



Access Plastics UK Ltd
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INSTRUCTIONS FOR FITTING SECONDARY GLAZING

Please read these instructions before you begin the installation. If you have any questions please feel free to contact us either by email at uksales@365plastics.com or by phone on 01535 658484:

1. Each glazing sheet is protected on both surfaces by a self-adhesive film. Leave these protection films on the sheet until you are ready to fit it – it will protect the sheet surface from scratches.
2. The self-adhesive magnetic tape comes in two types – Type “A” and Type “B”. Type “A” has a PLAIN surface and Type “B” has a GROOVE down the centre. Type “A” MUST be matched to Type “B” – or you will have no magnetic effect. The magnetic tape is easily cut with scissors or a craft knife.
3. The adhesive side of the magnetic tape is covered by a film. This film should be removed before applying the tape to the surface of the glazing panel or to the window frame.
4. When you are ready to fit the secondary glazing:
 - a. First check that the glazing sheet is the correct size by placing it temporarily on the window. Hopefully, you have ordered the correct size of sheet. If not, it can be trimmed to the correct size using a fine-toothed wood saw. Make sure that the saw is sharp and that the sheet is well supported during any cutting operation.
 - b. On one side of the sheet peel back the 4 edges of the surface protection film by 3 to 5 cm.
 - c. Cut 4 lengths of Type “A” magnetic tape. Remove the paper backing on the tape and fit it to the outer edge of the sheet so that there is a continuous strip of tape around the edge of the sheet. Do not overlap the tape – a uniform thickness is needed to give a good seal to the window frame. The magnetic tape can easily be cut with a pair of scissors or a sharp craft knife.
 - d. Next, cut 4 pieces of Type “B” magnetic tape to the same lengths as those used in “c” above. Place the Type “B” tape on top of the Type “A” so that the tapes are held together by magnetic attraction.
 - e. Clean the surface around the window frame onto which you will be sticking the magnetic tape, using methylated spirits or similar degreaser.
 - f. Remove the surface protection film from the side of the sheet having the magnetic tape and also the paper backing from the Type “B” tape.
 - g. Line up the panel against the frame using supports where possible – or better still – an extra pair of hands!
 - h. When you are sure you have the panel exactly where you want it, apply light pressure only in case the panel needs to be repositioned.
 - i. When you are positive your panel is exactly where you want it, run round the edge applying as much pressure as possible. You can do this simply with your fingers – or you can use a narrow wallpaper roller.
5. Finally, remove the surface protection film from the outside of the sheet. If you do this reasonably slowly it will minimise any static electricity, which can attract dust. However, if this does happen, clean the surface using some furniture polish such as Pledge or similar. Use a SOFT cloth – microfibre is ideal. The polish will remove the static and the soft, non-abrasive cloth will get rid of the dust.