

# Annual Window and Door Maintenance Checklist



Regular maintenance will help keep your Marvin windows and doors operating smoothly. Use this checklist as an annual maintenance reminder.

- Weatherstrip is a resilient material designed to act as a barrier in the space between the sash and frame to reduce air and water infiltration. Make sure it is still effective. If not, [contact your local Marvin retailer](#).
- Examine the window's interior and exterior finish. Occasional repair to a damaged finish may be necessary. Also, remember to be careful when using paints, stains and varnishes to make repairs. Never allow these solvent-containing materials to come into contact with weather strip. Solvents cause weather strip to lose its flexible qualities.
- Inspect the exterior caulking around the outer edges of the window frame. Trim off any old, loose caulking and seal any gaps with a good quality caulk.
- Check that all hardware (locks, opening mechanisms, etc.) operates smoothly.
- Make sure any exposed hardware screws are tightened securely.
- Clean any sand, dirt or dust from door and window hinges, sills and tracks.
- Check any energy panels and storm and screen combinations to make sure screws in turn buttons are securely fastened.
- Check doors for smooth operation. Wood doors require a stabilization period after installation, sometimes taking up to a year to adjust to humidity levels and other environmental factors.

When performing maintenance, always consider your safety first:

- Use caution on ladders, and always wear protective eyewear and clothing.
- When working with primers, paints, stains, cleaning solutions, etc., follow all recommended safety precautions and dispose of these materials according to manufacturer's instructions.