

Basement Window Installation Guide

Hopper and Sliding



americancraftsmanwindows.com

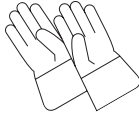
Project Requirements:

- Failure to follow these instructions may void product warranty.
- Read guide before starting installation. Read all warnings and cautions during installation.
- Due to ongoing product changes, updated test results and/or new industry best practices, this installation procedure may change over time. Visit the manufacturer's website for current installation instructions.
- Instructions are given for installation from the interior of the building.
- Installation must comply with all applicable building codes.
- Existing window frame, wall and weather-resistant barrier must be adequate and window frame and wall must be structurally sound.
- Window must be installed to be plumb, level and square.
- The replacement window should be approximately 1/4" less in width and height than the existing window opening once the old sash and components have been removed.
- Contact local authorities or waste management companies for proper recycling and/or disposal of removed window or patio door.
- Visit the manufacturer's web site for removal instructions, additional installation information and/or guides.

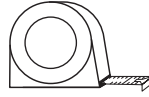
Tools & materials required:



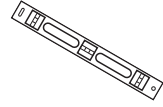
Safety glasses



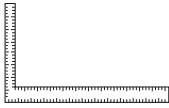
Work gloves



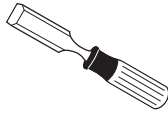
Tape measure



Level



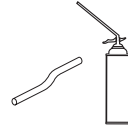
Framer's square



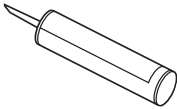
Chisel
(as needed)



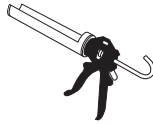
Putty knife



Backer rod/
Minimum
expanding foam
sealant



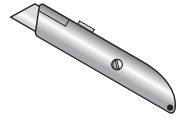
Interior and
exterior window grade
sealant



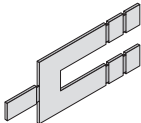
Caulk gun



Power driver
and bits



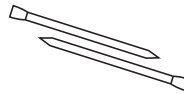
Utility knife or other
cutting tool
(as needed)



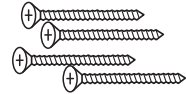
Shims



Hammer



Finish nails



Appropriate
Fasteners

Warnings and Cautions:

⚠ WARNING

Use caution when working at elevated heights and around unit openings. Follow manufacturers' instructions for ladders and/or scaffolding. Failure to do so may result in injury or death.

⚠ WARNING

Follow manufacturers' instructions for hand or power tools. Always wear safety glasses. Failure to do so may result in injury and/or product damage.

⚠ WARNING

Windows and doors can be heavy. Use safe lifting techniques and a reasonable number of people to move and install window and door products to avoid injury or product damage.

⚠ WARNING

Contains small parts. If swallowed could pose a choking hazard to young children. Remove and dispose of any loose or easily removed parts.

⚠ WARNING

Support window in opening while shimming. Failure to do so may result in injury and/or product/property damage.

⚠ WARNING

Do not leave the window opening unattended, especially when small children are present. A fall from the window opening could cause death or serious injury.

⚠ WARNING

Before, during, and after installation, place all tools as well as any casing or window parts on a drop cloth or in a location that will not pose a hazard to installers, customers, or property.

⚠ WARNING

Metal fasteners and components may corrode when exposed to preservative-treated and/or fire-retardant treated lumber. Use approved fasteners and components to fasten unit. Failure to do so may cause a failure resulting in injury, property or product damage.

CAUTION

Do not cover weep holes. Property damage may result.

CAUTION

Acid solutions used for cleaning masonry or concrete will damage glass, fasteners, hardware, vinyl and metal flashing.

Protect unit and follow cleaning product instructions carefully. If acid contacts unit, wash all surfaces with water immediately.

CAUTION

Abrasive cleaners will damage glass and vinyl surfaces.

CAUTION

Do not overfill with low expanding foam or overpack with backer rod to avoid bowed jambs.

Warnings and Cautions:

CAUTION

Unless specifically ordered, this window does not have safety glass, and if broken, could cause injury. Many laws and building codes require safety glass in locations adjacent to or near doors. This window is available with safety glass that may reduce the likelihood of injury when broken. Information on safety glass is available from your sales representative.

CAUTION

Do not store windows flat or in the sun or product damage may occur.

CAUTION

Remove or cut ventilation holes in plastic shipping wrap if windows are not installed immediately or product damage may occur.

CAUTION

Do not apply any type of film to glass. Thermal stress conditions resulting in glass damage could occur.

CAUTION

Weep holes must face the exterior and must be located at the bottom of the window or product and/or property damage may occur.

CAUTION

The use of movable insulating materials such as window coverings, shutters, and other shading devices may damage glass and/or vinyl.

CAUTION

Do not drill or fasten through sill. Product and/or property damage will result.

CAUTION

Follow instructions of foam, sealant and flashing manufacturer regarding material application and compatibility with this product.

CAUTION

Do not overdrive screws or nails. Product damage may result.

CAUTION

When insulating between unit frame and rough opening or between units when joining, **DO NOT** overpack batt insulation or overfill with foam. Bowed jambs will result affecting product performance and/or proper operation of unit.

NOTICE

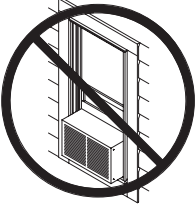
Buildings constructed prior to 1978 may contain lead paint which could be disturbed during replacement. For more information on proper management of lead paint, visit www.epa.gov/lead

NOTICE

Important safety information. Leave this information for the building occupant.

Finishing, Cleaning and Maintenance Instructions:

⚠ WARNING



Do not install air conditioner in window. Injury and/or product or property damage may occur.

CAUTION

Do not stain or paint weatherstrip, vinyl, glass or hardware. Product damage may occur.

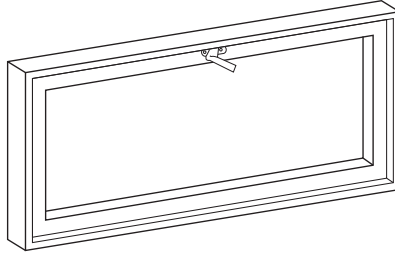
- ▶ **Clean glass using liquid glass cleaner.**
 - ▶ *Clean exterior frame, sash, and insect screens using mild detergent and water with a soft cloth or brush.*
 - ▶ *For hard to clean areas use a nonabrasive cleaner, alcohol-and-water or ammonia-and-water.*
 - ▶ *Do not apply any type of film to insulating glass. Thermal stress and glass damage can result. Shading devices (insulated coverings, shutters, etc.) may also cause thermal stress damage.*
 - ▶ *For continued weather resistance of sealant joints, follow the sealant manufacturer's recommendations for periodic maintenance.*
- ▶ **Read and follow finishing product instructions and warnings on finish material.**

Step 1

Inspect new window and verify opening.

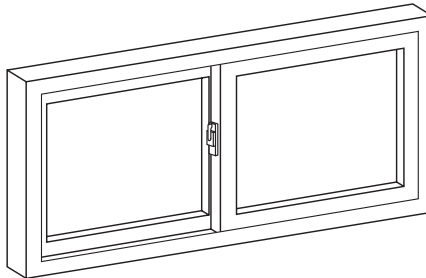
Inspect for proper size and condition and verify that all parts are included. Inspect existing wall and rough opening for structural decay. Repair as needed.

**Basement
Hopper Window**



Hopper Window
Interior

**Basement
Sliding Window**



Sliding Window
Interior

Step 2

Clear the opening of any debris.

Remove all material that may interfere with installation process.

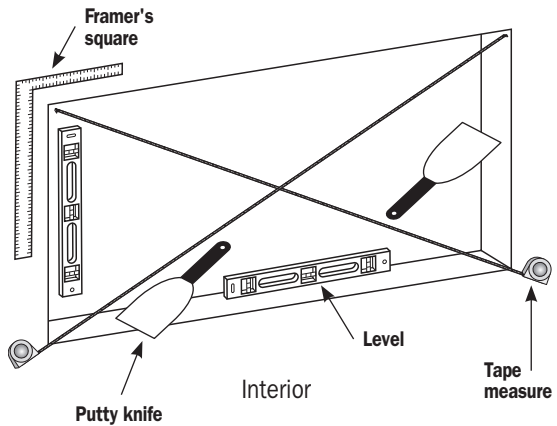
Check sill plate for level. Sill **must** be level. Shim sill plate if necessary.

Check opening for plumb and level. If opening is **not** plumb or level, correct as necessary.

Check opening for square by measuring diagonally, upper left to lower right and upper right to lower left corner. Measurements must be within $\frac{1}{8}$ ". If opening is **not** square, correct as necessary.

Inspect opening for correct size. Opening should be $\frac{1}{2}$ " larger than window size in width and height.

NOTE: Sliding window shown for illustration purposes. These instructions also cover hopper windows.



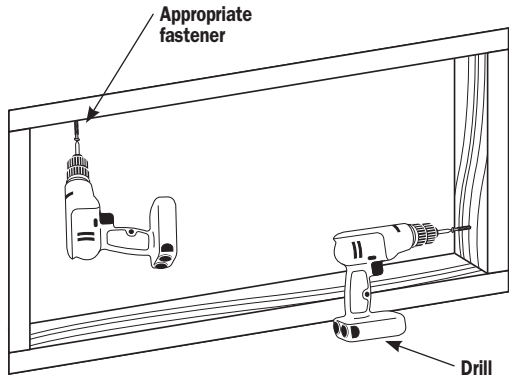
Step 3

Add wood frame, if necessary.

If necessary, construct a frame using preservative treated wood of the appropriate depth for your opening (typically 2 x 6 or 2 x 8).

Secure the frame to the opening using appropriate fasteners (masonry screws, anchors, etc.).

Recheck for plumb, level and square.



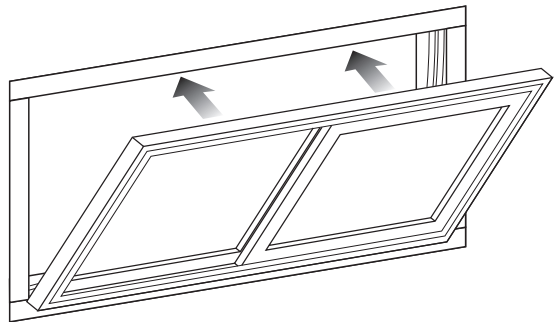
Step 4

Check fit of window.

Temporarily place the window in the frame tilting in from the bottom and check for fit.

Then remove window.

Adjust opening as needed.



Interior

Installation Guide

Step 5

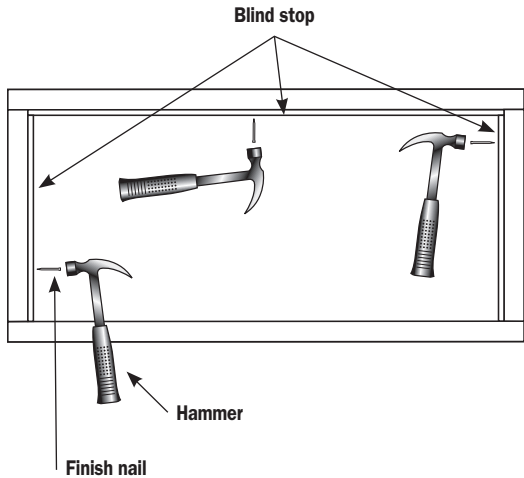
Add blind stop.

Create a blind stop for the window, using a 3/4" quarter-round or comparable piece of wood around the top and sides of the wood frame.

Make sure the inside of the blind stop is at least 4" from the inside of the wood frame, leaving enough room to install the window and interior trim.

Recheck for plumb, level and square.

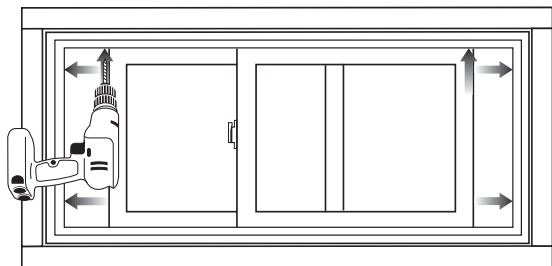
Use finish nails to secure blind stop.



Step 6

Drill installation holes as needed.

If installing a window that does not have pre-drilled installation holes, open sash. Drill the installation holes according to the fastening instructions from local building code. Countersink holes so top of fastener does not interfere with window operation.



Interior

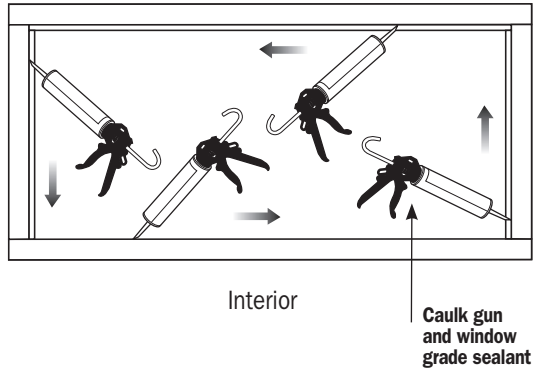
Step 7

Apply sealant to opening.

Apply sealant to inside edge of blind stops where window will contact them.

Also apply sealant to bottom of wood frame where window will contact frame.

NOTE: If blind stop is not used, apply backer rod and sealant between window and frame.



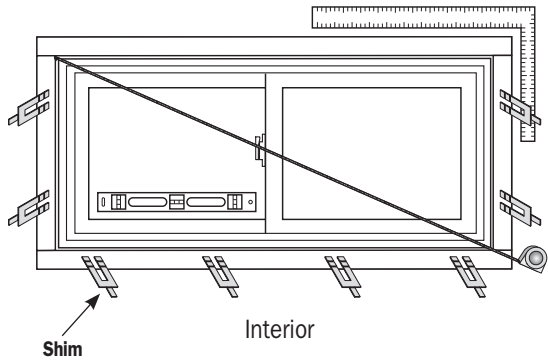
Step 8

Place window into opening and shim.

Place window into opening, tilting in from bottom, and seat securely against blind stops.

Make sure weep holes are on the bottom and facing outside, if applicable. Lock and/or handle should be on the interior.

Shim behind each installation hole in the frame. Check for plumb, level and square as needed.

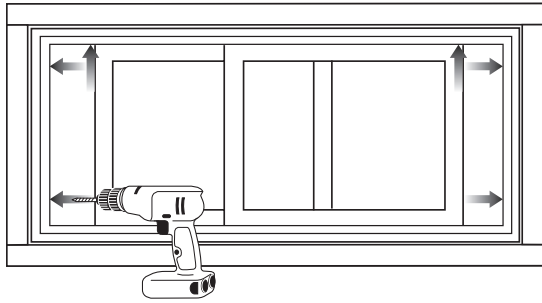


Installation Guide

Step 9

Drill pilot holes.

Open each sash and drill 1/8" pilot holes through pre-drilled holes.



Interior

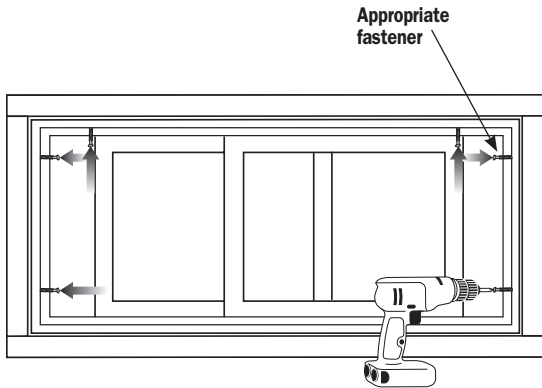
Step 10

Fasten window.

Fasten window to frame using appropriate fasteners. Do not over tighten screws.

CAUTION

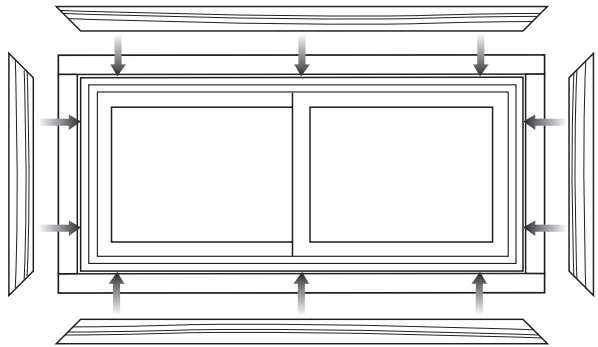
Do not overdrive screws or nails. Product damage may result.



Interior

Step 11

Install interior trim as desired.



Interior

www.AmericanCraftsmanWindows.com
888-504-0005

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Basement Windows