TBA

ALUMINUM WINDOWS LIMITED

INSTALLATION MANUAL

Residential & Commercial Aluminium Window and Door Systems

New Zealand Installation Manual • Residential & Commercial Systems

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DOCUMENT APPLICATION

This document provides installation requirements and guidance for TBA aluminium window and external door systems for New Zealand residential and commercial projects.

Contents

1. Purpose and Responsibilities

The purpose of this manual is to provide a clear installation sequence and minimum workmanship controls for TBA joinery. The installer is responsible for confirming that the opening, substrate, support, weatherproofing preparation and approved project details are suitable before installation begins.

- Use the current approved joinery schedule/shop drawings and project details.
- Confirm the unit identification, opening type, handing and location before installation.
- Where project-specific details differ from this general manual, the approved project details take precedence.
- Do not proceed where the opening, structural support, flashing arrangement or fixing requirement is uncertain.

2. Pre-installation Checks

Check	Requirement
Opening	Confirm dimensions, clearances and installation set-out against approved drawings.
Substrate	Sound, dry and suitable for the specified fixing method.
Sill support	Level and capable of supporting the window/door and glazing loads.
Wall underlay / tapes	Prepared as required by the applicable wall and cladding system.
Flashings	Required sill, jamb and head flashing components available before installation.
Joinery	Correct unit, configuration, finish and glass; no significant transport damage.
Fixings / sealants	Compatible with substrate, exposure, aluminium finish and adjacent materials.

3. Delivery, Handling and Storage

- Inspect units on delivery and record significant transport damage before installation.
- Store units upright on stable supports in a dry, protected area.
- Lift frames using appropriate methods; do not drag frames or load unsupported glazing edges.
- Protect powder-coated aluminium and glass from cement, plaster, grinding sparks, aggressive chemicals, adhesive residues and impact damage.
- Keep drainage openings and sill channels free from debris.

4. Opening Preparation and Frame Positioning

- Check the opening is ready to receive the joinery and that required sill support and weatherproofing preparation are complete.
- Position the frame to the approved set-out and wall/cladding interface detail.
- Pack and temporarily secure the frame plumb, level and square.
- Check diagonals and confirm the frame is not twisted before permanent fixing.
- Maintain required clearances around the frame for flashings, air seals and sealant joints.

5. Packers, Support and Fixings

Use durable, non-compressible packers that transfer loads without distorting the aluminium frame. Packers and fixings are to support the frame at locations appropriate to the system, opening type and project detail.

- Provide adequate support at jambs, mullions, transoms and door thresholds.
- Sliding-door sills require continuous or project-specified structural support to control deflection.
- Use corrosion-resistant fixings suitable for the substrate and environmental exposure.
- Fixing centres, edge distances and anchor types are to follow the approved project detail or engineering requirement.
- Do not overtighten fixings, distort frames or obstruct drainage/glazing channels.
- Expanding foam is not a structural fixing.

6. Flashings, Air Seals and Weatherproofing

The joinery perimeter must be integrated with the building weatherproofing system in accordance with the consented/project details and the applicable E2 pathway.

- Install sill trays, flashing tapes, jamb/head flashings and cavity components where required by the project detail.
- Maintain cladding clearances and drainage paths around the joinery.
- Where an internal air seal is required, use the specified compatible air-seal system.
- Use backing rod where required to control sealant depth and joint geometry.
- Use compatible sealant on clean, prepared surfaces and form a continuous joint where specified.
- Do not block frame weep holes, sill outlets or proprietary drainage paths with foam or sealant.

7. Installation Sequence

Step	Installation action
1	Confirm approved drawings, opening and correct TBA unit.
2	Confirm sill support and required wall-underlay/flashing preparation.
3	Position the unit on packers to the approved set-out.
4	Plumb, level and square the frame; check diagonals.
5	Install permanent fixings without distorting the frame.
6	Complete head, jamb and sill weatherproofing interfaces.
7	Complete internal air seal and external sealant where specified.
8	Confirm drainage paths and sill outlets remain clear.
9	Commission glazing, sashes, doors, rollers, hinges and locks.
10	Complete final inspection and retain required installation records.

8. Sliding Door Installation

- Provide level and adequate structural support beneath the full sill as required by the system/project detail.
- Coordinate threshold height, exterior paving/decking, drainage and accessibility requirements with the approved design.
- Do not allow finishes or sealant to obstruct external sill drainage outlets.
- Fix the frame square and level before final roller adjustment.
- Adjust rollers after the final panel/glass load is present so panels travel smoothly.
- Confirm interlocks and locks engage correctly without forcing the panel out of alignment.

9. Glazing and Hardware Commissioning

Where glazing is completed or adjusted on site, the approved glass schedule and glazing requirements are to be followed. Safety glass and IGU identification should be retained where required for project records. IGU manufacture is supported by AS/NZS 4666:2012 certification; glazing installation remains controlled by the approved project requirements.

- Confirm glass make-up and safety-glazing locations against the approved schedule.
- Check setting blocks, gaskets, beads and seals are correctly positioned.
- Operate each sash and door through its full travel.
- Adjust rollers, hinges, friction stays, handles and locks as required.
- Install opening restrictors and other safety hardware where specified.
- Do not use hardware adjustment to compensate for a distorted or incorrectly installed frame.

10. Final Inspection and Handover

Inspection	Acceptance requirement
Frame alignment	Plumb, level, square and free from installation distortion.
Fixings / support	Complete, secure and appropriate to the approved detail.
Weatherproofing	Required flashings, air seals and sealant interfaces complete.
Drainage	Weep holes, sill outlets and drainage paths clear.
Glass	Correctly installed and free from installation damage.
Operation	Windows and doors open, close, slide and lock smoothly.
Hardware	Handles, locks, hinges, rollers, stays and restrictors correctly adjusted.
Finish	Visible surfaces clean and significant construction damage rectified.

Where the project requires installation photographs, producer statements, checklists or field testing, retain those records with the project documentation.

11. Common Installation Issues

Issue	Required action
Frame out of square / twisted	Re-pack and re-fix before final sealing or completion.
Unsupported or distorted sill	Correct support and fixing arrangement before commissioning.
Drainage openings blocked	Clear the drainage path and rectify sealant/finish interference.
Missing or incorrect flashing	Rectify to the approved building-envelope detail before concealment.
Sealant applied to unsuitable surface	Remove, prepare the substrate and reapply compatible sealant.
Door/window difficult to operate	Check frame alignment and support before adjusting hardware.
Product or opening does not match drawings	Stop installation and obtain project clarification.

12. Installer Completion Checklist

Check	Pass / N/A	Comments
Correct unit and approved location		
Opening and sill support suitable		
Frame plumb, level and square		
Packers and fixings complete		
Flashings/weatherproofing complete		
Air seal / perimeter seal complete where required		
Drainage paths clear		
Glass and finish undamaged		
Hardware adjusted and operating correctly		
Restrictors/safety hardware fitted where specified		
Required photos / QA records retained		
Project / Address		
Unit / Area Reference		
Installer / Date		
Final Sign-off		