

INSTALLATION INSTRUCTIONS

Double Hung Sash Kit – Clad and Wood



INTRODUCTION

This document will provide the necessary steps to install the Double Hung Sash Kits. Sash kits are designed to be installed into existing window frames. Accurate measurements are crucial. Refer to the Double Hung Sash Kit 'How to Measure' document for instruction on how to properly measure and order sash kits.

NOTICE

Installation requirements may vary in particular locations and in other types of construction. Proper installation is essential and Dubuque Window and Door recommends consultation with an AAMA Certified Installer, or other qualified, registered building professional before installation of any window or door product. Proper installation of Dubuque Window and Door products is the responsibility of the installer. We are not responsible for the design of, conditions in, or performance of building construction beyond the perimeters of the window units, or for proper integration of the window units with the weather-barrier systems of the building.

IMPORTANT NOTIFICATIONS

- **Please read these instructions in their entirety prior to beginning the installation process.** Failure to follow these instructions will void the warranty. Please contact Dubuque Window and Door for any clarification.
- Dubuque Window and Door is not responsible for site measurements or the structural requirements for the installation of the Double Hung Sash Kit.
- As with any installation procedure, confirm with the manufacturer of such building materials as sealants, flashings, foam and weather barriers that they are compatible with one another.

SAFETY PRECAUTIONS

- Always wear necessary protective gear such as safety glasses, gloves, ear plugs, clothing for field modifications of frame or sash kit parts.
- Be certain to do a pre-installation site inspection to ensure the work area is accessible and safe for performing installation of the sash kit.
- Use all power tools in accordance with manufacturers' instructions.
- Many different types of balance systems have been used on older double hung windows. Always remove the old balance system and sash carefully to avoid injury. Excessive forces will break glass or may leave dangerous edges exposed.
- **Dubuque Window and Door is not responsible for injury because of installation of this sash kit.**




Before you begin:

- Read the installation instructions thoroughly.
- Take an inventory of all parts.
- Gather tools and safety gear for installation.
- Check your dimensions. When replacing or installing for more than one window measure each opening.
- Because each set may vary in size, mark each set as a pair and note the installation location prior to finishing the wood surfaces.
- Examine the entire window frame and surroundings. Now is the best time to check for wood rot and repair any damaged wood or broken parts.
- Finish of the jambliner wood parts must be dry prior to installation. Wood parts on the jambliners can be removed and finished BEFORE or AFTER the jambliner is installed.

MATERIALS NEEDED

- Tape measure
- Stiff putty knife/flat pry bar
- Flat head screwdriver
- Phillips head screwdriver
- Utility knife
- Small finish nails (3/4" or 1" galvanized)
- Isopropyl alcohol
- Shop towels

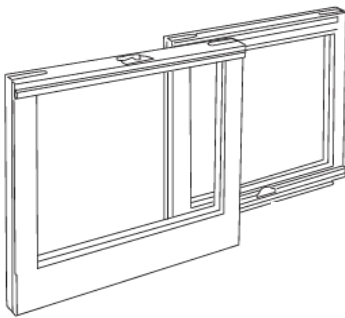
FASTENERS SUPPLIED

- A**  PN – 048311
#8 X 1-1/2" PH FL HD 2/3 THREAD
Used on jambliners
- B**  PN – 090906
#6 X 1" PH FL HD SMS
Used on head parting stop
- C**  PN – 011635
#6 X 5/8" PH
Used on head screen channel

MATERIALS SUPPLIED

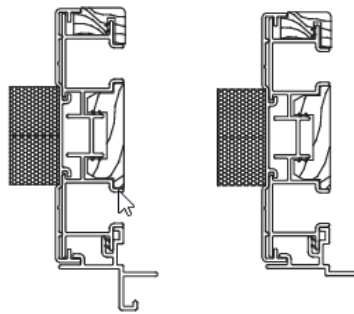
Sash

(Top and Bottom)



Jambliner Assemblies

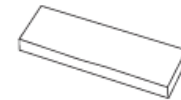
(Left and Right)



w/Screen

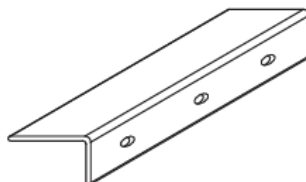
w/o Screen

Head and Sill Gaskets



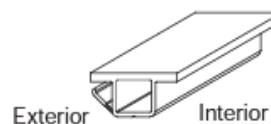
Head Screen Channel

(when ordered)



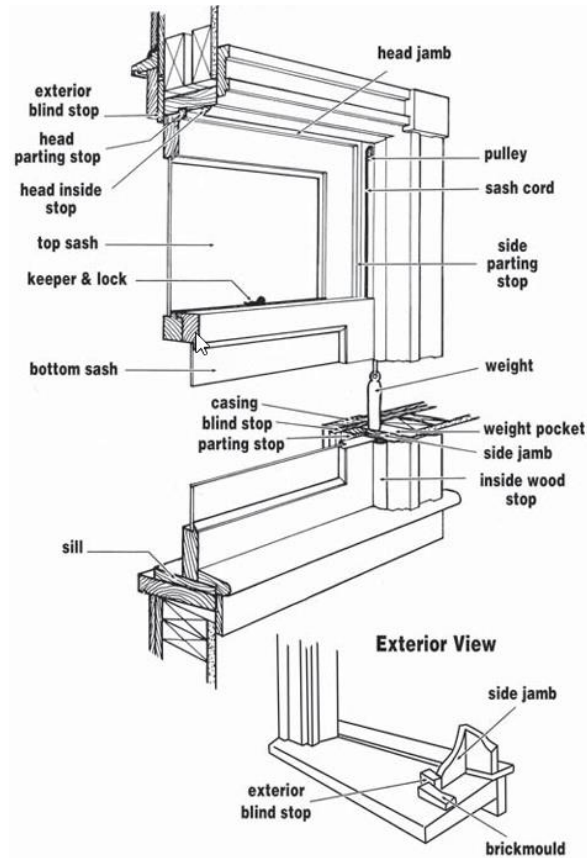
Head Parting Stop

(White or Beige)



1 PREPARING THE OPENING

Window Nomenclature



- 1.1 If your existing windows have a weight and pulley balance system, cut the cords to the bottom sash and remove the old sash from the frame (see Figure 1).



CAUTION: Block or hold sash secure while cutting weight cords as some sash balance mechanisms may react when the weight of the sash is removed.

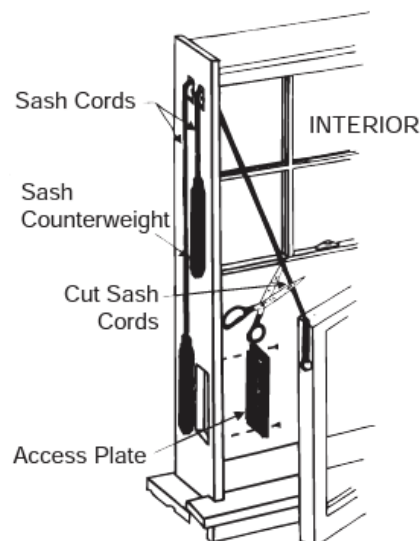


Figure 1

- 1.2 Remove the side parting stops by placing a putty knife at the stop and side jamb joint, pry off and discard (see Figure 2).

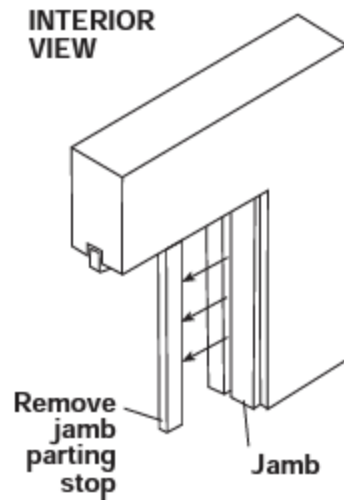


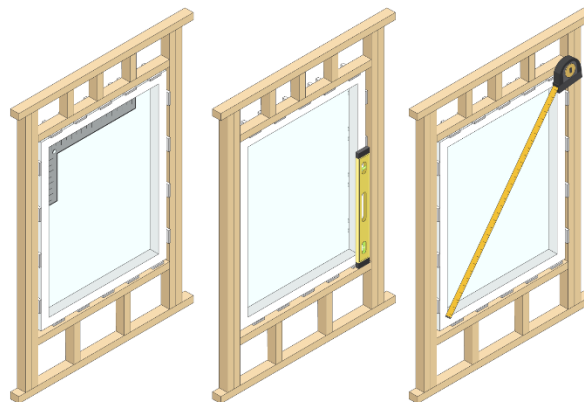
Figure 2

- 1.3 Lower the top sash to expose top weights and pulley. Cut the cords to release sash.
- 1.4 Remove the top sash from the opening.
- 1.5 Remove the head parting stop by placing a putty knife at the stop and head jamb joint, pry off and discard (see Figure 3). Remove any frame weatherstrip and remaining sealant if applicable.



Figure 3

- 1.6 With sash and stops removed, check the opening for square, level, and plumb.



Square: measure from corner to corner in both directions. If dimensions are equal the opening is square.

Level: place a level at the sill and head. If opening is not level, shims can be added to make level.

Plumb: place a level against the jamb on both sides, as well as the head and sill. Be prepared to adjust when installing the product. If wall is out-of-plumb, shims or blocking can be added to plumb the opening.

- 1.7 Remove pulleys and sash weights. If pulley mounting screws are corroded, it may be necessary to pry out the pulleys. Insulation may be added to the pulley cavity. Adjust and shim as needed to create the proper installation shelf for the sash kit.

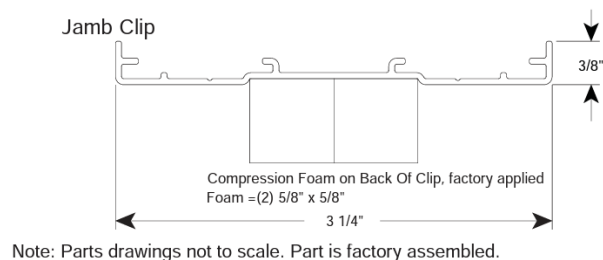
2 INSTALLING THE SASH KIT

- 2.1 Replace original inside strip stops. Be sure the stop is applied straight in the vertical position. Leave a 3-1/2" space to apply the balance.
- 2.2 Remove the cork shipping tabs from the jambliners prior to installation.
- 2.3 Apply the sill gaskets. Remove paper backing and place gasket's sticky side to sill (Edge touching side jamb) (see Figure 4). For proper adhesion, ensure the sill jamb area is clean and dry prior to placement.



Figure 4

- 2.4 Prepare the jambliner for assembly. Balances are left or right-handed. Test balance for length and angle. Verify sill angle. Trim as needed using a saw.



- 2.5 Install the jambliner starting with putting the top of the jambliner into the jamb first.
- 2.6 Using a flat blade putty knife, place the blade on top of the sill gasket to protect it from damage while sliding the bottom of the jambliner into place. Make sure the jambliner fits tightly along the full length of the side jamb (see Figure 5).

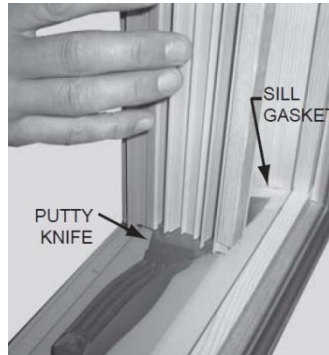


Figure 5

- 2.7 Starting at the bottom/interior of the jambliner, apply an installation fastener through the pre-drilled hole into the jamb (see Figure 6). Place jambliner tight against the interior side stops having equal reveal the entire length of the jambliner. Using a Phillips head screwdriver, install the #8x1-1/2" PH FL HD screws provided (Fastener A). When loosening and tightening the screws at the head & sill, the gasket may need to be manually adjusted. Repeat screw installation process to all exposed pre-drilled hole in jambliner.



Figure 6

- 2.8 Using a flat head screwdriver, insert tip of screwdriver into balance shoe, turn the cam counterclockwise a quarter turn to unlock the shoe (see Figure 7). Slide balance shoe downward stopping 15" – 16" from sill and turn the cam clockwise a quarter turn to lock the shoe in place. Make sure both balance shoes are located an equal distance from the sill. Lock balance shoe in place making sure the lock shoe hub is in the open position.



Figure 7

- 2.9 Install the sash. Begin with installing the top sash, holding the sash horizontally, tilt it to a 30 degree angle allowing the tilt pins to pass to the outer track. Insert one sash pin into the locked balance shoe. Lower the opposite side of the sash to a full horizontal position, inserting the tilt pin into the locked balance shoe (see Figures 8 and 9). Make sure that both pins are seated well into the shoe before tilting the sash into the vertical position.

With the sash pins fully seated into the balance shoes, depress and hold the tilt latches (located at the top of the sash) while pushing the sash to a full vertical position, advancing sash to the outer tracks. Once in place, release the tilt latches ensuring they are engaged in the balance tracks.

Repeat steps for installing the bottom sash into the inner balance tracks.



Figure 8



Figure 9

- 2.10 Check reveal between the sash and jambliner, installation screws can be adjusted to improve reveal and weather strip contact.
- 2.11 Check operation and locking functions.
- 2.12 Apply head parting stop (see Figure 10). Lower top sash to allow sufficient room for use of a screwdriver. Align head parting stop to head jamb. Using a Phillips head screwdriver, install two of the #6x1" PH FL HD SM screws (fastener B) provided into the pre-drilled holes on both ends of the parting stop.

Test parting stop location by raising the top sash up and locking into place. The top sash should seat into the weatherstrip pocket and provide an adequate seal. If adjustments are needed, remove the screws and reposition to obtain an adequate seal. When positioned as desired, install all remaining screws in pre-drilled holes. Check window for proper operation.

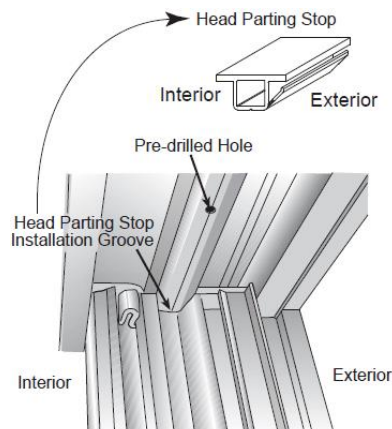


Figure 10

3 INSTALLING THE SCREEN TRACK (FULL SCREEN ONLY)

NOTE: Installation of the head screen track is only required when a sash kit is ordered with a full screen. The head screen track is shipped loose and will need be cut and fit to the window AFTER the sash kit is properly installed. It may be installed from the interior or exterior of the unit.

- 3.1 Lower the top sash. The screen track will sit flush against the face of the jambliner screen channel on the exterior of the unit (see Figures 11 and 12).

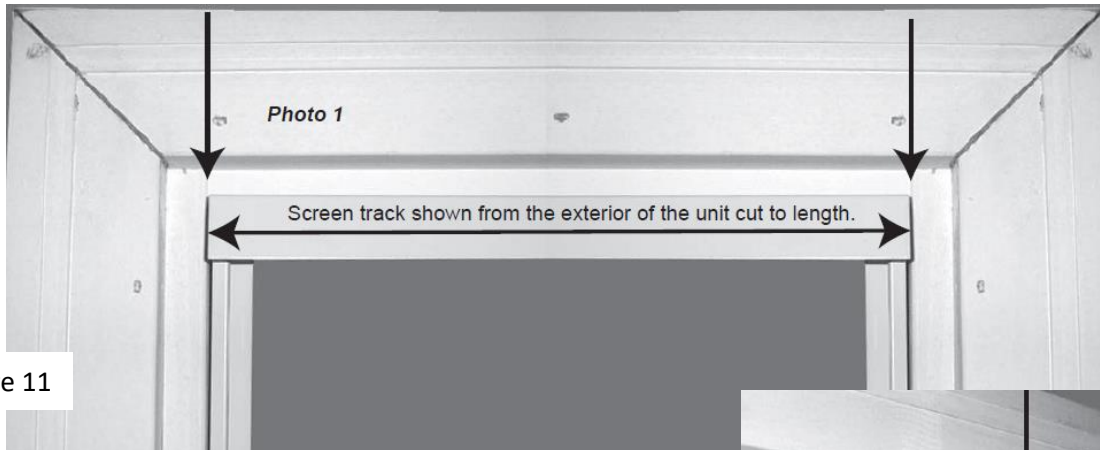


Figure 11

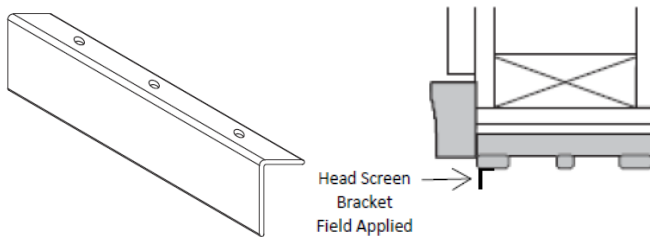


Figure 12

- 3.2 With the track measured and cut to length, install, and fasten in place with the #6x5/8" PH screws provided (Fastener C), into each pre-drilled holes (see Figures 13 and 14).

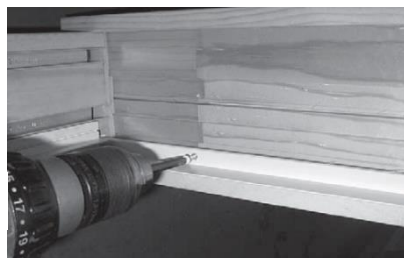


Figure 13



Figure 14