Installation Instructions
Picture Windows

Insert Replacement Windows
(Interior Installation)
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:

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<td>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.</td>
<td>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.</td>
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**Insert Picture**

**Replacement Windows**

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<td>Do not cover weep holes. Property damage may result.</td>
<td>Remove or cut ventilation holes in plastic shipping wrap if window is not installed immediately or product damage may occur.</td>
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<td>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.</td>
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<td>Weep holes must face the exterior and must be located at the bottom of the window or product and/or property damage may occur.</td>
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<td>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.</td>
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<td>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.</td>
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<td>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: <a href="http://www.epa.gov/lead">www.epa.gov/lead</a></td>
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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:

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<td>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. <strong>DO NOT</strong> use metal razor blades to clean glass surface. Glass damage could result. <strong>DO NOT</strong> 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.</td>
<td><strong>DO NOT</strong> 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. <strong>DO NOT</strong> 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.</td>
<td>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.</td>
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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

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.
Installation Instructions

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.
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.

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.

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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.
**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.
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