

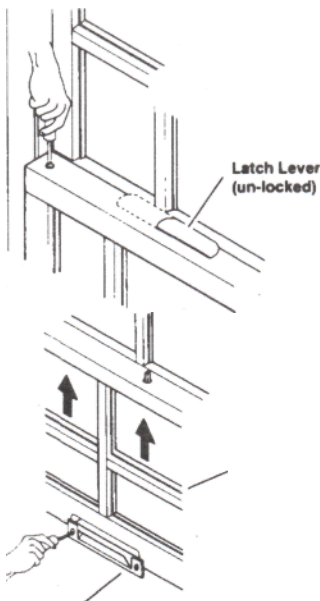
LOWER SASH REMOVAL

WINDOWS - SASH REMOVAL / REPLACEMENT

NON-TILT DOUBLE HUNG

Before starting: Note that the following components must be reused:

- Balance attaching screws
- Guide bar attaching screws
- Latch mechanism
- Lift handles
- Wood sash liner
- Latch lock lever w/set screw

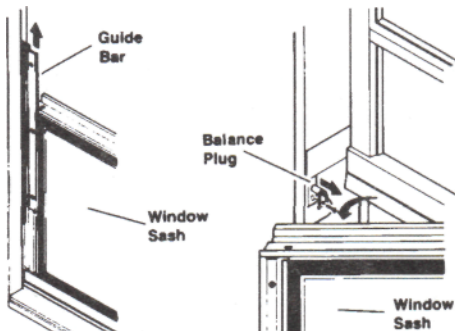


Step 1. With window in unlocked position, loosen set screw on latch lock lever. Remove latch lever by lifting up. Remove and save sash liner attaching screws on each end of upper rail*. Save latch lever.

Lift Handle

Step 2. Loosen the screws holding lift handles ½ turn. Lift handles stay on the sash. Remove wood sash liner by lifting up vertically. Save all screws and wood sash liner.

*Note retainer screws for the sash liner are different for upper & lower sash liners- do not mix



Step 4. SASH REMOVAL

After removing the guide bar> pivot the sash to expose the balance cord> lock the cord at balance pulley end using forceps> only then remove the balance plug screw and balance plug. For opposite side, pull the sash away from the window frame and lock the balance cord at the pulley end with the forceps. Remove the second balance plug screw. Remove the sash from the

window frame. Reuse the balance attaching screws from removed sash.

CAUTION: DO NOT ALLOW CORD TO SNAP BACK INTO BALANCE POSSIBLE INJURY AND PARTS DAMAGE WILL OCCUR.

Step 3. Remove the screws holding the guide bar on one side of sash. Pull guide bar up until disengaged from sash. Save guide bar and screws.

Install replacement Sash Balances;

*Note removal and replacement of the sash balances can be dangerous. Always use the proper tools. Do not attempt this procedure without a helper to hold the window sash during removal and installation. This guideline cannot encompass all possibilities encountered when changing a window balance. Person [s] performing this procedure assume all liability for injury.

1. Turn sash on edge & remove balance assembly from window sash- remove retaining screws [2] and save.

For balance replacement remove only one side guide bar

and secure with screws- orient the balance with the block & tackle end to the bottom of [sh].

assemblies by drawing the sash cords from balance assembly and lock into place with forceps at the pulley. Both balances must be "loaded" before the sash can be reinstalled into the window frame- do not attempt to pull a balance cord with the sash in the window frame.

4. Installing the sash into the window frame - guide bar side first- push balance cord plug into window frame hole and secure with screw. To release tension from the balance cord- extend the cord full length [no slack in cord]- release forceps from cord and direct the sash guide bar into the frame channel. Install opposite side balance cord plug into window frame. Release tension only after lowering the sash by pushing the sash down to take all remaining slack out of the the balance cord. Install guide bar into sash and check operation of sash.
5. Replace guide bar and secure with saved screws. Note* one screw is larger and used to secure wood sash liner. Check function of sash and install the wood sash liner. Secure in place with handle lifts and lock rail screws. Install lock handle. Lubricate jamb liner sash guide with silicone lubricant & check function.

LOWER SASH REPLACEMENT [New]

1. Position the original latch mechanism on the exterior side of upper rail flange and attach with screws (#8 x 3/8" Flat Head) provided through latch into upper rail.
2. Install balances from replaced sash in new sash using original screws. Install one of the two new guide bars (provided) to new sash using screws from replaced sash.
Note that guide bars are handed.

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3. Reverse sash removal procedure. Use new guide bars, lift handle screws (#10 x 1-1/4" w/Driftwood color head) and sash liner screws (#8 x 1" w/trim washer)—all provided.

UPPER SASH REMOVAL

Before starting: Note that the lower sash must be removed before removing upper sash.
IMPORTANT: All components and screws must be reused.

1. Remove lower sash following lower sash removal procedure—disregard all instructions to discard any components and/or screws.
ALL LOWER SASH COMPONENTS AND ATTACHING SCREWS MUST BE SAVED AND REUSED.
2. With lower sash removed, slide upper sash down to a comfortable working position. Remove and save wood sash liner screws on each end of upper rail. Remove wood sash liner. Remove and save screws holding guide bar to one side of sash. Pull guide bar up until disengaged from sash. Save guide bar.
3. **SASH REMOVAL**
After removing the guide bar> pivot the sash to expose the balance cord> lock the cord at balance pulley end using forceps> only then remove the balance plug screw and balance plug
For opposite side, pull the sash away from the window frame and lock the balance cord at the pulley end with the forceps . Remove the second balance plug screw. Remove the sash from the window frame. Reuse the balance attaching screws from removed sash.

. CAUTION: DO NOT ALLOW CORD TO SNAP BACK INTO BALANCE POSSIBLE INJURY AND PARTS DAMAGE WILL OCCUR.

4. Installing the sash into the window frame - guide bar side first- push balance cord plug into window frame hole and secure with screw. To release tension from the balance cord- extend the cord full length [no slack in cord]- release forceps from cord and direct the sash guide bar into the frame channel. Install opposite side balance cord plug into window frame. Release tension only after lowering the sash by pushing the sash down to take all remaining slack out of the the balance cord. Install guide bar into sash and check operation of sash.