

# INSTALLATION INSTRUCTIONS

## REPLACEMENT DOUBLE-HUNG & SINGLE-HUNG WINDOWS

### BEFORE YOU START:

Read these recommendations, look at the photos carefully and identify all pieces to be removed or added during installation.

### TOOLS YOU MAY NEED:

Broad wood chisel, hammer, utility knife, phillips-head screwdriver, flat-headed screwdriver, level, safety glasses, gloves, caulking gun, professional grade exterior caulk, drill, 1/8" drill bit and pliers.

***We strongly recommend that you wear protective eyewear and gloves.***



### BEFORE YOU INSTALL YOUR WINDOW, IT IS IMPORTANT THAT YOU DO THE FOLLOWING:

1. Measure the window opening to ensure that you purchased the correct size window.
2. Measure the window itself to ensure that it will fit into the desired window opening. The window should be approximately 1/4" less than the opening in width and 1/4" to 3/4" less in height.

# REMOVE OLD WINDOW



**1.** With a razor blade knife, score a line between the inside stop and casing. Remove inside moldings or stops with broad chisel and save for later use.



**2.** Cords and weights, or spring balances can then be removed so that the old bottom wood sash can be removed.



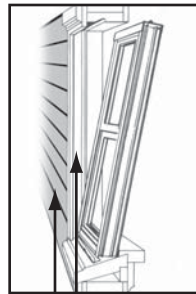
**3.** Pry out the top and side parting stops (left and right). For stops that are heavily painted or stuck you can use a broad chisel to shear off the part of the stop that protrudes into the jamb.



**4.** Once the parting stops are out, the upper sash can be removed from the outer track.



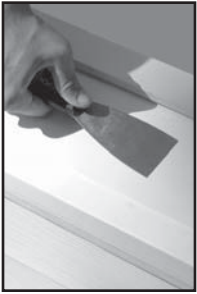
**5.** If your existing window has pre-formed aluminum tracks, there will be no wood parting stops on the sides, but there will be one at the top. Remove the top parting stop and the staples which fasten the pre-formed track to the opening. Once the staples are removed, both sashes and the tracks can be removed.



**6.** Leave the exterior blind stop intact. Do not remove it from the window frame.

**Blind Stop**  
**Exterior Siding**

# PREPARE THE OPENING



**7.** Clean the opening of any debris. Cover any holes made by the sash weights, pulleys, etc. Remove old screen hook eyes or other protruding fasteners.



**8. (If Applicable)** Install the supplied Sill Angle in the groove on the bottom of the exterior of the window (See Figures 8a, 8b and 8c to determine appropriate Sill Angle application). Caulk along the bottom of the sill angle and where the window meets the stool.

**(If Applicable)**



**8a**

**(If Applicable)**



**8b**

**(If Applicable)**



**8c**



**9.** Caulk the inside edge of the blind stop at the top and on both sides of the opening.



**10. (If Applicable)** Install the supplied Head Expander on the top of the window. We recommend that you place insulation between the Head Expander and the window. Apply a bead of caulk across the top of the Head Expander.

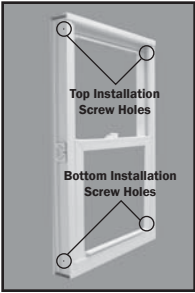
# INSTALL NEW WINDOW



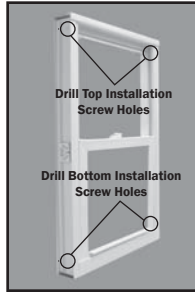
**11.** Place the new window in the opening. Rest the lower inside edge on the sill, tight against the stool. Tilt the window into the opening, making sure the sill angle is on in the groove along the outer edge of the window.



**12.** Check for plumb, level, and square. It is important that the window remain square in the opening during installation, even if the opening itself is not square. Use shims to keep the window square. Place shims behind the mounting screw holes, while checking to be sure the window remains square.



**13a. (Double-Hung)** There are 2 screw holes in each jamb. There is 1 at the top, in the inside pocket, underneath the sash stop, and 1 at the bottom, in the out-side pocket, underneath the sash stop.



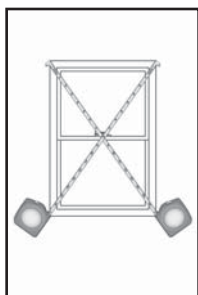
**13b. (Single-Hung)** Drill 2 screw holes in each jamb approximately 2" down from the top header and 2" up from the sill. You will want to countersink the screws to ensure smooth sash movements.



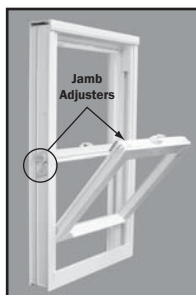
**14. (Double-Hung Only)** Remove the top and bottom sash stops by gently prying them out of the jamb.



**15.** Install and tighten installation screws in the screw holes described above. Do not over tighten as this may distort/ bow the frame. Replace the top and bottom sash stops at this time.



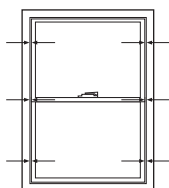
**16.** Check window for square by measuring diagonally as shown. Measurements should be equal. If not, adjust installation screws and/or shim as necessary.



**17. (Double-Hung Only)** There are 2 jamb adjusting screws on the window. To locate the jamb adjusting screws, tilt the bottom sash inward. The adjusting screws are located near the center of the jamb, on each side of the window.



**18. (Double-Hung Only)** Tighten the jamb adjusting screws until the sight lines between the frame and the sash are uniform.



**19. (If Applicable)** Push the head expander up tight against the upper part of the opening. Replace the inside top molding tight against the head expander. Replace the inside moldings tight against the jambs of the window. Caulk where the moldings meet the window to seal any gaps.



**20.** Caulk where the window frame meets the blind stops. Take care to ensure that all gaps are filled/sealed. Fill any old screw holes created by storm windows or old screens. Use a paintable caulk and/or putty so you'll be able to re-finish the exterior.