

Window Replacement Installation Guide

Tools & Materials Needed (Not Provided)

- Tape Measure
- Phillips-Head Screwdriver
- Flat-Head Screwdriver
- Hammer
- Drill / Screw Gun
- Utility Knife
- Pliers
- Level
- Safety Glasses
- Caulk Gun
- Caulk
- Flat Bar / 5 in 1 Tool
- Pry Bar
- Hacksaw or Sawzall (Optional)
- Chisel
- Block of wood ($\frac{1}{2}$ " – $\frac{3}{4}$ ")
- Insulation (loose or foam)
- Window Flashing Tape (if replacing Aluminum or Vinyl)

Note: Always wear safety goggles and gloves when removing and installing new Replacement Windows

Measuring Window Opening

❖ Old Wood window measuring

- **Be sure to measure your window opening before removing the old one to insure a correct fit**
 - When measuring the **width**, measure behind the blind stops on each side of window
 - (usually on the even inch on most wood windows)
 - When measuring the **height**, measure up into the head and down inside the stool
 - (usually on the $\frac{3}{4}$ " increment on most wood windows)
 - Typically allow $\frac{1}{8}$ " – $\frac{1}{4}$ " less than opening size for the new window

❖ Old Aluminum/Vinyl window measuring

- **Be sure to measure your window opening before removing the old one to insure a correct fit**
 - When measuring the **width**, measure across at the Top, Middle and Bottom and use the smallest measurement
 - When measuring the **height**, measure top to bottom at the Left, Middle and Right side of window and use the smallest measurement
 - Typically allow 1/8" – 1/4" less than opening size for the new window

LEAD ABATEMENT NOTICE: PLEASE REFER TO <http://www2.epa.gov/lead> FOR HOUSES BUILT BEFORE 1978. SAFETY PROCEDURES MUST BE PERFORMED IN ACCORDANCE WITH THE EPA LEAD BASED PAINT ACTIVITIES (ABATEMENT) BEFORE BEGINNING ANY WINDOW REPLACEMENT

Wood Window Removal

1. Remove inside trim (quarter round / stop) and set aside to reinstall later or as an option cut stop from outside with a Sawzall or chisel
2. Remove the old cords and weights (if applicable)
3. Remove the bottom wood sash and dispose
4. Remove Aluminum tracks or other Balance system (if applicable)
5. Remove parting stops and each side and top of window (if applicable)
6. Remove top wood sash and dispose
7. Clean & Prepare opening for new window

Installation of new Window

1. Caulk back blind stop (if not removed) or caulk behind both inside stops and top stop (if not removed), and caulk at bottom of stool

2. Put new window into opening and level the frame – mount windows with screws (provided) on both sides at top and bottom (behind window stops)
3. Check to make sure window is square and the locks operate smoothly without binding
4. Caulk all around the inside and outside of new window
5. Replace inside trim (if previously removed) or reinstall outside stop (if previously removed)

Aluminum/Vinyl Window Removal

➤ *METHOD NUMBER 1*

1. Remove bottom sash by raising sash and tilting inward then raising one side higher than the other to release pivot bar from one side to remove, set aside then remove glazing strips on the top sash (either inside or outside) and pry glass out with putty knife (may have to heat glass to loosen grip on frame) and dispose of

➤ *METHOD NUMBER 2*

2. Side Load windows require pulling out sash retainers (in jamb framing), then raising bottom sash until square block & tackle balance is revealed. Move sash to one side and open like a door to remove sash and set aside. The top sash may have wrap around glazing (marine) and will come out by removing screws mounted to master frame on the inside of window and lifting sash and pushing to outside OR by removing screws mounted on the outside of master frame and top inside frame, then pulling down and moving sash to one side and open like a door to remove.

NOTE: ABOVE REMOVAL METHODS MAY BE A COMBINATION OF 1 AND 2

3. After removing sash and/or glass, place ½" or ¾" block of wood on base of window and using pry bar and hammer, force pry bar between base and window and pry back onto wood block (collapsing frame upward), then using either Hacksaw or Sawzall, cut through the frame; then move to one side and repeat prying window frame outward and cutting frame, then do the same on the other side of window; pry the top part of frame down and remove all metal framing
4. Clean area of all debris, insulate behind drywall or wood framing with loose insulation (not supplied) or foam insulation (not supplied) and flash around bottom and sides with Weather Flashing Tape (not supplied) to prevent water and air from penetrating opening

Installation of new Window

1. Put new window into opening and level the frame – mount windows with screws (provided) on both sides at top and bottom (behind window stops)
2. Check to make sure window is square and the locks operate smoothly without binding
3. Caulk all around the inside and outside of new window
4. Trim may be required for inside and outside of new window

