

Replacement/Retrofit Window - Interior Pocket Installation Instruction

Not all window types can be installed into every wall application in all areas. Consult with your local building code official for applicable building codes and regulations. Local building code requirements supersede recommended installation instructions.

Note: Installations where the sill is higher than 35 feet above ground level, must be designed by an architect or structural engineer. Failure to install windows into square, level and plumb openings could result in denial of warranty claims for operational or performance problems.

TOOLS

- Installation Screws (Included)
- Tape Measure
- Level
- Screwdriver
- Caulk & Caulking Gun
- Hammer
- Flat Pry Bar
- Utility Knife

SAFETY

- Do not work alone. Two or more people may be required.
- Use safe lifting techniques.
- Use caution when handling glass. Broken or cracked glass can cause serious injury.
- Use proper protective gear (gloves, safety glasses, ear protection, etc.)
- Use power tools safely following manufacturer operating instructions.
- Use caution when working on ladders or at elevated heights.
- Take proper precaution if lead paint is suspected (commonly used prior to 1979). Information regarding regulations and lead protection can be found at www.epa.gov/lead

Material & Handling

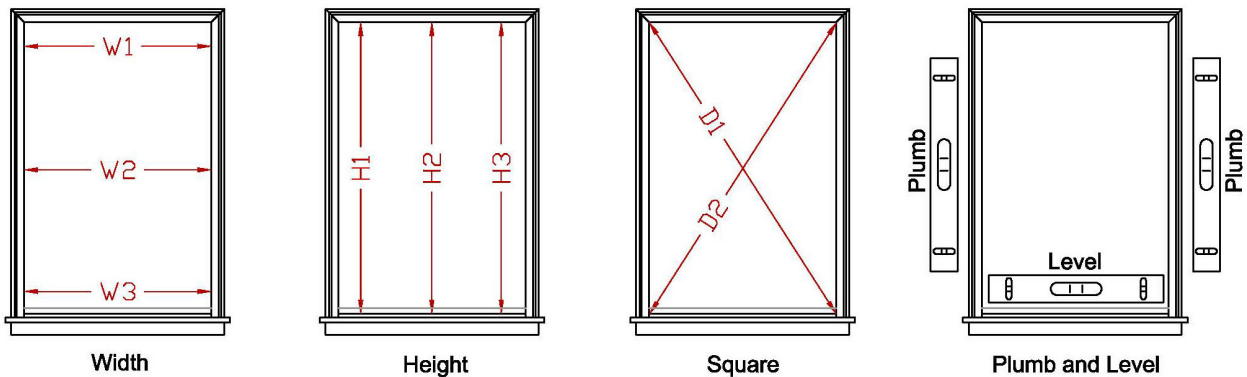
- Handle in a vertical position. Do not carry flat or drag on the floor.
- Do not put stress on joints, corners or frames
- Store window in dry, well-ventilated area in vertical, leaning position. Do not stack horizontally.
- Protect from exposure to direct sunlight during storage.

DISPOSAL & RECYCLING

Most Construction & Demolition (C&D) debris is nonhazardous and is not regulated by EPA. Many states have specific definitions of C&D debris that effectively determine what materials are allowed to be disposed of in nonhazardous waste landfills & C&D landfills. Even if federal or state regulations do not apply to your business, you should make efforts to keep the hazardous components of the wastes you generate out of landfills to conserve natural resources and protect human health and the environment. Suggestions outlined at the following link <http://www.epa.gov/osw/inforesources/pubs/infocus/rif-cd.pdf> identify steps you can take to reduce, reuse, and recycle your waste.

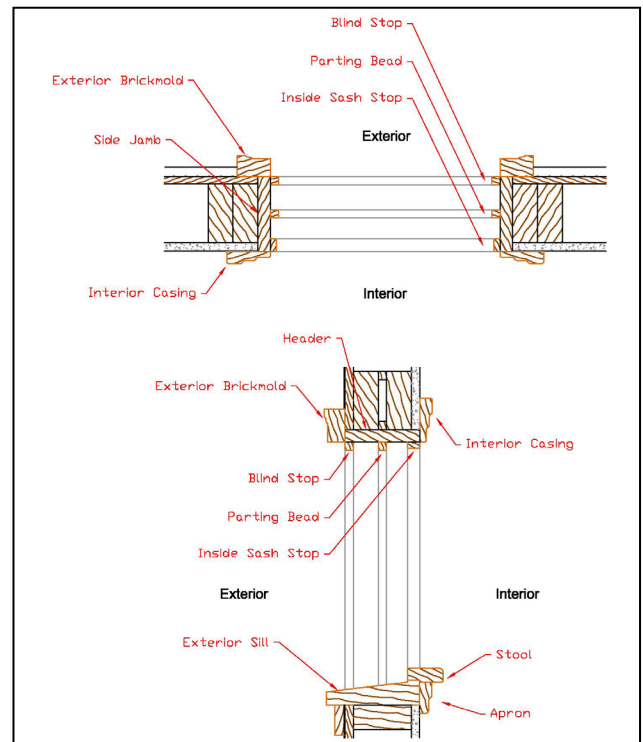
Read these instructions completely before installing your new window, they are meant to be a general outline and do not cover every construction application.

1. Before removing the old unit, inspect the new window for damage and make sure you have all of its parts. Also, check the size of the new window and make sure it is made to spec. Measure the size of the opening width at the top, middle and bottom and the size of the height at left, center and right to ensure that the window will fit within the smallest of the measurements. Measure the opening diagonally to make sure the window can be installed square and plumb within the opening. (See the included Replacement Window Measurement Instructions sheet for more detail)



If there is an issue with any of the above, **DO NOT INSTALL** the window and contact your window and door distributor.

2. Remove the inside sash stops and the inside sash from the existing window. (Take care not to damage the stop if it is to be reinstalled). Remove the parting bead and the outside sash, leaving the blind stop for the new window installation. Make sure that the perimeter of the opening is clean of debris and that all pulleys and any hardware from the old window are removed and all of the voids are sealed. Also make sure the sill is level.
3. Wrap the entire perimeter of the window with insulation before putting it into the opening. If using polyfoam, make sure the Double Hung frame is shimmed up at the jambs on the sill to relieve the pressure between the foam and the sill to prevent the sill from crowning. (A Slider frame sill must be level and supported the whole length.)



4. Place the window into the opening on top of the shims and put a level on the sill to make sure the sill is level and not crowned.
5. Once the sill is level, loosely install the installation screws into the pre-drilled holes in the frame. Check the frame for square by measuring diagonally from corner to corner. On a double hung, adjust the alignment screws until the jambs are plumb from top to bottom. On a slider, use shims to plumb the jambs. Now finish tightening the installation screws taking care not to distort the frame. (On a slider or wide double hung, shim the head of the frame if necessary so that it is level and install an installation screw. Wider windows might require more than one screw).
6. Recheck the frame for square and plumb and make sure the sashes operate and lock properly. (Slider sashes should lift out easily). Also make sure all weatherstripping is making contact and the reveals between the sash and frame are even.
7. On the outside, cut the sill trim to fit between the blind stops and tap it into the accessory groove. (If a slider is being installed on a sloped sill, shim the outside of the frame to support the weight of the sash, and then install the sill trim).
8. Caulk around the perimeter of the frame on the outside with an approved sealant. Where needed, trim and cap. Do not cover the weep holes on a slider or fixed window.
9. Finally, finish off the inside of the window.