

**FINISHING NORWOOD WINDOWS AND DOORS:**

1. Lay the window or door horizontally on a flat, dry, clean surface.
2. Remove all hardware (hinges, locksets, sweeps, peep holes, kick plates, mail slots, etc...).
3. Cover all permanent non-wood components (i.e, glass).
4. Sand all wood components lightly with 220 grit sandpaper direction of grain.
5. Remove dust with a clean, slightly moistened sponge or cloth.
6. Apply a coat of good quality primer and apply as per product's instructions.
7. The finish used must be as follows:
  - A) Contain ultra-violet protection (for exterior merchandise)
  - B) Applied to give at least 2 coats of finish
  - C) Applied as instructed by the manufacturer (follow directions carefully)
8. Consult a local finishing dealer for the proper finish.
9. Test finish on an inconspicuous area before finishing entire door.
10. Apply finish to **every wood surface** of the window and door:
  - A) Includes all 6 surfaces- top, bottom, both side edges, front & back
  - B) Apply several extra coats of finish to the top & bottom of doors to prevent moisture, absorption into the open end grain (helps to resist warpage)
  - C) Prehung units- fully remove all hinges, locksets, sweeps, peep holes, kick plates, mail slots, etc. to completely finish **all** wood surfaces.
11. Exterior - after the finish has dried completely, apply a fine bead of sealant around the perimeter of the glass and panels (on exterior side).
12. After the finish has dried completely, apply a fine bead of sealant along the top, bottom, & face of all grooves (on exterior side)
13. After finish has dried completely, re-install all hardware & hang your new Norwood door.

**MAINTENANCE OF NORWOOD DOORS MERCHANDISE:**

1. Wood- properly finished merchandise may be cleaned using a damp cloth
2. Metal parts- use a non-corrosive cleaner
4. Norwood doors panels are designed to "float" to accommodate naturally occurring shrinkage & expansion panels may be tapped lightly back into place (some re-finishing may be required)
5. Doors should be re-finished periodically (consult a local finishing dealer for details)