

## Window Maintenance Tips:

Exercise windows periodically that are not used regularly by opening the window all the way and closing it two or three times.

Inspect all windows several times a year. Check the weather stripping to see that it is not loose, there are no brakes and if it is bent or crimped. Secure or replace the weather stripping as needed. Check the caulking between the window frame and wall and repair as needed. Check for any signs of water intrusion. Moisture between double pane windows indicates a seal is bad and the window needs to be repaired.

Clean windows frequently by first vacuuming the casing and track. Wash the window including the casing, the wall around the window, tracks and weep holes at the bottom of the frame with mild soap, warm water and lint free cloth (micro fiber cloths work well), rinse with a sponge or separate cloth soaked in water that has been squeezed out so it is not dripping. Wipe dry. The glass can be cleaned this way as well or with a 50/50 mix of vinegar and water. Newspaper can be used in place of a cloth too.



Lubricate window moving parts with a lithium multipurpose lubricant once or twice a year. Tighten and secure any screws.



Adjust the clearance on a horizontal sliding window that is dragging by first taking off the weight by lifting the bottom of the window slightly and inserting a screwdriver into the access hole to adjust the rollers to the proper height. The lock strike may need to be adjusted as well after adjusting the rollers by loosening the strike screws and adjusting the height of the strike (up or down).

*\*Maintenance Tips are provided by Action Property Management Residence Services as a value added free information service. For convenience and future reference the maintenance tips are also posted to the BuildingLink Library. Serving you is our pleasure. We want you to enjoy the feeling of a well maintained home. You deserve it! For additional information about our Residence Services program please contact Bill Turco at [bturco@actionlife.com](mailto:bturco@actionlife.com). If you call us to schedule a service or have a request please reference the **"ACTION MAINTENANCE PROGRAM"**. A Community Care Specialist will be glad to properly assist you. Thank you.*