

# Double / Single Hung Pocket Installation (Interior)

## Tools: (Not Provided by Manufacturer)

- |                     |                                     |
|---------------------|-------------------------------------|
| Tape Measure        | Utility Knife                       |
| Drill               | Caulk Gun                           |
| Level               | Hammer                              |
| Putty Knife         | Safety Glasses                      |
| Pry bar             | Small/Large Flat head screw driver  |
| Square              | Wood (to be used as exterior stops) |
| Foam Gun (Optional) |                                     |

## Supplies: (Not Provided by Manufacturer)

- |            |                                     |
|------------|-------------------------------------|
| Sealant    | Low expanding foam/Loose insulation |
| Drop Cloth | Non-biodegradable shims             |
| Backer Rod |                                     |

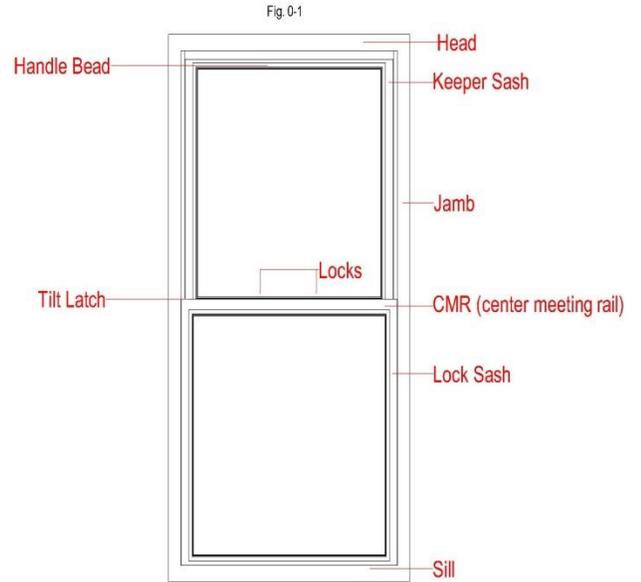


Fig. 0-2

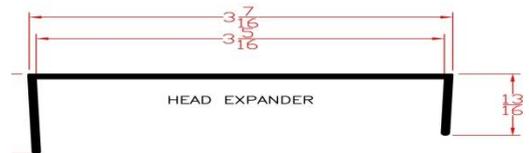
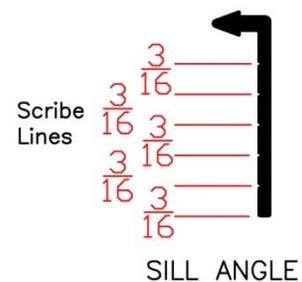


Fig. 0-3



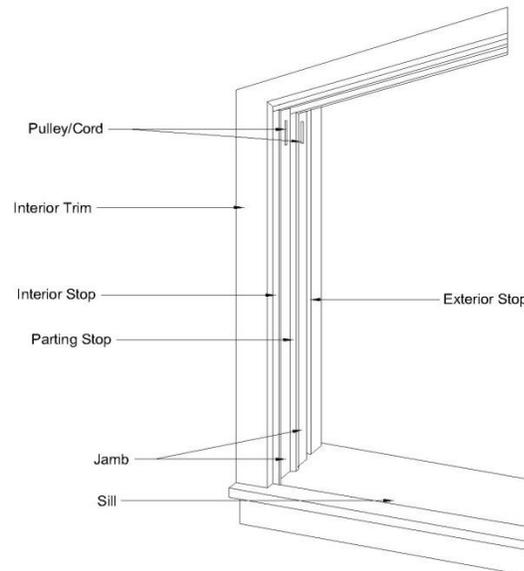
## Step One: *Prepping the work area*

- Before beginning the installation, check window measurements of both the window opening and the new replacement window to make sure that the proper size was ordered and manufactured for that opening.
- Make note of any surfaces that may need to be repaired or replaced prior to the installation of the replacement window.
- Any household items that are blocking the window or that could potentially become damaged during the project should be removed.
- Protective coverings such as drop cloths or plastic sheeting should be used to cover the floor and furnishings at and near the work area.

## Step Two: *Removing stops and sash* (use fig 2-1)

- Using a utility knife, score the paint around the interior stops and remove. These stops may be reused if not damaged.
- Next cut the left and right pulley cords. This should free the bottom lock-sash from the frame for removal.
- Remove the parting stops that sit between the bottom lock-sash channel and the top keeper-sash channel. These are not going to be reused.
- Pull down on the top sash and cut both the left and right side balance ropes to release the sash.
- Remove the pulley system at the top left and right of the jambs. The weight pocket cavity left by the pulley system should be insulated.

Fig. 2-1



## Step Three: *Prep the opening*

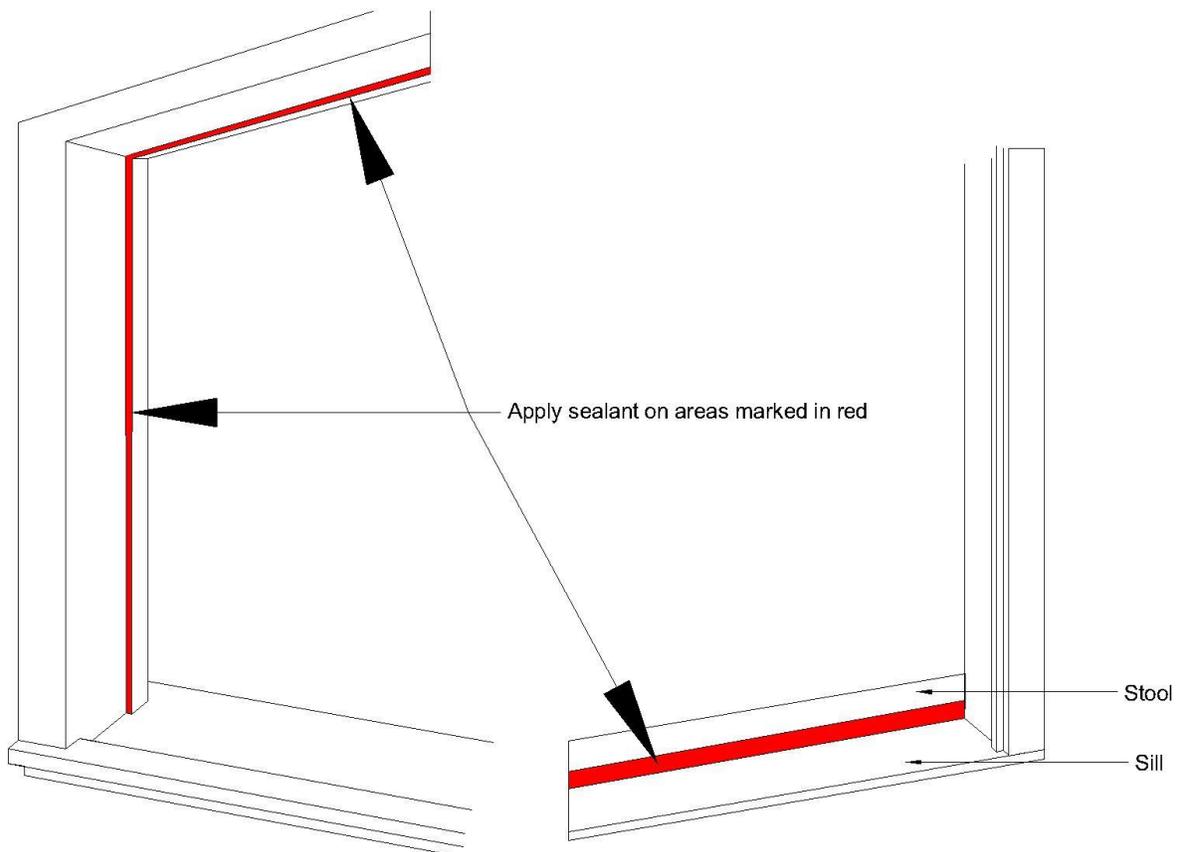
- Clean all debris from the opening.
- Any damaged or rotted materials in the opening must be and replaced or repaired.
- Remove packaging from the replacement window making sure not to cut or damage the window or screen.
- Remove the screen and set it aside for re-installation later.
- Perform a dry fit to make sure that your new replacement window will fit properly and that there is adequate room for any adjustments that may be needed due to the opening being out of square, level or plumb.

- Measure for proper sill angle height and cut the sill angle.
- At this time, check to see if a head expander will be necessary and check/adjust the sill angle for proper fit.

***\*If a head expander is needed, insulation should be placed between the head expander and head of the window. Head expanders are used to fill the space between the new replacement window and the head of the existing window frame.***

- Remove replacement window and attach sill angle and/or head expander if applicable.
- Sealant must be applied to the interior position of the exterior stops and the exterior portion of the stool.(fig 3-1)

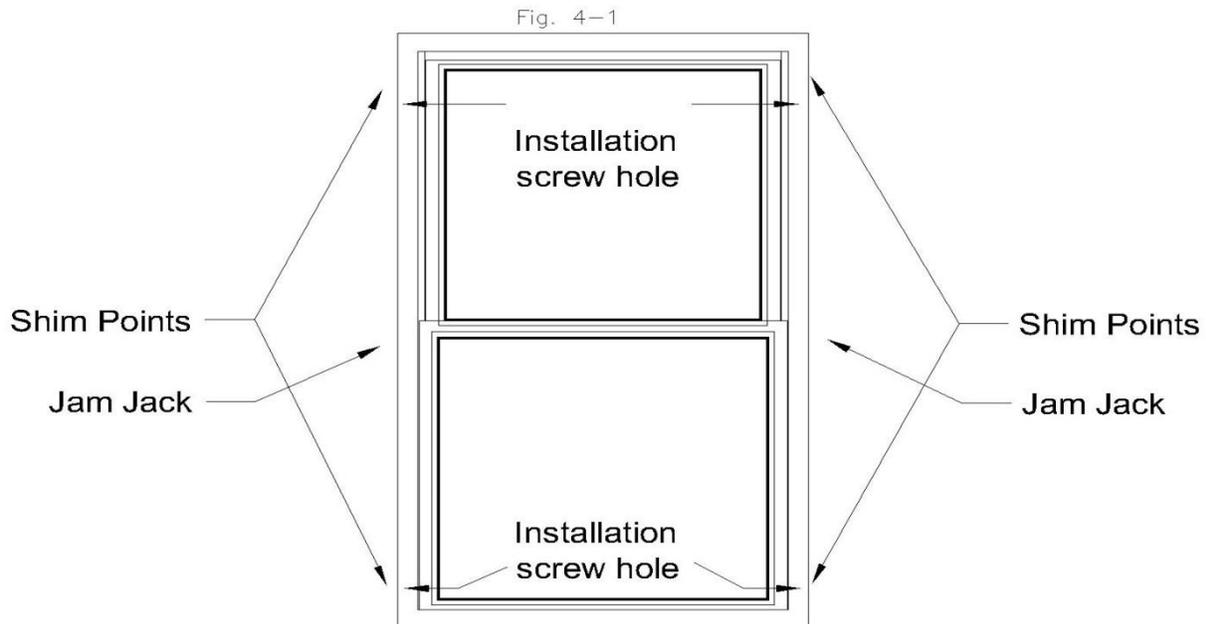
Fig. 3-1



#### **Step Four: Installation**

- Insert the replacement window into the opening bottom first, tilting the top back and then inwards making sure that the window is evenly seated in the sealant on the exterior stops.

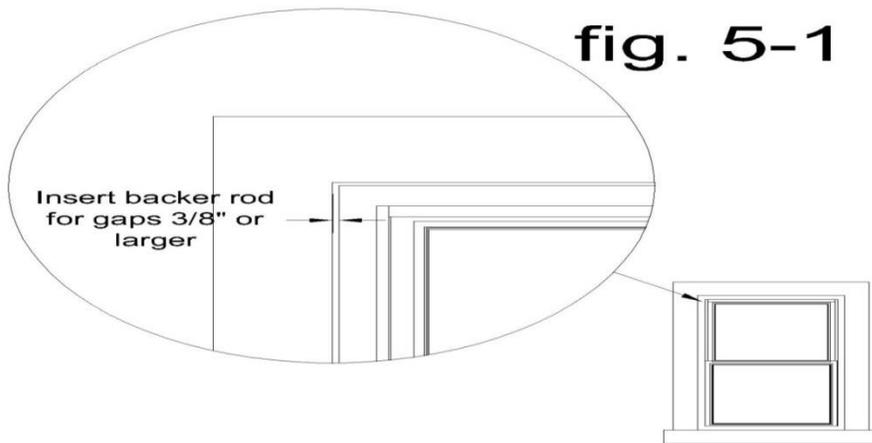
- Shims must be applied at all screw points making sure not to twist, bow, or distort the replacement window frame. Shim at the jamb jacks if needed. (fig. 4-1)



- Check window for square, plumb and level. Adjust shims/jamb jacks accordingly.
- The replacement window must be secured the using the provided installation screws in the pre-drilled screw holes leaving all screws loose to allow adjustments.
- Insure the window is square after tightening each installation screw. Screws should be flush with interior pocket wall at the top and far enough in at the bottom points to allow the cap cover to be installed.
- Operate the sashes making sure that they open and close correctly, that all locks function smoothly, and that all sight lines are even.

### **Step Five: *Finishing interior***

- Gaps around the perimeter of the window should have a layer of low expansion insulating spray foam added, (refer to the spray foam manufacturers instruction on the use of their product) or fiberglass insulation may be used. Insulation must not twist, bow, or distort the replacement window frame.
- A bead of sealant must be placed around the interior perimeter of the window. Any gaps larger than 3/8" will need to be filled using backer rod before sealant is applied. (fig. 5-1)
- New interior stops or the previously removed interior stops must be re-installed.
- Inspect the joint between the new replacement window and interior stops/stool. Remove any excess sealant and fill any voids. If needed sealant may be applied around the interior where the stops/stool meet the new replacement window.



### **Step Six: Exterior finishing**

- If no exterior capping is being applied, inspect the joint between the new replacement window and exterior stops. Remove any excess sealant and fill any voids. If needed sealant may be applied where the exterior stops meet the frame of the new replacement window.
- If a sill angle was used, sealant should be applied where the sill angle meets the previously existing sill.
- Two 3/8" gaps may be left in the sealant where the sill angle meets the previously existing sill, and the sill may be left uninsulated, if a "Drainage System" is desired. (per ASTM E2112)
- If capping the exterior trim sealant should be applied where the capping meets the new replacement window.
- Replace the screen.

**NOTE: There are many variations of installation that may be encountered when replacing windows. One conventional replacement window install is described in these instructions. For questions on appropriate installation procedures, refer to your GENERAL CONTRACTOR, LOCAL and STATE BUILDING CODES, ARCHITECTURAL SPECIFICATIONS, AND ASTM E2112.**

