

# Doors and Windows

## Doors locks

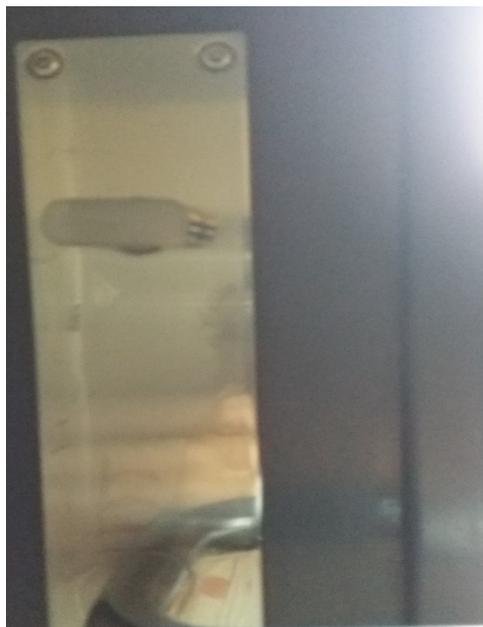
When closed, this is what the handles look like:



These are security locks – to lock them, first raise the handle:



Then return it to the horizontal position and turn the key.



Most houses have thumb locks in the inside (shown in the photo above) rather than a lock. So you would only use your key when locking the door from the outside.

In some houses (mostly in Stephenson quarter), you need to use your key to lock your doors on the inside. NB You can't unlock these doors if there's a key in the lock on the other side.

### Balcony doors

These maybe the same as your front door or a sliding door.

### Winter garden doors (Stephenson quarter houses only)

These are sliding doors. To move them, unlock them with the key (if they're locked). Then turn the big handle to point downwards:

Slide the door to the position you want. Then turn the handle the other way to point upwards – you can then, if you wish, lock the door in this position using the key:



In the winter keeping the winter garden doors closed will act as extra insulation and keep your home warmer and reduce your heating bills. When the weather is warm, opening the winter garden doors will cool the house down.

Also, when the winter garden doors at the front of the house are shut, it makes it more difficult for passers-by to look into your home.

## Windows

All windows on Derwenthorpe are from the same manufacturer Rationel: [www.rationel.com](http://www.rationel.com). This is the link to their information on maintaining your windows;

<https://www.rationel.co.uk/knowledge/maintenance/>

While there may be some minor differences, they all work in much the same way.

Windows have two settings and upstairs windows (usually) also have a restrictor. Some houses and bungalows also have Velux windows.



## Opening and closing your windows

Some windows (usually downstairs) have a push button you use to open the window. This may also have a lock as in the photo below. To open press in the button to the left of the handle to release, then lift handle and push open. There are keys supplied so that you can lock ground floor windows if needed.



This photo shows the two settings you can use when closing your window:



**Fully closed:** pull the window completely shut (using the nearest setting to the windowsill) and turn the handle to the right.

**Closed, but allowing air in:** On the far setting the window is closed and secure, but not tight. Move the window as if you are closing it fully, then go back slightly to put the tongue down into the setting further away from the windowsill. This allows a small amount of air in while the window is still shut.

## Windows with a restrictor

Upstairs windows tend to have a restrictor or safety lock on the right hand side and a prop on the left hand side.

**On the right** there is a safety lock that stops the window opening further then approx.10 cm.

This will allow you to open the window as much as you like, even turning it round for cleaning purposes:



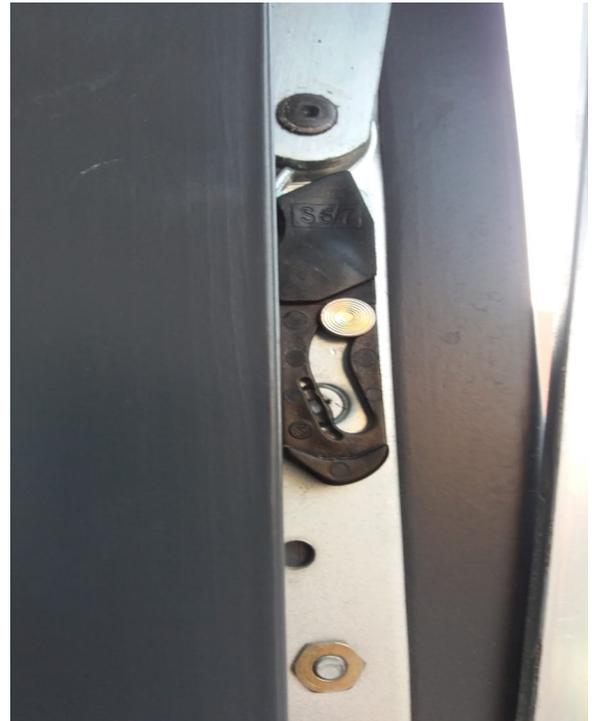
## To open the window fully

Open the window and then pull it slightly towards you, as if closing it (but don't actually close it). This will free up a safety catch on the righthand side. You should be able to push this up with your finger



When you close the window the safety catch will click back into place.

**On the left hand side:** there is a prop that will hold your window ajar



To prop your window open you can either:

- Release the right hand safety catch and open the window wider.
- Then engage the prop by pushing it up.

**or**

- Open the window gently but do not release the safety catch
- While gently pushing the window, push up the prop to engage it.

To use this prop, you need to release the right hand safety catch and open the window.

Then push the prop up and pull the window towards you. The prop will hold the open window in place.

When you close the window you need to release the prop by pushing it down.



## Velux windows

Some houses and bungalows also have Velex windows. They vary and may have a control bar or a conventional handle to open them.



These instructions are copied from the web: <https://www.wikihow.com/Close-a-VELUX-Window>

Push the top control bar upwards to close the ventilation flap. VELUX windows have a natural ventilation feature, where you pull the top control bar down 1 time to open the ventilation flap. The window can remain closed, or you can open it if you wish.

The ventilation flap simply lets air circulate through your home. To close the ventilation flap, place your hand around the control bar, and press it up gently 1 time.<sup>[1]</sup> You only have to move the bar about .5 inches (0.013 m) in order to close the ventilation flap.

Shut your window manually by pushing it closed. To open and close the window itself, use the control bar, which is a thin metal bar on your window. Manually shutting the window is easy if the window is within your reach. Grasp the top control bar, and push the window upwards to close it.<sup>[2]</sup>

The window will fit back inside its frame and snap into place. You can keep the ventilation flap open if you'd like. It will provide fresh air even when your window is closed.

In some houses/bungalows these windows are made by Dakea and have slightly different instructions.



There are 3 settings on the bottom of the frame for closing. To prevent any water ingress during heavy rain it is advisable to fully close to create a seal. The other settings allow some air circulation. When you open the window it will stay in position.