

## **Instructions for Opening and Closing Sliding Glass Service Windows**

April 30, 2005

**Warning: For increased safety of the university community, this advisory is being provided as a precautionary measure.**

Sliding glass windows are installed in order to provide maximum visibility in reception areas as well as the maximum of security after hours. Sliding glass windows are installed in a number of locations on the university campus, including the Student Health Center in Charles Francis Hall, Counseling and Testing in the Center for Life Directions, and in the receptionist area in the SBC Center for Information Technology.

The sliding glass window is made of safety glass. There are two types: laminated glass, which has a plastic inner layer between pieces of glass, and tempered glass, which has been heat treated to make it stronger. Both laminated and tempered glasses are considered safety glass.

While regular window glass breaks into long dangerous shards, laminated glass will hold together and, therefore, is considered safety glass. This is the case with automobile window glass. In the application of a sliding window, laminated glass poses a risk when broken due to the type of frame. As a result, when laminated glass in a sliding window breaks, the glass panel falls out as one piece. When this happens there is a high probability of injury to a nearby person.

On the other hand, tempered glass “popcorns” when it breaks. It is the least dangerous of either laminated safety glass or regular window glass; therefore, it is used in the application of the sliding glass window.

Our intention is to prevent glass from breaking by providing the following instructions for opening and closing the sliding window.

1. Always use the ground-in finger pull to open and close the window and never open and close the window by pushing with the flat palm of the hand.
2. Always apply gentle force when closing in order to control the collision with the frame.
3. Verify that shock absorbing stoppers are installed and in place.
4. Avoid applying excessive force if glass pane becomes jammed or untracked.
5. For further assistance or to report any problems with the sliding glass window, please contact the Physical Plant Service Desk at ext. 3333, or call the Physical Plant Office at ext. 3335.