

# Installation Instructions Picture Windows

---

## Insert Replacement Windows (Interior Installation)



[americancraftsmanwindows.com](http://americancraftsmanwindows.com)

## Installation Instructions

---

### Project Requirements:

- Installation must comply with all applicable building codes.
- This product is designed to be used as a replacement window installed into an existing wood window frame.
- Existing window, wall and weather-resistant barrier must be adequate and wall must be structurally sound.
- The replacement window should be approximately 1/4" less in both width and height than the opening (minimum clear opening of the existing window frame after removal of sash and components).

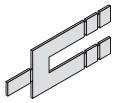
If you have questions in regard to project requirements or installation, call 800-234-4228.

### Tools & materials required:

---



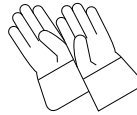
Safety glasses



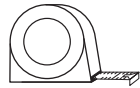
Shims



Hammer



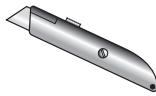
Work gloves



Tape measure



Drill/Driver and  
3/16" bit



Utility knife



Caulk gun and  
sealant



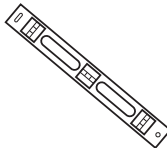
Low expanding  
foam



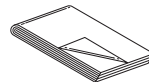
Framer's  
square



Putty knife



Level



Dropcloth

## Warnings and Cautions:

### **⚠ WARNING**

Use caution when working at elevated heights and around window and door openings. Follow the manufacturers' instructions for ladders and scaffolding. Failure to do so could result in injury or death.

### **⚠ WARNING**

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

### **⚠ WARNING**

Windows and doors can be heavy. Use safe lifting techniques and a reasonable number of people with enough strength to lift, carry, and install window and door products. Heavier windows and doors will require mechanical assistance. Failure to do so could result in injury, product or property damage.

### **⚠ WARNING**

Windows and doors have small parts (e.g. hole plugs, operator spline caps, fasteners, etc.). Small parts if swallowed could pose a choking hazard to young children. Dispose of unused, loose, or easily removed small parts. Failure to do so could result in injury.

### **⚠ WARNING**

Sill weep doors are small parts and, if swallowed, could pose a choking hazard to young children.

### **⚠ WARNING**

Support window or door in opening at all times until fastened. Failure to do so could result in window or door falling out causing injury, property or product damage.

### **⚠ WARNING**

Unless specifically ordered, windows are not equipped with safety glass, and if broken, could fragment causing injury. Many laws and building codes require safety glass in locations adjacent to or near doors. Windows are available with safety glass that could reduce the likelihood of injury when broken. Information on safety glass is available from your local dealer.

### **⚠ 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.

### **CAUTION**

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

## Warnings and Cautions:

### CAUTION

Do not cover weep holes. Property damage may result.

### CAUTION

Follow instructions of foam, sealant, and flashing manufacturer regarding safety, material application, compatibility, and periodic maintenance for continued weather resistance of their product. Failure to do so could result in injury, product or property damage.

### 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

**DO NOT** apply any type of film to insulating glass. Doing so could cause thermal stress conditions and result in glass damage. Shading devices (e.g. insulated coverings, shutters, etc.) could also cause thermal stress and condensation causing deterioration of windows or doors.

### IMPORTANT

Buildings constructed prior to 1978 could contain lead paint which could be disturbed during window or door replacement. For more information on proper management of lead paint, go to: [www.epa.gov/lead](http://www.epa.gov/lead)

### CAUTION

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

### CAUTION

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

### NOTICE

Use masonry screws when fastening directly into masonry or through a buck into masonry. Failure to do so could affect product performance, and could result in product or property damage.

### NOTICE

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

### NOTICE

**DO NOT** over drive screws or nails. Doing so could result in product damage.

## Fasteners:

### **⚠ WARNING**

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

## Finishing, Cleaning and Maintenance Instructions:

### **NOTICE**

Acid solutions used for cleaning masonry or concrete will damage glass, fasteners, hardware, and metal flashing. Protect window or door and follow cleaning product manufacturer's instructions. If acid contacts window or door, wash all surfaces immediately with clean water.

**DO NOT** use metal razor blades to clean glass surface. Glass damage could result.

**DO NOT** use or apply solvents, abrasives, harsh chemicals or cleaners to glass, sash, panels, frame, or window or door components. Doing so will result in product damage.

### **NOTICE**

**DO NOT** stain or paint weatherstrip, vinyl, glass, or hardware. Doing so could result in product damage.

Read and follow finish manufacturer's instructions and safety information. Failure to do so could result in product damage.

### **IMPORTANT**

Clean glass using liquid glass cleaner.

Clean exterior frame, sash, panels, and insect screens using mild detergent and water with a soft cloth or brush.

For hard to clean areas, use a nonabrasive cleaner.

# Installation Instructions

## Step 1

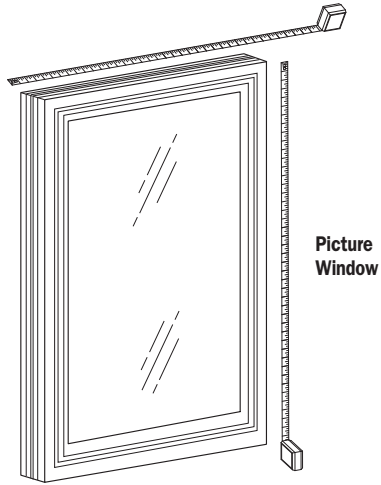
### Inspect new window and verify opening.

Inspect for proper size and condition and verify that all parts are included.

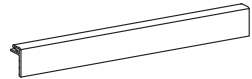
#### Parts Included:

- (20) #8 x 3" Pan Head Screw
- (4) Installation Hole Cover
- (1) Sill Angle Filler
- (1) Head Expander

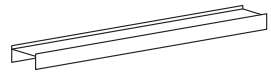
#### Screw bag



#### Sill angle filler



#### Head expander

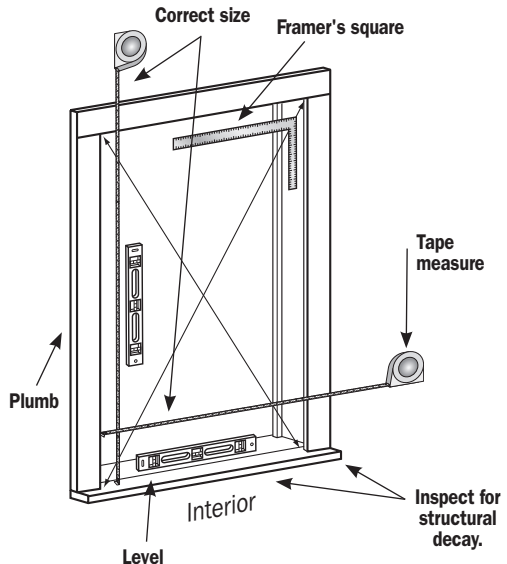


## Step 2

### Inspect opening.

After removing old window sash, inspect existing window frame and wall for structural decay. Repair as needed.

Make sure the opening is plumb, level and square.

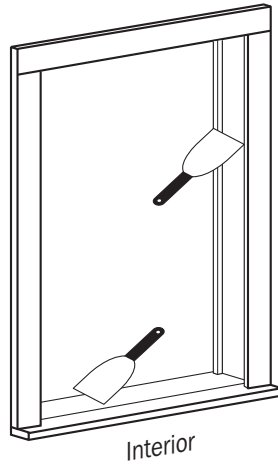


Insert Picture  
Replacement Windows

Step 3

**Prepare opening.**

Clean opening of all debris. Remove any protruding fasteners. Insulate any large areas as needed. Cover or fill all holes.

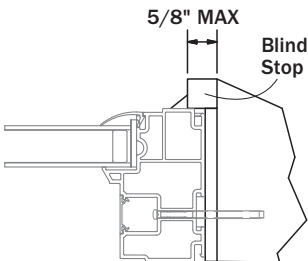
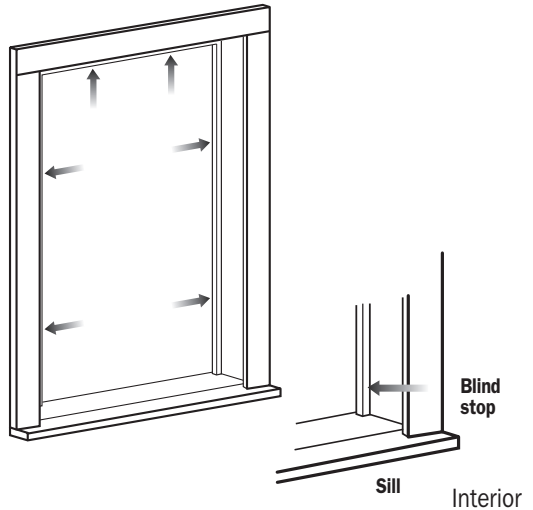


Step 4

**Verify blind stop.**

Leave existing blind stop intact. If any portion of the blind stop is damaged, the entire stop will need to be replaced.

The stop should cover both sides and the top of the opening. The stop should not exceed 5/8" in width.



Top Cross Section View

Insert Picture  
Replacement Windows

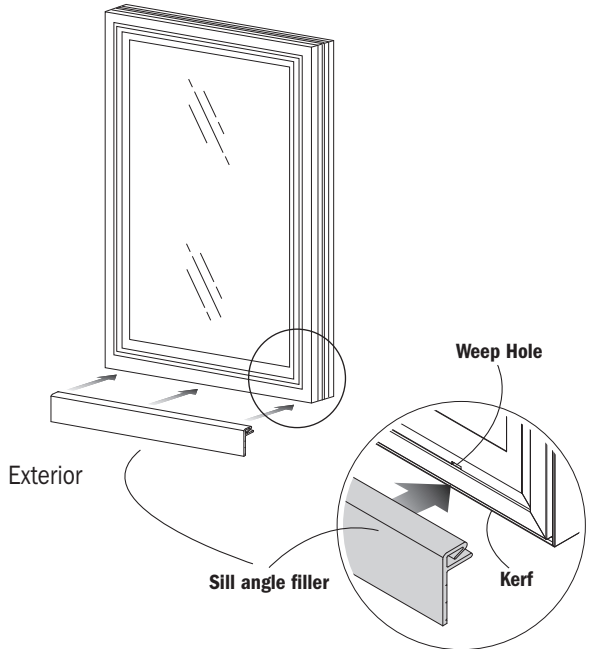
## Installation Instructions

### Step 5

#### Install sill angle filler if needed.

If sill of existing window opening is sloped, install supplied sill angle filler in the kerf on the bottom of the window.

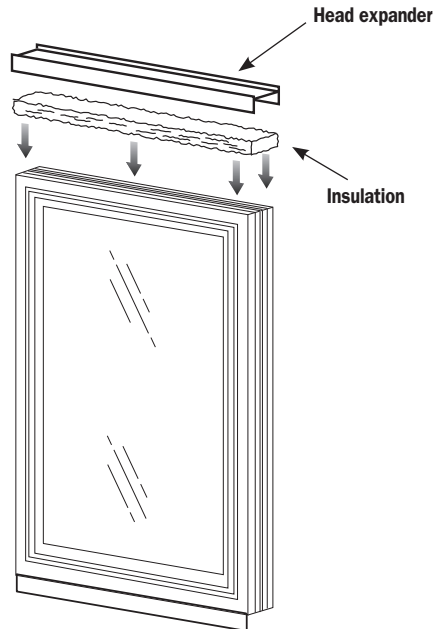
NOTE: Identify the bottom of the window by the presence of weep holes.



### Step 6

#### Install head expander if needed.

If the height of the window opening is higher than what will be covered with interior stops, then place the supplied head expander on top of the window as shown. It is recommended to add fiberglass insulation between head expander and window.





## Step 7

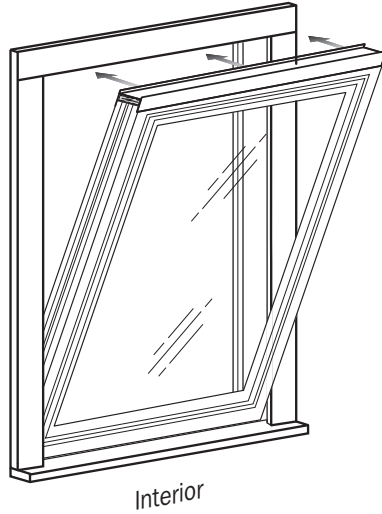
### Check fit of window.

Temporarily place window into opening tilting in from bottom and check for fit.

Then remove window.

Adjust and trim sill angle filler as needed.

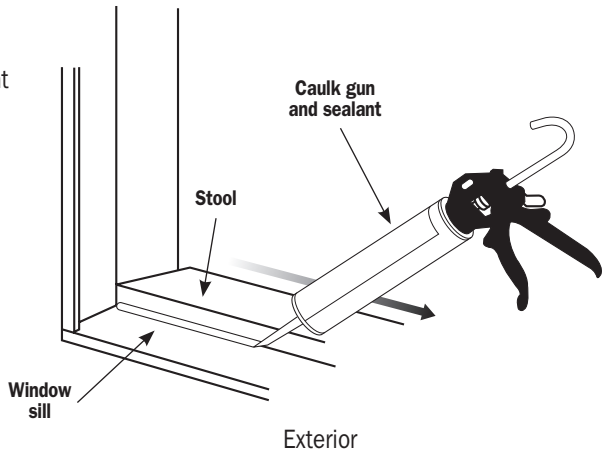
NOTE: Shown with head expander.



## Step 8

### Apply sealant to sill.

Apply 3/8" bead of sealant where the existing stool meets the window sill.

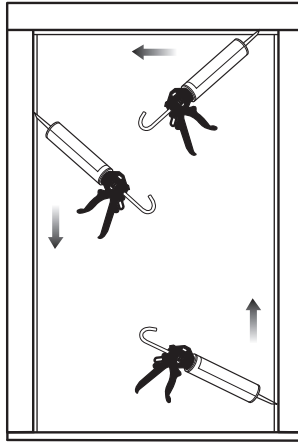


## Installation Instructions

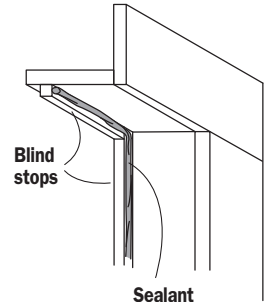
### Step 9

#### Apply sealant to blind stop.

Apply 3/8" bead of sealant to inside edge of blind stop at top and both sides.



Interior



Blind stops

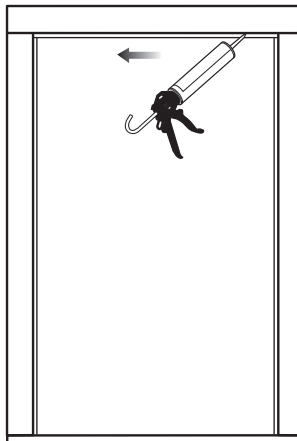
**Sealant**  
(apply to inside edges of blind stops.)

If using head expander, continue with Step 10. If not using head expander, proceed to Step 11.

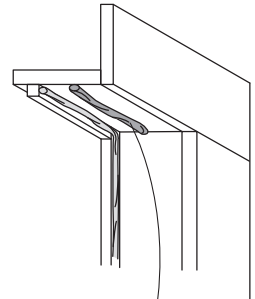
### Step 10

#### Apply sealant to top of the window opening (for head expander).

Apply 3/8" bead of sealant to top of the opening in middle across the entire width of the opening if using head expander.



Interior



**Sealant**  
(apply to top of opening in the middle across the entire width.)

## Step 11

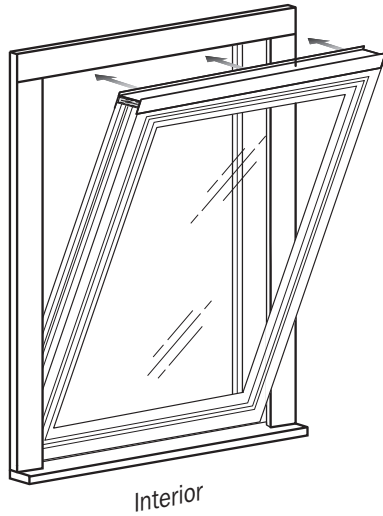
### Place window into opening.

Place window into opening, tilting in from bottom. Make sure sill angle filler and head expander remain in place if present.

The bottom interior edge of the window should sit tight against the stool.

If present, the head expander should be pushed up to meet the top of the opening.

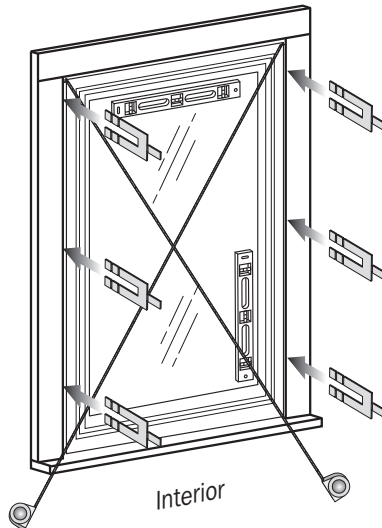
NOTE: Shown with head expander.



## Step 12

### Shim window and check for plumb.

Shim window so it is plumb, level and square.



## Installation Instructions

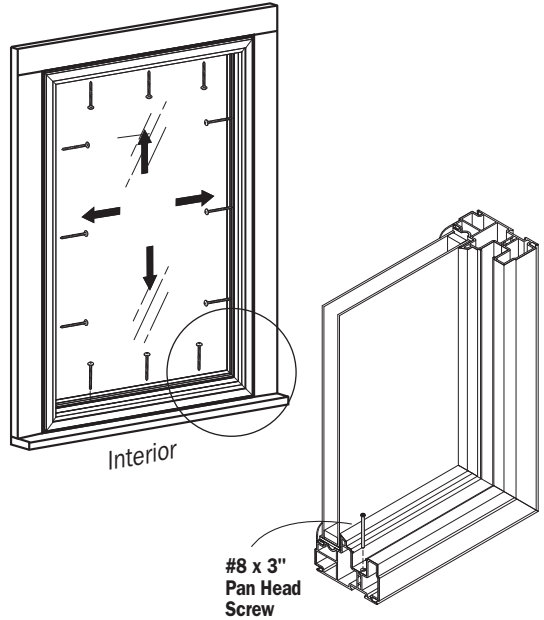
### Step 13

#### Fasten window.

Fasten window to opening with included #8 x 3" screws in each pre-drilled installation hole as shown.

NOTE: If using head expander, use installation holes in head as a guide to pre-drill holes through head expander with 3/16" bit.

NOTE: Pre-drilled installation holes may vary by window size.



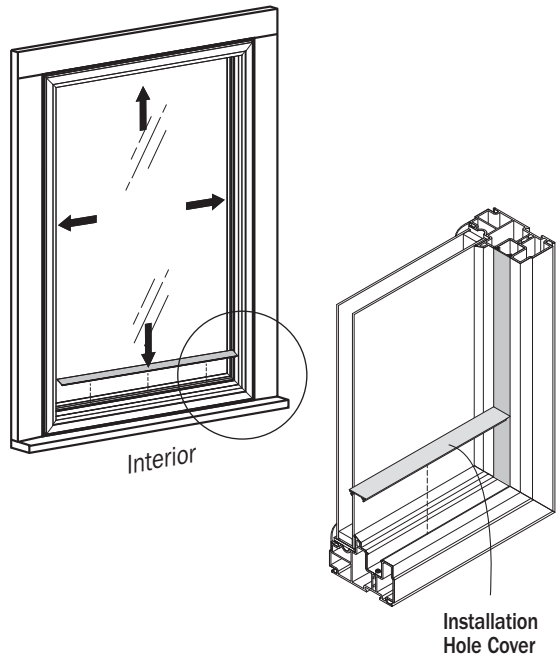
### Step 14

#### Apply installation hole covers to all sides.

Cover installation holes as shown using included installation hole covers.

#### CAUTION

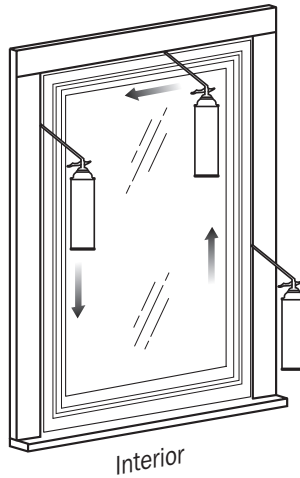
**DO NOT** apply installation hole covers until installation is complete. Covers are meant to be permanent, and may become damaged if removed.



Step 15

**Seal interior.**

After shims are trimmed flush with the window frame, seal any opening voids around opening perimeter.

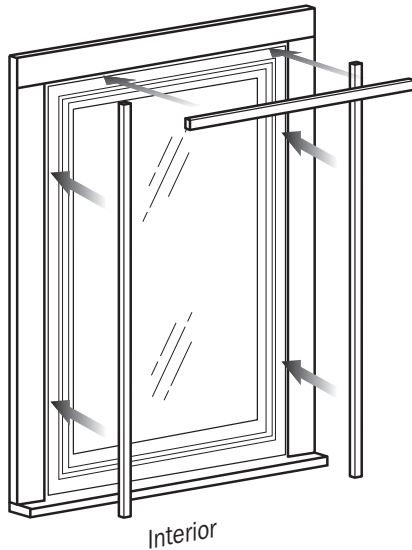


Step 16

**Apply interior stops.**

Replace or add, if needed, interior stops against the window. Fasten stops to opening frame, being careful to not damage the window.

NOTE: If interior trim is needed, apply now.

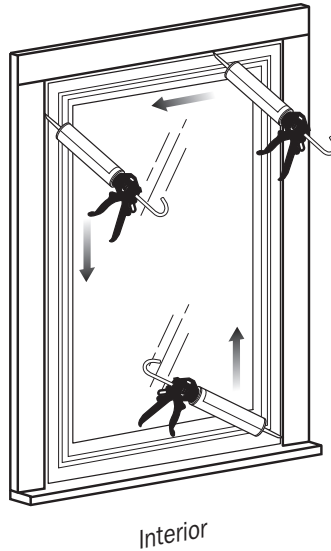


## Installation Instructions

### Step 17

#### Apply sealant to interior.

Apply sealant to the interior of the window where the interior stops meet the window and where the head expander, if present, meets the window to seal any gaps.

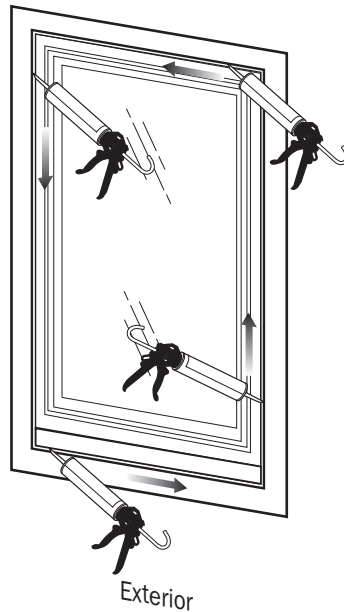


### Step 18

#### Apply sealant to exterior.

Apply sealant to the exterior perimeter of window where window frame meets the blind stops and sill angle filler. Take care to make sure that all gaps and holes are sealed between the window and the wood frame.

Do not cover weep holes on bottom of window.



This page has been intentionally left blank.

888-504-0005  
[www.AmericanCraftsmanWindows.com](http://www.AmericanCraftsmanWindows.com)

**Installation Instructions**  
Insert Picture Replacement Window