



GREAT  
HARWOOD  
WINDOWS

WINDOWS, DOORS  
& MORE

# Operation, Cleaning and Maintenance Guide

Aluminium Bifold Door Systems





Your aluminium bifold doors are designed to provide seamless indoor-outdoor living, combining durability, security, and ease of use. Proper operation and regular maintenance will ensure long-term performance, appearance, and reliability.

This guide explains:

Safe and  
Correct  
Operation

Routine  
Cleaning  
Procedures

Ongoing  
Maintenance  
Requirements

# Door Operation

---

## Understanding your door system

Bifold doors typically consist of:

- A lead door (main access door with key lock)
- Multiple folding panels
- Top and bottom tracks
- Handles and locking mechanisms

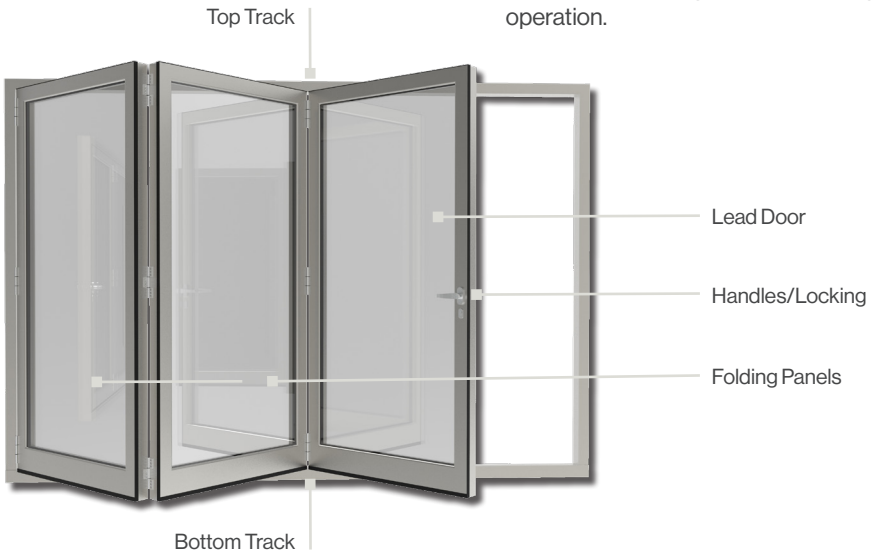
The lead door is always:

- The first to open
- The last to close

## Opening the doors

### Systems with a Lead Door

- 1** Insert the key into the lead door and turn fully (360°), then remove.
- 2** Open the lead door and secure it to the magnetic holder.
- 3** Rotate the slave handles (on other panels) to release them.
- 4** Open the panels:
  - Outward opening: Push from the frame above the handle
  - Inward opening: Pull the panels inward
  - Ensure the lead door remains attached to the magnetic keep during operation.



# Door Operation

---

## Opening the doors

### Systems without a Lead Door

- 1 Unlock (if applicable) using the key.
- 2 Rotate all handles to the open position (horizontal).
- 3 Open panels by pushing or pulling depending on configuration.

## Closing the doors

- 1 Guide the panels along the track (do not pull using slave handles).
- 2 Close panels sequentially.
- 3 Lock each panel by rotating handles into position.
- 4 Close the lead door last.
- 5 Lift the handle to engage locks.
- 6 Insert key, turn fully, and remove.

## Safe Use & Best Practice

- Always remove the key after use to prevent damage
- Do not use slave handles to drag doors along the track
- Keep fingers clear between panels during operation
- Ensure tracks are clear before opening/closing



## Cleaning Guidelines

---

Regular cleaning maintains appearance and ensures smooth operation.

### Cleaning Frequency

- General environments:  
Every 3–6 months
- Coastal / high pollution areas:  
Monthly or more frequently
- Salt exposure: Rinse weekly with  
fresh water

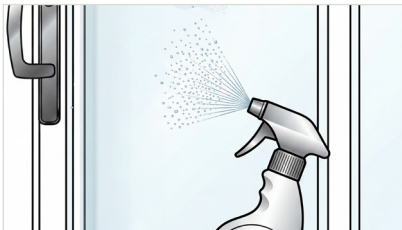
### Cleaning the Glass

- Use:  
Mild detergent or glass cleaner  
Microfibre cloth or squeegee
- Avoid:  
Paper towels (can leave lint)  
Excess soap (causes streaking)

Optional:

- A diluted vinegar solution may be used  
but may leave odour

Remove jewellery before cleaning to  
avoid scratching glass.



### Cleaning Aluminium Frames

- Use warm water with a mild detergent  
and a soft cloth or sponge
- Rinse thoroughly with clean water
- Dry with a soft cloth or leather
- Avoid:  
Abrasive cleaners  
Solvent-based or aggressive  
chemicals  
Heavy-duty household cleaners

For stubborn marks:

- Use non-abrasive cream cleaners  
if approved
- Test in an inconspicuous area first

### Tracks & Drainage Channels

- Remove debris regularly using a  
vacuum cleaner nozzle
- Ensure tracks and drainage holes  
remain clear

### Seals & Gaskets

- Clean with mild soapy water and a soft  
cloth
- Avoid solvent-based cleaners

### Maintenance

- Apply silicone spray annually

# Maintenance Requirements

---

## General Maintenance

Regular maintenance prevents wear and ensures smooth operation.

### Hardware & Moving Parts

- Lubricate hinges, rollers, and tracks (if recommended)
- Use silicone-based lubricant only

**Do NOT use oil-based products such as WD40**

### Locks and Keys

- Apply a small amount of silicone spray to the lock and key
- Insert and remove the key several times to distribute lubricant

### Surface Finish Care (Powder Coating)

- Regular washing removes dirt, salt, and pollutants
- Helps prevent corrosion and deterioration of the finish

## Inspection Checklist

(Recommended Quarterly)

Check for:

- Smooth operation
- Clean tracks
- Seal condition
- Secure handles and locks
- Signs of wear or corrosion

## Minor Repairs & Care

Surface Marks

- Light marks: Clean with mild detergent
- Persistent marks: Use approved cleaner or seek advice

## Damage to Coating

If any damage to the powder-coated finish is identified, it is recommended to seek specialist advice before attempting any repair.

Avoid carrying out DIY repairs, as incorrect treatment may worsen the damage or affect the protective coating and warranty.

## Glass or Component Replacement

- Replacement should be carried out by qualified professionals
- Use manufacturer-approved parts only

## Environmental Considerations

- Coastal or industrial environments require more frequent cleaning
- Salt and pollutants can accelerate wear if not removed regularly

## Summary of Key Do's & Don'ts

---

### DO



- Clean regularly with mild detergent
- Keep tracks clear
- Lubricate with silicone spray
- Remove keys after use

### DON'T



- Use abrasive or harsh chemicals
- Use oil-based lubricants
- Drag doors using slave handles
- Allow debris to build up in tracks

Routine care will:

- Extend lifespan
- Maintain smooth operation
- Preserve appearance

**For issues beyond routine maintenance, contact your installer or supplier.**



GREAT  
HARWOOD  
WINDOWS

WINDOWS, DOORS  
& MORE

Every effort has been made to ensure the information included in this User guide is accurate at the time of going to print. We do however operate a policy of continual improvement and therefore we reserve the right to alter or change the specification or product range at any time without prior notice.

