

# INSTALLATION RECOMMENDATIONS

# REPLACEMENT DOUBLE HUNG

## BEFORE YOU START

Read these recommendations, look at the diagrams 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, flatheaded screwdriver, level, safety glasses, caulking gun, professional grade of exterior paintable caulk, drill, 7/64" drill bit and pliers. **We strongly recommend that you wear protective eyewear.**



## BEFORE YOU REMOVE YOUR OLD 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. Window should be approximately 1/4" less than the opening in width and 1/4" to 3/4" less in height.

## 1. 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. (See Figure 1)



(Figure 1)

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



(Figure 2)

## 1. REMOVE OLD WINDOW (CONTINUED)

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 jam. (See Figure 3)



(Figure 3)

4. Once the parting stops are out, the upper sash can be removed from the outer track. (See Figure 4)



(Figure 4)

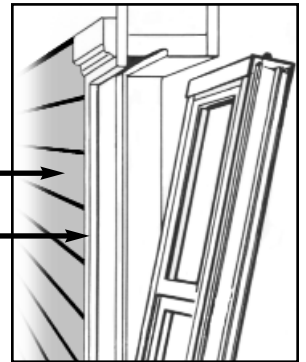
5. If your existing window has preformed aluminum tracks, there will be no wood parting stops on the sides, but there will be one at the top. Remove the top parting stop and the staples which fasten the preformed track to the opening. Once the staples are removed, both sashes and the tracks can be removed.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



(Figure 5)

6. Leave the exterior blind stop intact. Do not remove it from the window frame. (See Figure 6)

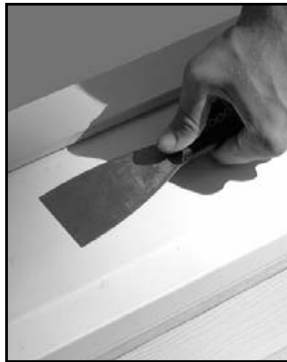
Exterior Siding →  
Blind Stop →



(Figure 6)

## 2. PREPARE THE OPENING

1. 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. (See Figure 7)



(Figure 7)

2. Install the supplied Starter Strip/Sill Angle in the groove on the bottom of the exterior of the window. Caulk along the bottom of the sill angle and where the frame sill meets the interior stool. (See Figure 8)



(Figure 8)

3. Caulk the inside edge of the blind stop at the top and on both sides of the opening. (See Figure 9)



(Figure 9)

4. 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. (See Figure 10)



(Figure 10)

### 3. INSTALL THE NEW WINDOW

1. 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. (See Figure 11)



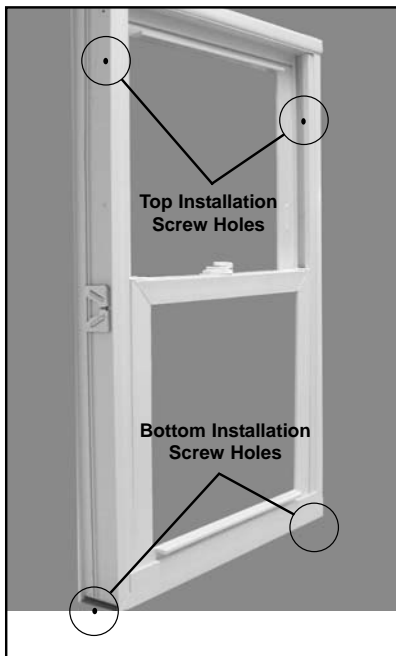
(Figure 11)

2. Check for plumb (vertical), level (horizontal), 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. (See Figure 12)



(Figure 12)

3. 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 outside pocket, underneath the sash stop. (See Figure 13a). Remove the top and bottom sash stops by gently prying them out of the jamb (See Figures 13b and 13c).



(Figure 13a)



(Figure 13b)



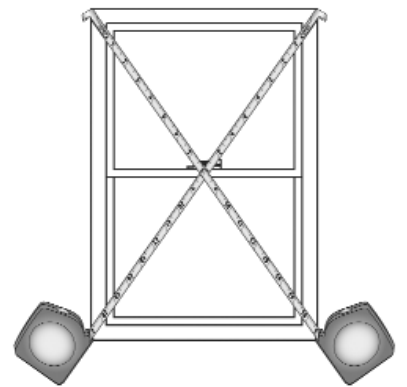
(Figure 13c)

4. Install and tighten installation screws in the screw holes described above. Do not over tighten as this may distort/bow the frame. (See Figure 14) Replace the top and bottom sash stops at this time.



(Figure 14)

5. Check window for square by measuring diagonally as shown. Measurements should be equal. If not, adjust installation screws and/or shim as necessary. (See Figure 15)

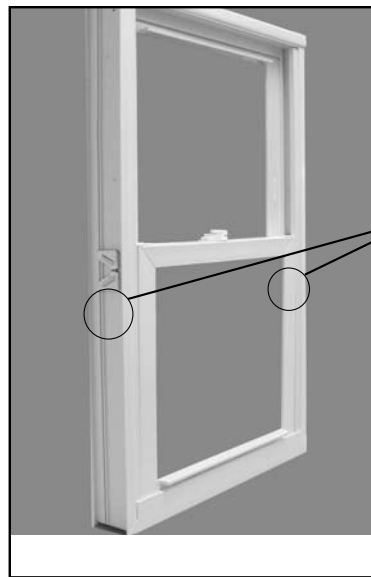


(Figure 15)

6. 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. (See Figure 16a and 16b)



(Figure 16a)

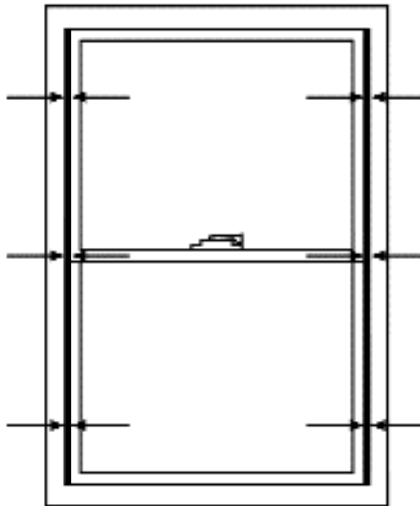


(Figure 16b)

7. Tighten the jamb adjusting screws (See Figure 17a) until the sight lines between the frame and the sash is uniform. (See Figure 17b)



(Figure 17a)



(Figure 17b)

8. Push the head expander up tight against the the upper part of the opening. (See Figure 18) Replace the inside top molding tight against the head expander. Secure the head expander, if necessary, with the 2 small screws provided. Replace the inside moldings tight against the jambs of the window. Caulk where the moldings meet the window to seal any gaps.



(Figure 18)

9. Caulk where the window frame meets the blind stops. (See Figure 19) 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.



(Figure 19)