parts, the risk of damage to the items will be transferred to the Client at the time of the correct handing-over and taking-over of the work.

7. Quality of work, warranty, manner of application of the claim

7.1 The Provider is liable for defects if the produced products will not correspond to the

parameters stated by the respective ČSN, the respective technical sheets, the enterprise standard and the requirements stated in the Contract.

- 4.1 The Provider will provide for the produced products a warranty in accordance with and under the terms stated in the Contract, in the Warranty Certificate of the Provider and in the Claim Order of the Provider.
- 7.1 The application of the claim is to be performed in the manner and under the terms stated in the warranty certificate of the provider and the Claim Order of the Provider which the Client will receive during the handing-over of the work.
- 7.2 The Provider is not liable for any defects originated during the warranty period due to unprofessional interventions on the part of the Client and for any defects stated in the warranty certificate of the Provider and in the Claim Order of the Provider.

8. Cancellation of the contract, force majeure

- 8.1 The Client is entitled to cancel the Contract or its part in the case of a significant breaching of the obligations of the Provider resulting from the Contract. The significant breaching of the Contract of the Provider mainly means that:
 - the Provider is in delay with handing-over the work or completion of work by more than 30 working days without this being due to a delay of the Client or by force majeure and the Provider will not deliver the work to the Client within the adequate period provided by the Client.
 - the performed work is not capable for the purpose of the use
- 8.2 The Client is entitled to cancel the contract also in cases where after the concluding of the contract, its basic purpose is changed, due to a significant change of circumstances under which the Contract was concluded or in the case of force majeure. In these cases the Client is obliged to pay the Provider the price which is equal to the already expended costs of the Provider for performing the work.
- 8.3 The Provider is entitled to cancel the contract in the case that:
 - the Client is in delay with payment of the advance payment for performing the work for a longer period than 15 days;
 - the Client is in delay with making the payment of the additional payment for the Provider for a period longer than 15 days from the maturity date and did not make such payment after the additional period of 10 days provided by the Provider stated in the notification of the Provider delivered to the Client;
 - in the case of the origination of any reason for cancellation of the contract on the part of the Provider stated in this Contract or legal regulations
- 8.4 Each contracting party is entitled to cancel the contract in the case that the second contracting party will enter liquidation or bankruptcy will be declared concerning the assets of the second contracting party or the settlement proceeding was permitted or the proposal for the bankruptcy proceeding was rejected due to the lack of assets of the second contracting party.
- 8.5 The cancellation of the Contract must be performed in writing and delivered to the second contracting party and the effect of the cancellation will start from the date of delivery of the notification to the second contracting party.
- 8.6 In the case that the Client will cancel the Contract, the provisions of the Contract stipulating the warranty for the quality and the contractual penalties concerning defects which will occur during the warranty period will not expire.
In this case the warranty period will start from the date of cancellation.
- 8.7 In the case of the valid cancellation of this Contract by either of the contracting parties, the contracting parties will prepare a report on the status of performing the work at the date of cancellation. The report on the status of the cancellation of the work will mainly contain the

list of all work which was performed up to the time of cancellation of the Contract and in the manner by which the price of the Work is stated according to the Contract, a list of unpaid invoices and the summarizing and calculation of unpaid costs (invoices). At the end of this report the contracting parties will state the financial value of the currently performed work. In the case that the contracting parties will not agree on the financial value of the work, they will order the preparation of the respective Expert Opinion by a legal expert. The contracting parties undertake to accept this Expert Opinion as final in order to state the financial value of the Work. The Provider will select, as well as pay the price for the preparation of the Expert Opinion.

- 8.8 The payment of the mutual demands and receivables will be performed in accordance with and according to the principles stated by general legal stipulation, in particular the provisions of the Commercial Code.
- 8.9 The Provider is not liable to the Client for non-fulfilment of any obligations resulting from already concluded contracts according to these trade terms if this occurs from any unexpected and non-irrevocable events which the Provider could not prevent.
- 8.10 The Provider is not liable to the Client for damage caused on the basis of contracts concluded by the Client with other subjects.

9. Final provisions

- 9.1 Any receivable of the Client towards the Provider originated during the provision of work according to VOP and contracts concluded on their basis may be passed on (transferred, sold) to a third party only with the written consent of the Provider. Any procedure which is in variance with this provision will be considered to be legally ineffective.
- 9.2 Issues not stipulated by these VOP legal regulations between the contracting parties are governed by the provisions of the Commercial Code in the valid wording.
- 9.3 The contracting parties declare that all their mutual business relations will be conducted in the sense of business ethics with the aim to peacefully resolve all disputable items by mutual negotiation.
- 9.4 All disputes originated from this contract and in relation to it will be decided in the arbitration proceedings according to Act No. 216/1994 Coll., on arbitration proceedings and the execution of arbitration findings, as amended by later regulations. The arbitrators for these disputes will be appointed by the Czech Chamber of Arbitrators with the registered office in Brno, Jubilejní 32 (hereinafter referred to as "ČKR"). The arbitration proceedings will be initiated by a claim submitted by either of the parties in the dispute submitted to the ČKR, will be performed according to the Legal Order of the Czech Republic and the Rules for the Procedures of the ČKR and will be performed on the basis of written source materials without oral proceedings. The dispute will be resolved according to the principles of justice. The arbitration finding will be stated without written justification. The arbitration proceedings will terminate by the statement of the arbitration finding or the resolution.
- 9.5 The Provider reserves the right to make changes to these VOP.
- 9.6 These VOP are an integral part of each concluded contract.
- 9.7 The contracting parties confirm by their signatures that they have been familiarized with these VOP and agree with them without objections.
- 9.8 These VOP are an integral part of the Contract (see Article 1.2. of these VOP). They will become binding (effective) for the Client on the date of signing the respective Contract.

Osek nad Bečvou, on 1 September 2008

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