

# Picture Window Pocket Installation (Interior)

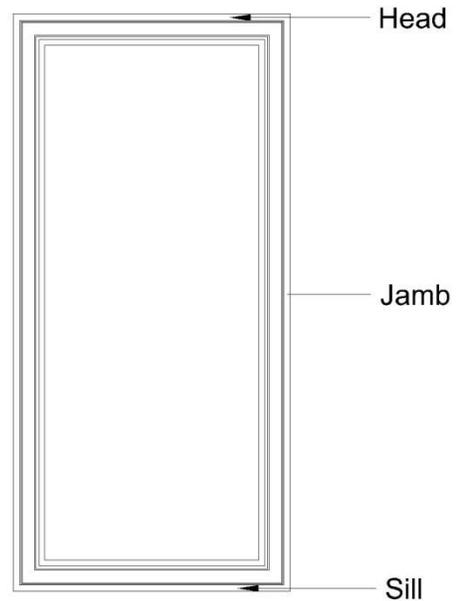
## Tools: (Not Provided by Manufacturer)

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)	3/8 drill bit

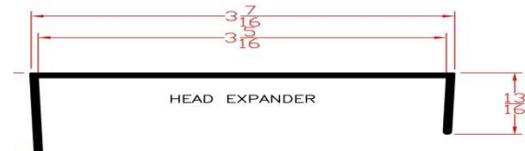
## Supplies: (Not Provided by Manufacturer)

Sealant	Low expanding foam/Loose insulation
Drop Cloth	Non bio degradable shims
Backer Rod	

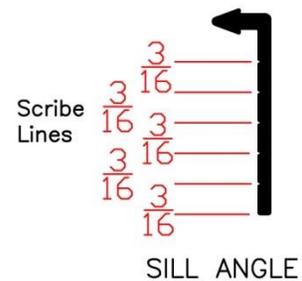
**Fig. 0-1**



**Fig. 0-2**



**Fig. 0-3**



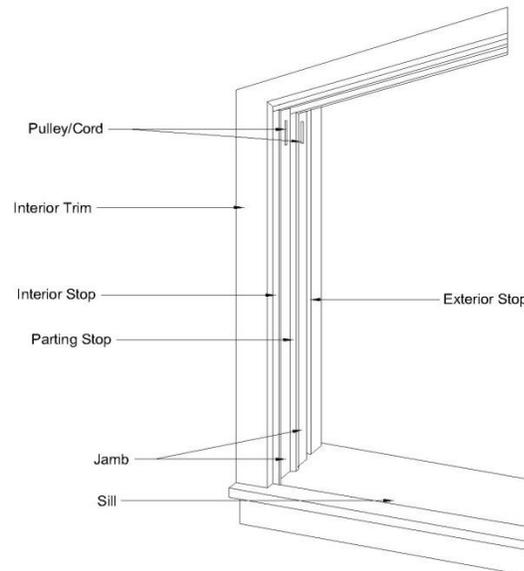
## Step One: *Prepping the work area*

- 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 stops. 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*

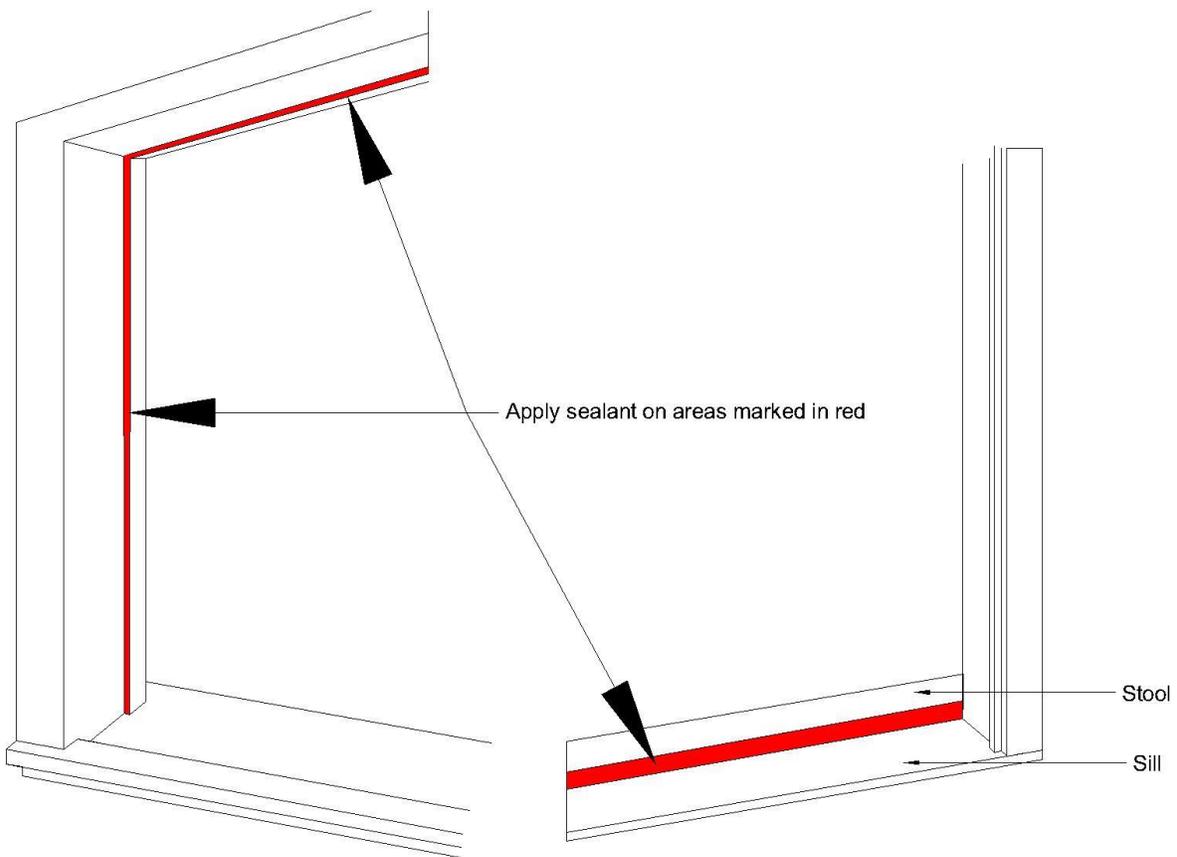
- Clean all debris from the opening.
- Any damaged or rotted materials in the opening must be and replaced or repaired.
- Remove packaging from the replacement window making sure not to cut or damage the window or screen.
- Perform a dry fit to make sure that your new replacement window will fit properly 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.***

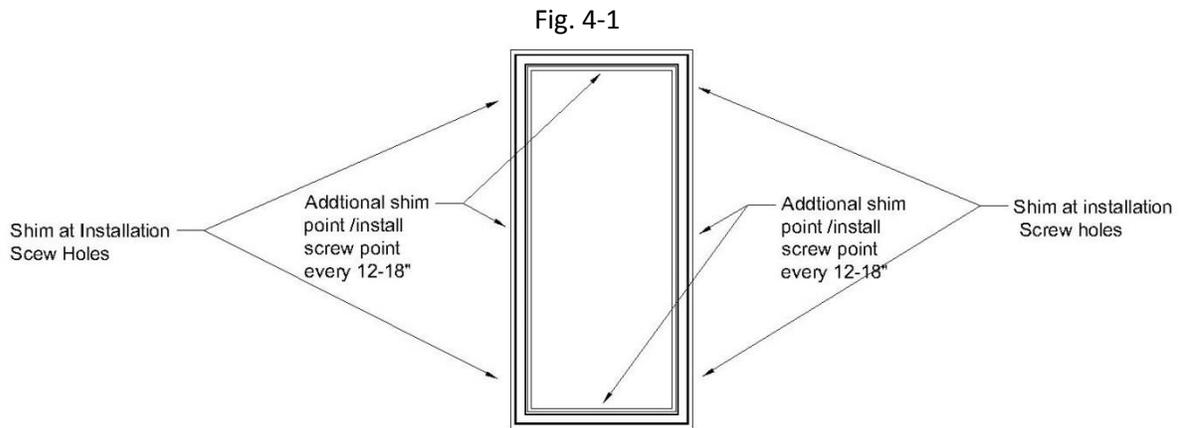
- Remove replacement window and attach sill angle and/or head expander if applicable.
- Sealant must be applied to the interior position of the exterior stops and the exterior portion of the stool.(fig 3-1)

Fig. 3-1



## Step Four: *Installation*

- Picture windows must have 3/8" installation screw holes drilled approximately 3" from each interior corner with additional installation screws holes placed every 12-18".
- 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.

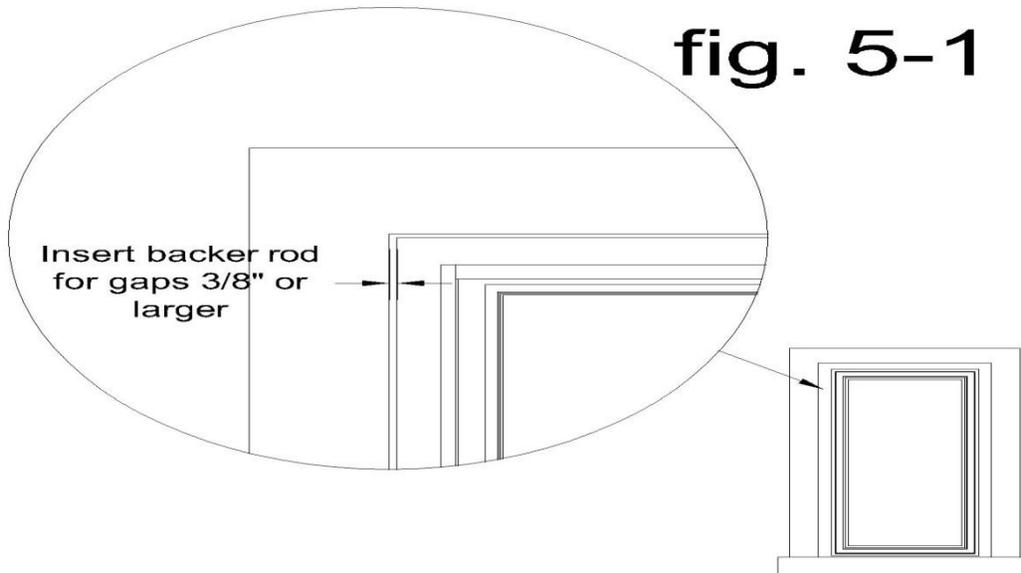


- Picture window must be secured using the provided installation screws into the previously drilled screw holes.
- Insure the window is square, plumb, and level after tightening each installation screw. Screws should be flush with interior pocket wall and far enough in to allow the cap cover to be installed.

## Step Five: *Finishing interior*

- Gaps around the perimeter of the windows should have a layer of low expansion spray foam add (refer to the spray foam manufacturer's instruction on the use of their product) or loose fiberglass insulation can be used to fill the gaps. (remember loose insulation must remain fluffy in order to keep its insulation factor.)
- A bead of sealant should be placed around the interior perimeter of the window. Any gaps larger then 3/8" will need to be filled using backer rod before a sealant is placed around the interior perimeter of the window. (fig. 5-1)

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.

**NOTE: There are many variations of install that may be encountered when replacing windows. One conventional replacement scenario 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.**