



# sashmate<sup>®</sup>

## top hung

Please use this step by step guide along side the Instruction Manuals, Aide memoire and demonstration films already provided.

All of the above can be found online at  
<https://www.glazesafe.com//use-sashmate/>

All Sashmate components should be inspected before and after use. Any damage should be reported to the Competent Person in charge of safety in your organisation.

In all cases safety remains the responsibility of the engineer using the Sashmate Tools.

Standard safety precautions such as, but not limited to, edge protection, safety cordons below the work area, necessary labour to carry the sash into and back out of the building must be considered.

The Sashmate Tools should not be used in adverse weather conditions.

The Sashmate Tools should only ever be used by experienced engineers who have been sufficiently trained on the Sashmate products.



Raise the top clamp to the top of the main rod and tighten screw.



Place the bottom clamp over the outer frame/transom bar profile



Holding main rod, release the bottom clamp screw. Extend main rod so top clamp is positioned over the outer-frame profile. APPLY FORCE TO SPREAD THE BOTTOM CLAMP FROM THE MAIN ROD AND CHECK FOR STABILITY.



Release horizontal arm screw and sledge screw, swing the arm out, round and up so that it meets the bottom of the sash.



Pull in the sledge, no force is required, do not try to move the sash with the sledge. Tighten the screw.



Raise the top pin and extend so that it meets the top of the sash, against the glass is fine. Tighten the screws.



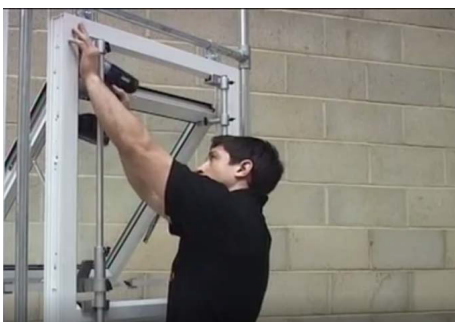
Repeat for the second Sashmate. CHECK THAT ALL SCREWS ARE TIGHT AND ALL COMPONENTS ARE IN THE CORRECT PLACE.



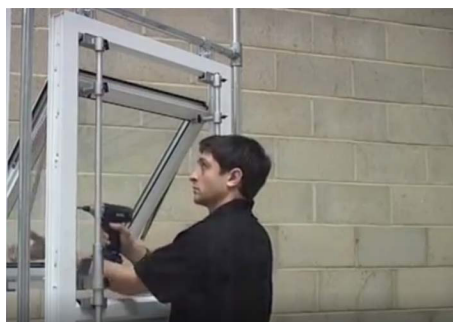
IF YOU WANT TO USE GLASS SUCKERS FIT THEM NOW. Remove the fixings, top first. You may need to use a long shaft attachment to reach top screw.



Once all fixings have been removed close the hinge.



Repeat the same actions on the remaining side.



Close the second hinge and place down drill. Check the work area is safe to bring in the sash.



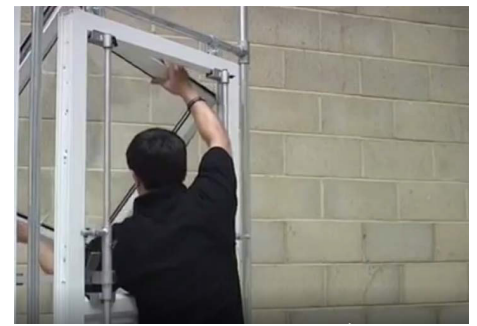
Gently support top of sash with one hand whilst releasing top pin screw (the screw against the main rod).



Allow top pin to slide down the main rod and leave free to move.



Repeat the action for the second side. **DO NOT LET GO OF THE SASH FROM THIS POINT ONWARDS.** Carry in the sash as necessary, using suckers may help.



You may require the Top Hung Rolling Bar or a second person to assist in carrying in the sash. Manual handling regulations must take priority.



Bring in the sash diagonally for repairs. **CHECK THAT ALL SCREWS ARE TIGHT** (apart from the top pins which remain free on the main rod).



Re fit the sash on to horizontal arms. **KEEP HOLD OF THE SASH AT ALL TIMES.**



Support the top of the sash whilst raising the top pin into position, tighten top pin screw against main rod.



Repeat for the second side. Open the hinge into position. If it is low lift the hinge into position and keep in place by raising the top pin. Repeat on second side.



Install fixings.



Repeat on second side.



House the sledge and horizontal arm. Tighten screws.



Drop the top pin towards the middle of the main rod and tighten screws



Hold the Main rod and the bottom clamp screw. Release the bottom clamp screw and allow the main rod to move until free of the profile. Carry in.



Repeat on the second side.  
(Different view of the procedure).



Repeat on the second side.  
(Different view of the procedure).



Repeat on the second side.  
(Different view of the procedure).