





## Measuring Guide

Measuring Your Windows For The Extraglaze System



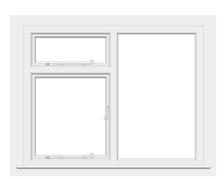
## Your windows & Top tips to a perfect installation

Extraglaze can usually be installed on all types of existing and historic windows.

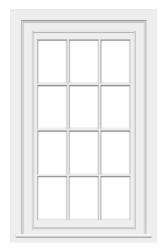
Extraglaze is a secondary layer of optical quality, acrylic glazing called CRYLUX<sup>®</sup> fitted to the inside of your existing windows and held in place by very strong magnetic edging. Most windows fall within one of the following categories.

If your windows are different then please do call us. We have supplied and installed secondary glazing to some incredible window shapes and designs and will always endeavour to find a solution to every requirement.

To decide which type of secondary glazing to choose, please see the back page.



Casement window (opening outwards on hinges)
See Page 8



Fixed or hinged sash style window (non-opening)
See Page 6



Opening sash window (slides up and down to open) See Page 4

Decide which window style you have and then turn to the appropriate section to learn how best to measure the frame for the Extraglaze System.

If your window style is not covered here please call us to discuss the best way to measure.

### Top tips to a perfect installation



- These additional items are essential for a perfect and simple installation.
  - A seam roller to press the magnets firmly onto the window frame
  - Our special wipes, or methylated spirits and a clean microfibre cloth
  - Vuplex anti-static polish and cleaner: simply the best ongoing care for your panels.

All of the above can be bought together as our Essentials Fitting Kit. See page 13.

- 2 Always check for thermal expansion see page 12.
- If you can easily chip or scratch the paint off your windows then these surfaces must be repainted (primer is essential, followed by undercoat and top coat/s).
- Remove all trace of silicone sealant where the magnets will go.
- If your windows are stained or waxed then please call us for advice, because you might need to pretreat surfaces where the magnets will go.

### **Before you start!**

When you invest in Extraglaze it is very important to identify the correct surfaces to fix your panels to. By finding the best position now you will maximise the rewards from your work. This guide will show you where these are - for additional help see our online FAQs, especially:

WHAT DEPTH OF AIR GAP IS BEST ON MY WINDOWS?

## **Contents**

Your windows & Top tips to a perfect installation

Measuring opening sash windows 4

Measuring fixed, sash style windows 6

Measuring casement windows 8

Safety & Panel stacking 10

Additional considerations & Exceptions 11

Checking your final measurements & How to order your Extraglaze 12

Extra essentials 13

Colour matching & Advice 14

Safety information 15

Measuring sheets 16-19

Extraglaze or Saverglaze? Back page

### **Need advice? Contact us**

### Free advice

Our advice is free and we will always be happy to help you measure. Your windows may be out-of-square, or a special shape, or behind shutters for example. You could send us some photos of your windows via email along with notes on any difficulties you have come across. We aim to respond within hours. If you have a smart phone or iPad then we will even look at your windows via a live video conversation to discuss what we can do to help.\*\*\*

For free advice call: 0345 467 1812

### Need an installer?

Extraglaze can install for you! Please enquire, or get an estimate from our web site. In some cases we will not be local enough to be economical. If you know a local tradesperson, and can vouch for their reputation, please ask them to contact us. We will provide reliable support, and consequently help re-price your installation to save you a considerable amount of money.

\*\*\*Any measurements taken during this process must be double checked by the customer. Extraglaze will only take responsibility for the accuracy of measurements taken during a physical visit.

## Measuring opening sash windows



### Taking the four measurements

Start by making a light pencil mark 12.5 millimetres (mm) down from the top edge of the Centre Meeting Rail (CMR). In a moment you will take the height measurements for both panels using this mark.

Your window frames may not be absolutely square so it is good practice to check each measurement at a few places along each height and width and use the largest measurement for each dimension. Measurements should be taken from the start of the flat area of the frame, beyond the staff bead.

NOTE: See page 11 for exceptions to this rule.

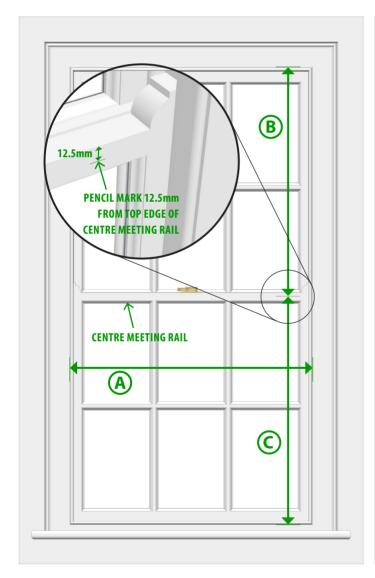
### Check for a flat surface around your frame

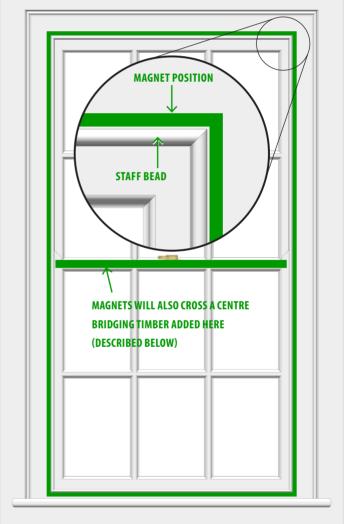
Extraglaze panels will usually be attached to the flat part of your window frame immediately beyond the staff bead.

Opening sash windows require two Extraglaze panels - one for the upper sash and one for the lower.

In order for the panel magnets to bond to the frame strongly, you need to check two things:

- 1. that there is a flat surface all the way around each window. (See page 11)
- **2.** the flat surface is in good condition (good paintwork.)





### Take the following measurements

- A The width of the frame between flat areas
- B From the top flat area to your pencil mark
- (c) From the bottom flat area to your pencil mark

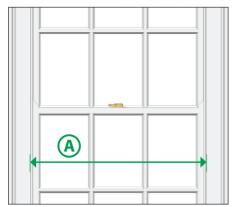
NOTE: These are not yet your final panel sizes

### Adding a Centre Bridging Timber (CBT)\* to the meeting rail

With the addition of a simple 'Centre Bridging Timber' (CBT) the flat surface can continue across the middle of your window i.e. where the edges of the upper and lower panels butt together. Screw this to the bottom sash so the tops of the CBT and meeting rail are flush. The rail may be much thinner than the CBT - a resulting under-hang is common, indeed normal. **This is covered on page 11**.

### Measuring dimension (A)

This is the width separating the two flat areas of the window frame.



Measure from the left side flat area...



...to the right side flat area.

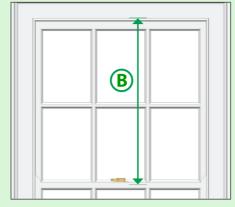


Once you have this dimension you must **add a further 40mm** to give you the total width required. Extraglaze sash panels have a 20mm magnet down each edge so each panel needs to be wide enough to span dimension **(A)** plus two 20mm magnets.

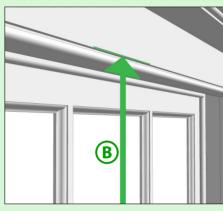
Both panel widths = (A) + 40mm

### Measuring dimension ®

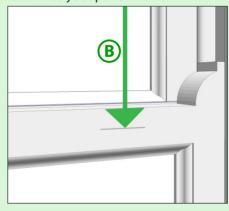
This is the height from the flat area of the top frame to your pencil mark.



Measure from the start of the flat area...



...down to your pencil mark.

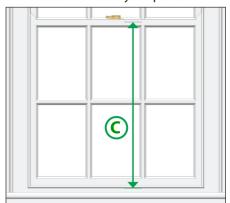


Once you have this dimension you must **add a further 20mm** to give you the total height. This is because Extraglaze upper sash panels have a 20mm magnet along the top edge. The space for the 12.5mm magnet along the bottom edge is already included in dimension (B).

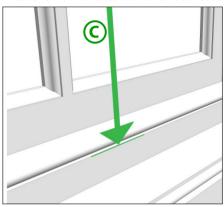
Upper panel height = (B) + 20mm

### Measuring dimension ©

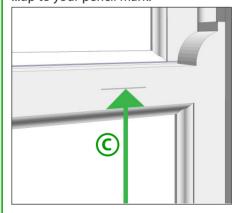
This is the height from the flat area of the bottom frame to your pencil mark.



Measure from the start of the flat area...



...up to your pencil mark.



Once you have this dimension you must **add a further 20mm** to give you the total height. This is because Extraglaze lower sash panels have a 20mm magnet along the bottom edge. The space for the 12.5mm magnet along the top edge is already included in dimension (C).

Lower panel height = (C) + 20mm

### Use your <u>calculated</u> dimensions (including magnets) to order online.

Your panel will be made to these sizes without any adjustment.

### PLEASE NOW READ: Checking your final measurements on page 12

## Measuring fixed, sash style windows



Check for a flat surface around your frame

Extraglaze panels will usually be attached to the flat part of your window frame immediately beyond the staff bead.

In order for the panel magnets to bond to the frame strongly, you need to check two things:

1. that there is a flat surface all the way around each window (See page 11)

**2.** the flat surface is in good condition (good paintwork)

### Taking the two measurements

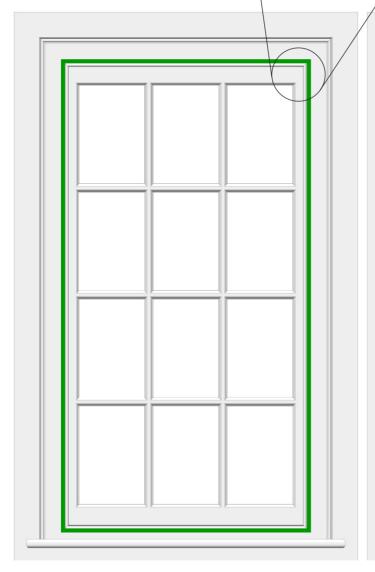
**MAGNET POSITION** 

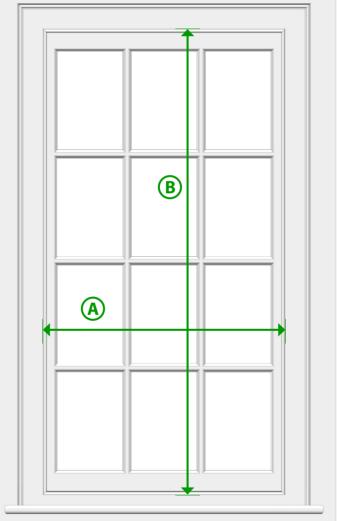
**STAFF BEAD** 

Your window frames may not be absolutely square so it is good practice to check each measurement at a few places along each height and width and use the largest measurement for each dimension.

Measurements should be taken from the start of the flat area of the frame, just beyond the staff bead.

NOTE: See page 11 for exceptions to this rule.





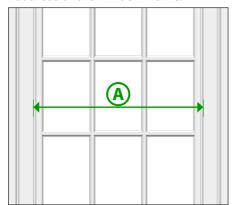
### Take the following measurements

- (A) The width of the frame between flat areas
- (B) The height of the frame between flat areas

**NOTE: These are not yet your final panel sizes** 

### Measuring dimension (A)

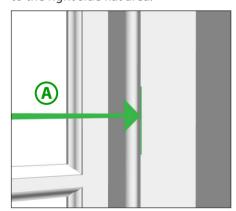
This is the width separating the two flat areas of the window frame.



Measure from the left side flat area,

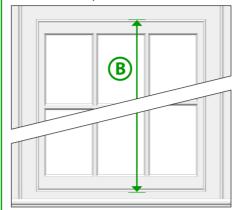


to the right side flat area.

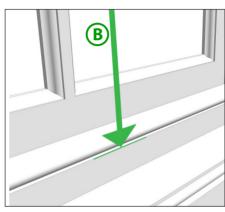


### Measuring dimension (B)

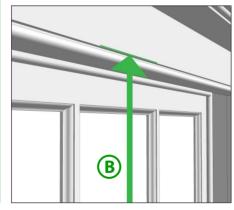
This is the height between the flat areas of the top and bottom frame.



Measure from the bottom flat area,



to the top flat area.



N.B. You must now add your magnet widths to these sizes to get the actual panel dimensions. See 'Adding magnet widths' >>

## \*\*A simple way to divide by one million

Just move the decimal point 6 places to the left.

**Example:** 

Moved 6 places to the left

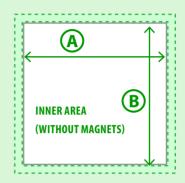
The calculator result is 1334567 the area in square metres is 1.334567

### **Adding magnet widths**

A calculator would be handy here! Bigger panels require 20mm wide magnets. Smaller panels only require 12.5mm wide magnets.

### Which magnets do I need?

This depends on the figure for the inner area of the panel. A big panel has an inner area over 1 square metre.
(Shown white below)



### Inner AREA of panel = $\mathbf{A} \times \mathbf{B}$

Divide this figure by **one million** to get the inner area in square metres. \*\*

### Less than 1 square metre

If the inner area is less than 1 square metre then add the width of standard 12.5mm magnetic strips to each edge to get the actual panel dimensions:

- (A) + 25mm = Actual panel width
- (B) + 25mm = Actual panel height

### More than 1 square metre

If the inner area is more than 1 square metre then add the width of larger 20mm magnetic strips to each edge to get the actual panel dimensions:

- (A) + 40mm = Actual panel width
- (B) + 40mm = Actual panel height

### More than 2 square metres

Panels this size should be avoided. Please devise a way to use two or more smaller panels instead.

Use your calculated dimensions (including magnets) to order online.

Your panel will be made to these sizes without any adjustment.

### PLEASE NOW READ: Checking your final measurements on page 12

## **Measuring casement windows**



### Check for a flat surface around your frame

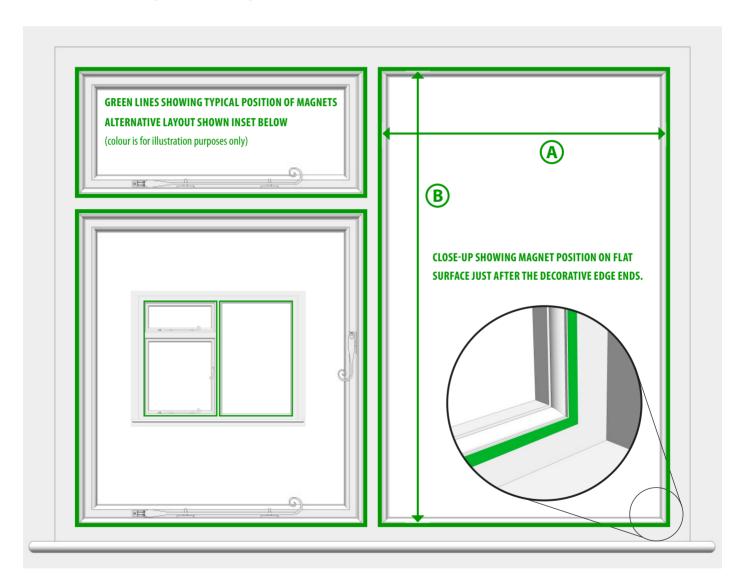
Extraglaze panels will usually be attached to the flat, fixed part of your window frame just after any moulding or decoration ends and the flat surface begins.

In order for the panel magnets to bond to the frame strongly, you need to check:

- that there is a flat surface all the way around each area where the panel magnets fit (see diagram below & page 11)
- 2. the surface is in good condition (good paintwork)

### **Taking measurements**

Your window frames may not be absolutely square so it is good practice to check each measurement at a few places along each height and width and use the largest measurement for each dimension. Measurements should be taken from the start of the flat area of the frame, just after any moulding or decoration ends.



### Which panel layout should you use?

You have several options, as suggested on these pages:

- 1. cover the entire window with one panel
- 2. cover it with adjacent identical panels
- 3. cover each glazed area separately

### Take the following measurements

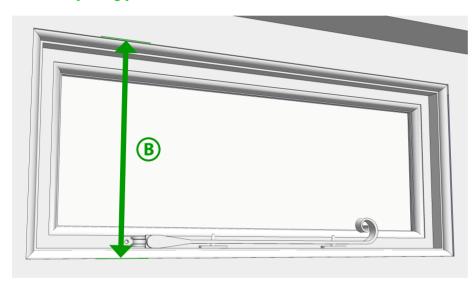
The width (A) and the height (B) of each glazed area you want to apply Extraglaze panels to.

NOTE: These are not yet your final panel sizes

## Measure the width between the two flat areas of the window frame (not the opening part of the window.)



## Measure the height between the two flat areas of the window frame (not the opening part of the window.)



N.B. You must now add your magnet widths to these sizes to get the actual panel dimensions. See 'Adding magnet widths' >>

## \*\*\*A simple way to divide by one million

Just move the decimal point 6 places to the left.

**Example:** 

Moved 6 places to the left

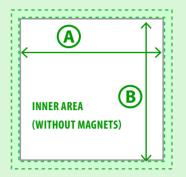
The calculator result is 1334567 the area in square metres is 1.334567

### **Adding magnet widths**

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### Which magnets do I need?

This depends on the figure for the inner area of the panel. A big panel has an inner area over 1 square metre.
(Shown white below)



### Inner AREA of panel = $(A) \times (B)$

Divide this figure by **one million** to get the inner area in square metres. \*\*

### Less than 1 square metre

If the inner area is less than 1 square metre then add the width of standard 12.5mm magnetic strips to each edge to get the actual panel dimensions:

- (A) + 25mm = Actual panel width
- (B) + 25mm = Actual panel height

### More than 1 square metre

If the inner area is more than 1 square metre then add the width of larger 20mm magnetic strips to each edge to get the actual panel dimensions:

- A + 40mm = Actual panel width
- (B) + 40mm = Actual panel height

### More than 2 square metres

Panels this size should be avoided. Please devise a way to use two or more smaller panels instead.

Use your calculated dimensions (including magnets) to order online.

Your panel will be made to these sizes without any adjustment.

### PLEASE NOW READ: Checking your final measurements on page 12

## **Safety & Panel stacking**

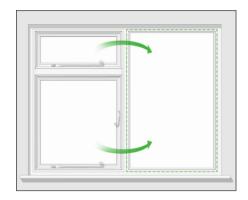
## IMPORTANT: Always plan for Safety before proceeding.For further safety info go to page 15.

### Measuring for panel stacking

Panel stacking allows access to an opening light by removing and storing the Extraglaze panel that is covering that light, onto an adjacent 'host' panel. This is achieved by attaching our thin self adhesive steel strips to the host panels' front vertical edges.\*

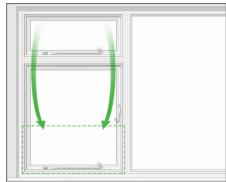
Order Stacking Strips for 'host' panels in our Accessories Shop.

### Side to side casement stacking



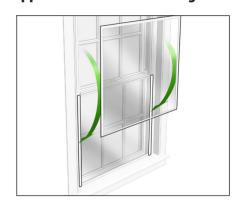
This allows the panel of a casement window to be stacked onto another panel to the left or right, providing both panels are the same width. Sizes required are the full height of the 'host' panel less 3mm and the width of magnet used. Two stacking strips of that length should be ordered.

### Upper to lower casement stacking



This allows the upper panel of a casement window to be stacked onto the lower panel, providing both panels are the same width. Sizes required are the full height of the lower 'host' panel less 3mm and the width of magnet used. Two stacking strips of that length should be ordered

### Upper to lower sash stacking



This allows the upper panel of a sash window to be stacked onto the lower panel. Sizes required are the full height of the lower 'host' panel less 3mm and the width of magnet used. Two stacking strips of that length should be ordered.

**N.B.** Stacking strip lengths should be 3mm short of the full panel height so that they do not reach the top and bottom edges where they could form a sharp edge.

### **Never fit Stacking Strip above a potential drop!**

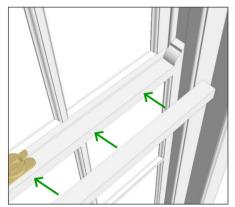
Panels must only be stacked safely. Consider: if one or both panels fall off *could they be dangerous?* When ordering Stacking Strip from our Accessories Shop be sure to read the full description there.

## **Additional Considerations & Exceptions**

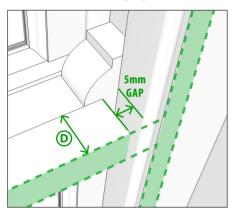
### **Adding a Centre Bridging Timber**

A Centre Bridging Timber is a timber batten that creates a continuous flat surface for the magnets.

A 5mm gap between the ends of the Centre Bridging Timber and the vertical staff beads allows the lower sash to move up and down freely, therefore the Centre Bridging Timber is 10mm shorter than the frame it fixes to.

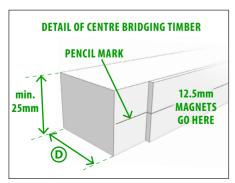


Centre Bridging Timber added



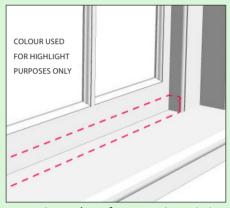
Flat surface is now continuous

For better accuracy, dimensions (B) and (C) could be taken again using a fresh pencil mark 12.5mm from the top front edge of the new Centre Bridging Timber.



### Sash without base frame

Occasionally a window may not have a base section with a flat area. Instead the lower sash tucks down behind the sill. A front facing surface will need to be added to take the bottom magnetic strip. This could be a timber piece, with or without a sash bead, or a PVCu right angled strip\* which will be hidden once the panels are in place.



Lower base frame section missing



Right angled channel adds a new surface

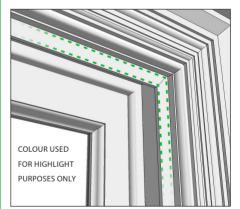
Dimension © can now be taken from the top of this newly added frame to your pencil mark on the meeting rail or Centre Bridging Timber. 20mm should be added to that dimension to give the actual height of the lower panel.

### Flat surface too narrow

The flat surface required for the magnets to affix is sometimes not wide enough. Where this isn't available, a solution based on 'Sash Without Base Frame' is used (see centre column). A right angled PVCu strip\* is applied around the inside of the staff bead to form a flat surface for the magnets. In this case always have angled strips installed BEFORE MEASURING.



No flat surface beyond staff bead



Right angled channel adds a new surface

Dimension (A) can now be taken between the inside edges of the left and right angled strips.

Take dimensions (B) and (C) from the edge of the angled strips to your pencil mark on the meeting rail or Centre Bridging Timber.

To finalise your panel sizes please return to your measuring guide:

(see pages 7 or 9)

## Checking your final measurements & How to order your Extraglaze

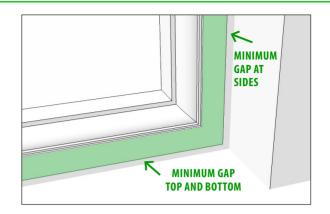
### Allowances for thermal expansion

To allow expansion of the panel on hot days, please ensure there is sufficient gap around the panel for this.

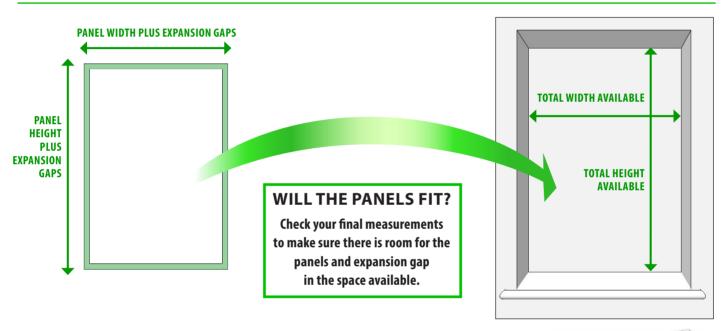
### How much gap do you need?

If either the height or width of the panel is less than 1 metre, then a 1.5mm gap is sufficient at both ends of that dimension.

If either the height or width of the panel is more than 1 metre, then a 3mm gap is required at both ends of that dimension.



### Will the panels fit the available space?



## How to order your Extraglaze



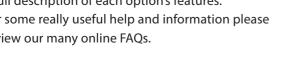
### Order online or simply get a guote

Our preferred method for you to place an order is via our website:

### www.extraglaze.co.uk

Click on the "Quote & Order" button just below the logo at the top of the page.

As well as our premium solution, Extraglaze, we now have a budget option, Saverglaze. See the back page for a full description of each option's features. For some really useful help and information please review our many online FAQs.



### **Extra essentials**

Visit our online **Accessories Shop** for other items you may need for your installation and to help care for your panels.

## **GLAZE** FOR CONSERVATION AREAS

How It Works FAQs Accessories Shop

Gallery Co



### **VuPlex cleaner** and anti-static polish

VuPlex® was designed for use within the demanding aviation industry and delivers a fast, safe, and effective solution to plastic maintenance.

Micro fibre cloths are perfect for

panels. Please use nothing else.



### Right angled PVCu channel

PVCu plastic channel, 3mm thick, ideal for rapid framing where...

- most of the surfaces needed for magnets are covered up by plasterwork
- you need to create a new rebate (e.g. recessed and between the staff beads, typical if your window has wooden internal shutters)





### **Seam Roller**

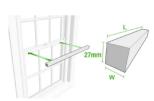
Micro fibre cloth

Used to apply firm pressure to newly installed magnetic strips onto a window frame.



### **Suction Cup**

Used to lift out and put back difficult or large panels.



### **Centre Bridging Timber**

Made-to-measure to your specification then primed (white). From redwood or whitewood, planed on all sides. Easily cut down further to length with a hand saw.



### Extra high bond adhesive tape

The ideal tape for sticking our PVCu angle to window frames (painted or unpainted surfaces). 1mm thick. Although this is a very flexible adhesive it makes a rock solid bond.



### **Stainless Steel Screws**

If you are screwing a bridging piece or batten onto an oak frame you must use screws made from stainless steel or brass.



### **Panel Stacking Strip**

This allows an adjacent panel of the same width to be safely 'stacked' on top, giving you unobstructed access to the window for opening.



### **Essential Fitting Kit**

Includes the seam roller, a microfibre cloth, 235ml of VuPlex Anti-Static Cleaner with your first 3M TM surface cleaning wipes free.



### **Safety Hook**

Ideal to keep panels safe where you perceive a potential risk e.g. where you have foot traffic beneath your panels or the windows face a stormy seafront. See page 15 of this guide.

## **Colour matching**

### We uniquely offer a colour matching service

This means your panel edges and the frame side magnets can be coloured or wood textured to match your existing windows. Below is our standard palette but, for a small premium, we will paint the panel edges and magnets in any colour you choose.

# White wood texture





**Light grey** 









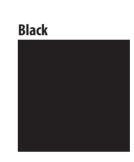


Oak - dark











You'll find even more colours in our DIY project form and when ordering your Free Samples - find the view colours link there.

### **Need advice? Contact us**

### Free advice

Our advice is free and we will always be happy to help you measure. Your windows may be out-of-square, or a special shape, or behind shutters for example. You could send us some photos of your windows via email along with notes on any difficulties you have come across. We aim to respond within hours. If you have a smart phone or iPad then we will even look at your windows via a live video conversation to discuss what we can do to help.\*\*\*

For free advice call: 0345 467 1812

### Need an installer?

Extraglaze can install for you! Please enquire, or get an estimate from our web site. In some cases we will not be local enough to be economical. If you know a local tradesperson, and can vouch for their reputation, please ask them to contact us. We will provide reliable support, and consequently help re-price your installation to save you a considerable amount of money.

\*\*\*Any measurements taken during this process must be double checked by the customer. Extraglaze will only take responsibility for the accuracy of measurements taken during a physical visit.

## IMPORTANT: Always plan for Safety before proceeding -please read all of this page.

### Safety is paramount - read all of this section

Please <u>at all times</u> consider what might happen if your Extraglaze panel(s) were to fall off for any reason. This is very rare indeed, but not impossible: in a severe storm, or if visitors to your home try to open a window, but do not know what you know. **IMPORTANT: safety is paramount – check this is always to your own satisfaction.** 

Never fit Stacking Strip above a potential drop: please see page 10.

If you have curtains fitted then these may stop a panel falling into the room.

- Do not "fight" to open a **sash** window! This may suggest you are trying to open the bottom sash when the upper panel is still in place. Remove the upper panel (there are exceptions in which case you will know because we have discussed these with you)
- Do not hesitate to discuss the secondary glazing with visitors. For example, late at night in the dark on a hot summer night a sleepy visitor might get very confused when trying to open a window. For another example, during a house party someone who has enjoyed a few drinks may wish to open a window with less care than yourself. In these examples something may go badly wrong.

• Some safety additions to consider are given here. Please do not consider this list exhaustive, because your circumstances may be different:

- when you perceive a risk to visitors remove the secondary glazing
- fit some additional fall-safe features. For example...
  - ask us about using some safety hooks (from our Accessories Shop)
  - fit a curtain wire so that it will catch a panel (stop it toppling into the room)
  - if your windows often endure severe storms please contact us.



Curtain wire fitted



**SAFETY HOOK** 

Safety Hooks fitted (available to purchase)

- Do not put someone at risk e.g. do not put a cot or bed near a panel that is not 100% fall-safe
- If your panels will be exposed to a lot of direct sunshine in the summer then please assume the panels are at a much higher risk of falling off because of extreme thermal expansion. We would recommend that you remove the panels during the summer.

If you are not 100% happy about the safety of your panels then contact us for advice. We are ready to help.

Call us for free advice on: 0345 467 1812

## Follow our measuring guidelines to complete this page

### Using the measuring sheets

To help with the measuring and ordering process, we have included step-by step measuring sheets for you to print out within

nere are s	ome exa	imples of	how to fill	in these	sheets:	Final panel	sizes go	here (i	ncluding	g magnets	)
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### Follow our measuring guidelines to complete this page

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**CHECKLIST - HAVE YOU ORDERED?** 

Micro fibre cloths

Other items - see page 13

Stacking strips

VuPlex anti-static cleaner

Centre Bridging Timbers

## Follow our measuring guidelines to complete this page

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CHECKLIST - HAVE YOU ORDERED?											
Centre Bridging Timbers	VuPlex anti-static cleaner	Micro fibre cloths	Stacking strips	Other items - see page 13							

## Follow our measuring guidelines to complete this page

Window/room nam	e:			USE THESE TO MAKE YOUR ORDER			CENTRE BRIDGING TIMBER (Standard height is 25mm or add custom)			STACKING STRIP	
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CHECKLIST - HAVE YOU ORDERED?												
Centre Bridging Timbers	VuPlex anti-static cleaner	Micro fibre cloths	Stacking strips	Other items - see page 13								





### Choosing your magnetic secondary glazing

extragLAZE, our premium product, uses the highest quality components and includes all our innovative and unique features. For the long term choose Extraglaze.

savergLAZE has fewer features and is intended for use where budget takes priority over aesthetic and maintenance requirements.

On our website use our "instant Quote" feature. After you click the "Calculate" button you will see two prices, one for Extraglaze and another for Saverglaze.

Please review the list of features below to compare our secondary glazing solutions and that of other suppliers.

Both are manufactured to our highest standards and to your exact sizes. Our experience and knowledge in manufacturing magnetic secondary glazing will ensure your panels fit first time and last for many years.

System features	extraglaze	saverglaze
Fully assembled panels: just unpack & fit	<b>V</b>	<b>₽</b>
Superior packaging for safe delivery every time	<b>V</b>	<b>V</b>
All panels labelled for identification	<b>V</b>	<b>✓</b> ¹
Panel edge colours match your windows	<b>V</b>	<b>V</b>
Scientifically proven in independent tests	<b>V</b>	<b>✓</b> I
Frame magnets also match your windows	<b>V</b>	×
Maintenance free magnets	<b>V</b>	×
Genuine CRYLUX®	<b>V</b>	×
Extra high bond adhesive	<b>V</b>	×
Fitted by us option	<b>V</b>	×

For some really useful help and information please review our many online FAQs.

Get an instant quote or order online at: extraglaze.co.uk or call us for free advice on: 0345 467 1812

**Extraglaze Ltd 5 Tweedale Court Industrial Estate, Madeley, Telford TF7 4JZ**