Remove Bottom & Top Sash Of Old Window

1. Unlock and raise bottom sash. Prop sash open with a block of wood.
2. Use a pry bar or stiff putty knife to pry side and head inside stop mouldings away from jambs (ITEMS 3 & 21 FIGURE 1). Also see (FIGURES 2 & 3).
3. Handle carefully as these mouldings will be reused.

Prepare The Frame

Size Confirmation

NOTE: Before continuing, install jamb corners assembly and sash into opening to check fit of Tilt Sash Replacement Kit. Make adjustments to opening to obtain a good fit for the new parts.

General

IMPORTANT: Wear safety glasses and always follow safe working practices.

Optional factory-applied finishes, either painted or stained & varnished, should be handled with extra care to prevent damage.

IMPORTANT: Please read before you begin installation.

Tilt Sash Replacement Kit Contents

Kit Contents

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Top Sash Arm</td>
</tr>
<tr>
<td>1</td>
<td>Bottom Sash Arm</td>
</tr>
<tr>
<td>1</td>
<td>Carriage Stop</td>
</tr>
<tr>
<td>1</td>
<td>Right Head Arm</td>
</tr>
<tr>
<td>1</td>
<td>Left Jamb Liner Arm</td>
</tr>
<tr>
<td>1</td>
<td>Right Jamb Liner Clip (White or Tan)</td>
</tr>
<tr>
<td>1</td>
<td>Left Jamb Liner Clip (White or Tan)</td>
</tr>
<tr>
<td>1</td>
<td>Head Stainless Steel Screw</td>
</tr>
<tr>
<td>1</td>
<td>Jamb Liner Gasket</td>
</tr>
</tbody>
</table>

NOTE: Left or right determined by looking from the exterior to the interior.

Remove Sash Balance Weights and Cords (FIGURE 5)

Work sash toward interior and remove cord from opposite side.

11. Safely discard

10. Re-install side stops (FIGURE 15). If old ones were damaged, obtain and install new ones. Install snugly (but not too tight) against new jamb liner assemblies.

1. Hammer
2. Electric Drill Driver With Bits (Flat & Phillips Screwdriver)
3. STV-Bladed Putty Knife
4. Pry Bar
5. Hand Saw (Crosscut)
6. 4D 1-1/2” Long Finish Nails
7. Nail Set
8. Pliers
9. Utility Knife
10. Measuring Tape
11. Tilt Sash Replacement Kit (sized to your window openings)
12. Side Inside Stops (Qty. 2) as shown in (FIGURE 15)
13. Sandpaper, 180 & 220 Grade or 0 Steel Wool
14. Sash and side and head parting stops. Work knife around all sides to break paint seal.
15. Use 4D finishing nails (not included) to fasten. Nail with adequate strength to lift, carry and install window parts, test fitting new kit components and installing new kit.
16. Clean loose debris from sill area. Remove protective backing from a jamb liner gasket and apply to sill, sticky side down (FIGURE 12). Repeat for other side.

8. Jamb Liner Clips
9. Jamb Liner Gaskets
10. Noise Insulation

NOTE: This is the safety-alert symbol. When you see this symbol be alert to the potential for personal injury or product damage.

Tool and Material Requirements

Weight of window and accessories will vary. Use a reasonable number of people with out force enough to lift, carry and install window units and accessories. Always consider site conditions and use appropriate techniques when installing.

IMPORTANT: Wear safety glasses. May cause serious injury if broken. Do not install where tempered safety glass is required.

Size Confirmation

12. Clean all loose material and dirt from opening. Remove any objects that would damage new jamb liners or interfere with proper fit and operation.
13. Fasten the jamb liner clips on the side jamb with the screws provided, two screws per clip (FIGURE 10). Place one clip about 4” from the head jamb and one 4” from the sill. Distribute the others evenly in the vertical space remaining. The correct number of clips (based on unit size) will be sent with each kit. Arrange clips with flat side against side jamb and outer edge snug against side stop (FIGURE 10).
14. Slide vinyl sash stops onto jamb liners. Place one at the top of the left and right stop liner on the inside track (for the bottom sash only) (FIGURES 11 & 15).
15. Clean loose debris from sill area. Remove protective backing from a jamb liner gasket and apply to sill, sticky side down (FIGURE 12). Repeat for other side.

Customer Note: If there is a vinyl head jamb liner, discard the wood head parting stop and reuse the current head jamb liner. Some modifications to the head jamb may be necessary.

16. Apply jamb liner gasket to the top of jamb liners (FIGURES 13 & 14); sticky side to jamb liner, gasket centered on jamb liner’s width.
17. Arrange jamb liner assembly so angle at bottom matches sill slope. Align jamb liner to fit over jamb liner clips. Push liner snugly against window side frame, compressing foam, until vinyl liner snaps into jamb liner clips. Ensure that each clip is fully engaged (FIGURE 15).
18. Cut new inside parting stop (included in kit) to length so the parting stop fits snugly between jamb liner assemblies.
19. Place the head parting stop into the head jamb groove with the weather strip facing the exterior. Use 4D finishing nails (not included) to fasten. Insert jamb corner kit components and installing new kit.
20. Before continuing, insert jamb liner assembly and sash into opening to check fit of Tilt Sash Replacement Kit. Make adjustments to opening to obtain a good fit for the new parts.

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**Install The New Sash**

NOTE: Install top sash first. Top sash is placed into the outer track. Bottom sash is placed into the inner track (FIGURE 17).

**IMPORTANT:** The top sash must be completely installed in the side jamb’s outer tracks before the bottom sash can be installed.

**IMPORTANT:** When placing sash into side jambs, the sash pivot pins MUST BE ABOVE the balance shoes so the latching mechanism in the shoe will engage the pivot pins when the sash is lowered into the balance shoes.

![Diagram of window parts](image)

**WARNING**

If pivot pins are placed below balance shoes the pivot pins will not be supported. Sash will have no counter balance and could fall rapidly possibly causing personal injury or property damage. When inserting sash in frames, pivot pins MUST BE ABOVE the balance shoes.

**Determining hole locations for screen plungers**

1. While disassembling plungers, insert screen into window opening.
2. Locate screen tight against side outside stops and sill.
3. Mark the location of the plungers on the exterior trim with a pencil or by pushing plungers against trim so that they make a mark.
4. Remove screen from opening.
5. Drill 1/4” diameter holes approximately 1/4” deep at the marked locations.
6. Reinsert screen into opening and make sure all plungers engage into drilled holes.

**Dust and Scratches in Bare Wood**

If there is a streak or melt in any exposed wood, the sash parts should remove the mark. Light sanding with grade 220 sandpaper or 05 steel wool will be required. Large dents (if wood fiber is not broken) can be lifted by applying a small amount of water on it. After wood swells, sand lightly with grade 220 sandpaper or grade 00 steel wool.

**Recommended Finishing Instructions**

- **For Bare Wood Surfaces (Cont.):**
  - If a painted surface is desired change to the following:
    - Use only oil-based primer. A gel primer is easier to apply as it does not dry out or drip.
    - Once primed, apply two (2) coats of paint (again on all exposed sides) to finished surfaces.

- **For Varnish and Aluminum Surfaces:**
  - Vinyl and aluminum surfaces may be cleaned with mild soap and water. Hard to remove stains and mineral deposits may be removed with mineral spirits.
  - Do NOT clean with gasoline, diesel fuel, solvent based, or petroleum based products.
  - Do NOT use abrasive materials against vinyl, aluminum, or glass surfaces.
  - Do NOT scrape or use tools that might damage the surface.
  - Do NOT paint vinyl or aluminum surfaces.

- **For Bare Wood Surfaces:**
  - For best results, wood should be sanded immediately upon installation or upon receipt, especially if unit is being stored for ANY length of time.
  - Remove all construction and adhesive label residue with mineral spirits before finishing.
  - Lightly sand surfaces being finished with 180 grit or finer sandpaper. Be careful not to scratch the glass.
  - After sanding, clean-off sanding dust using lacquer thinner applied to a cloth so the cloth is slightly damp. Let surface dry completely.

- **If a painted surface is desired:**
  - Use only oil-based primer. A gel primer is easier to apply as it does not dry out or drip.
  - Use only oil-based paint. A gel primer is easier to apply as it does not dry out or drip.
  - Apply at least two (2) coats of the same color to the window frame.

**General Maintenance**

1. If your unit has excess cracks around the glazing bead or on the glass, a straight edge razor blade will remove it without damage to the glass. Use glass cleaner to remove any residue.
2. Hardware should be cleaned or polished only in accordance with instructions packed with each product.
3. Small scratches in factory-applied stain & varnish finish can generally be repaired with “scratch sticks” available in the stain and varnish section at full-service hardware stores and paint centers.

**Window Condensation**

When condensation first appears on windows, the natural reaction is that the windows have failed. Generally that’s where the problem is.

- Control the sources of humidity. Vent all gas burners and clothes dryers to the outdoors. Use kitchen and bathroom exhaust fans longer and more often than normal.
- Ventilate your attic. Because outside air usually contains less water vapor, it will “dilute” humidity of inside air.

For further information on the causes and cure for window condensation, call or write the window manufacturer.