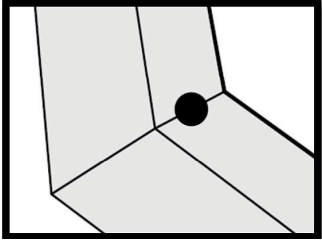


# J JACK FITTING GUIDE

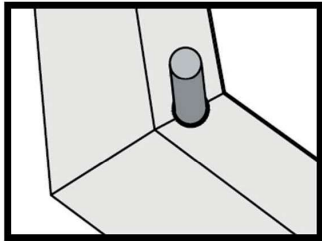
## For Window Widgets' Poles

1. Drill a 20mm hole through the cill at each intersection on the centrelines of your baypole/post.

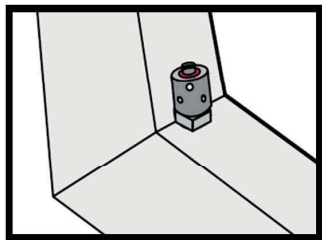


2. You should chase out old mortar under each jack so that the 60mm base rests on a sound, level surface. If the jack is unstable, you should pack with a spreader plate underneath until it is sound, level and true.

3. Position the cill over the jack at each load bearing corner. You must silicone seal between the jack and the top bed of the cill so that water is not able to track through the 20mm hole in the future.



4. Wind down the locknut and capstan onto each thread, as far as you can just short of the silicone seal.

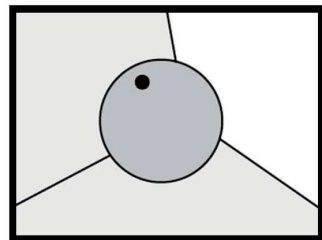
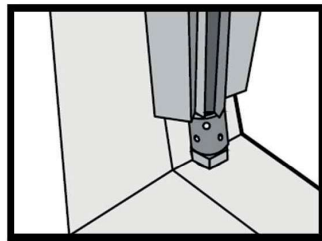


5. You need to cut the pole to length based on the distance between the capstan and the head of the structural opening. See page 73 for pole height deductions. If using a spreader plate remember to deduct either 3 or 5mm, depending on chosen spreader plate. The ends of the reinforcement should always be treated with bitumen paint or similar.

6. Where frame adapters apply cut the aluminium adapter 100mm shorter than the frame height, position it 80mm from the bottom. Screw heads must be tight to the adapter to avoid interference with the baypole.

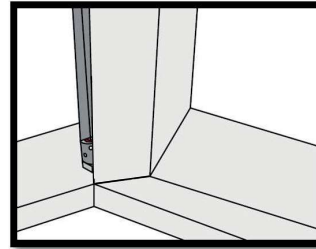
7. The reinforcement needs to be screwed adjacent to the frames at **max. 250mm centres** both sides and 150mm from the ends.

8. Position your reinforcement on the capstan and the top to the head of the reinforcement, only when the pole is true and vertical, can you wind up the jack using the nut to take the load (the nuts can be adjusted by hand).

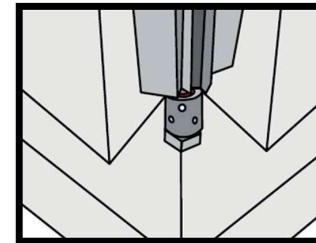


# J JACK FITTING GUIDE

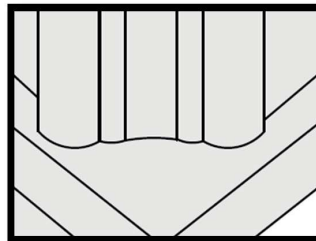
9. Once adjusted to the required height, lockout the locknut provided (always use the locknut).



10. You can now fit adjacent frames. It is important that you fix the frames to both the pole and the head of the building.



11. Now simply push your trim onto the reinforcement legs.



12. All bay installations should meet the requirements set out in the BS8213-4 Code of Practice for the survey and installation of window and external doorsets, GGF and FENSA guidelines.

## For Non-Window Widgets Poles

1. Drill a 20mm hole through the cill at each intersection on the centrelines of your baypole/post.
2. You should chase out old mortar under each jack so that the 60mm base rests on a sound, level surface. If the jack is unstable, you should pack with a spreader plate underneath until it is sound, level and true.
3. Position the cill over the jack at each loading bearing corner. You must silicone seal between the jack and the top bed of the cill so that water is not able to track through the 20mm hole in the future.
4. Wind down the locknut and capstan onto each thread, as far as you can just short of the silicone seal.
5. You now need to prepare PVC-U sleeving so that you can adjust the baypole jack. For round poles, put through one end, about 1/3 of the way across to a depth of c.35mm. Now cut through from the side nearest the cut and cut out a small square in the pole. For square posts, cut out a 40mm deep notch as wide as possible on adjacent side of the post, where frames will be fitted later.
6. You need to cut the reinforcement to length based on the distance between the capstan and the head of the structural opening. If using a spreader plate remember to deduct either 3 or 5mm, depending on chosen spreader plate. The ends of the reinforcement should always be treated with bitumen paint or similar.
7. Position reinforcement and sleeving and rest on the capstan.
8. Position the top of the jack at the head of the reinforcement.
9. Only when the pole is true and vertical, can you wind up the jack using the nut to take the load. For round poles, wind up the capstan using a screwdriver in the holes provided. The preparation of the PVC-U sleeving described earlier allows access. For square poles, you will need to use a spanner or adjust the nut by hand.
10. Once adjusted to the required height, lockout the locknut provided (always use the locknut).
11. For round poles, you can now twist the PVC-U sleeving around and hide the cut out behind the PVC-U frame adapter. For square posts, the cut out should be hidden when you fit adjacent frames.
12. You can now fit adjacent frames. It is important that you fix the frames to both the pole and to the head of the building.

## Keep compliant with FENSA and the Local Building Control Officer

**Now that all window installations have to either be self-certified through FENSA or inspected by Local Building Control Officers, baypole jacks provide a cost-effective route to compliance.**

**Manufactured from stainless steel 303, our bases are designed to fit under the cill. The M16 thread pushes up through a hole drilled in the cill and the locknut and capstan wind onto the thread to support your pole. We even supply a top Spreader Plate for the top of the pole; thus you only need one jack per pole.**

### What will non-compliance cost you?

FENSA inspections will routinely check one of your bay window installations against APPROVED DOCUMENT A – structure. “The inspector will be looking for evidence that the installation has reinforcement where appropriate to ensure it is able to sustain the load it is supporting. This is particularly relevant to bay windows”. There are guidelines in the Certificate of Performance for the survey and installation of bay windows, which necessitate the use of baypole jacks or spreader plates.

### Check if your installation will comply?

- The method of adjusting the length of baypole must be either with shims or self-jacking devices.
- If shims are used, they should be made from non-compressible material such as metal and not glazing wedges or timber.
- Provision must be made to prevent shims moving relative to the baypole.
- Provision must be made to stop metal shim working loose.
- Bearing plates should always be used when loads are transferred from or to brickwork, stone or timber.

- Bearing plates should always be used when loads are transferred from or to brickwork, stone or timber.
- Bearing plates should be made from 3mm-thickness steel or minimum 5mm-thickness aluminium with minimum area of 180mm. The bearing plate should completely cover the end of the pole.
- Provision must be made to prevent the plate moving relative to the baypole.

## Technical Data

### Testing

We have independently tested our jacks up to 9 tonnes without failure although in practice we know that it is the interface between the pole and the jack that fails. This usually happens around 2 tonnes depending on your pole.

### Loading

Vertically applied loads of up to 2 tonnes are permissible. Check with your pole supplier for its load bearing capacity.

### Materials

Bases are manufactured from stainless steel 303. Capstans are made from aluminium or zinc plated mild steel.

### Locknuts

All jacks are supplied with stainless steel A2 locknuts, which should always be used.

