

Installation Guidelines

FOR REVIVE VINYL POCKET REPLACEMENT WINDOWS

Installer

- Read instructions completely before attempting installation. Failure to follow these guidelines will forfeit the Windsor warranty coverage, written or implied.
- Always provide a copy of these instructions to the homeowner.
- These instructions are consistent with ASTM 2112 “Standard Practice for Installation of Exterior Windows, Doors and Skylights” into common wall constructions. Contact your architect or construction professional for installation into other building designs or construction methods.
- Regional codes and environmental conditions may require installation that is different from these guidelines. It is your responsibility to ensure that local codes and ordinances are followed.

Warning

- ⚠ **Work Safe!** Always wear proper eye and hearing protection when installing or adjusting Windsor products.
- ⚠ **Use Power Tools Properly!** To avoid personal injury, always follow manufacturers’ instructions for safe operation of power tools.
- ⚠ **Ladder Safety!** Working at elevated levels can be hazardous. Always use ladders and scaffolding properly. Consult manufacturers’ guidelines for safe use of these types of equipment.

Handling and Storage

Prefinished interiors: CAUTION: Windows with prefinished interiors must be protected from dents, scratches, scrapes or

other blemishes! Windsor does not warrant against dents, scratches, scrapes or other damage to prefinished interiors after the Windsor products leave Windsor’s possession. After the Windsor products leave Windsor’s possession, extreme care must be taken by those moving the windows, or those working on or around the windows, to protect prefinished interiors from dents, scratches, scrapes or other blemishes.

IMPORTANT! IF VINYL WINDOWS AND DOORS ARE NOT INSTALLED IMMEDIATELY UPON DELIVERY, THEY MUST BE PROPERLY STORED AND PROTECTED UNTIL INSTALLED. If the vinyl product is not stored properly, distortion of the frames can occur affecting operation and performance. Vinyl windows and doors should be installed within 30-60 days of receiving.

Follow these procedures for proper storage of vinyl windows and doors:

- Remove stretch wrap immediately so the individual units can be exposed to circulated air.
- Do not store units outside or in direct sunlight. Allow sufficient spacing between products for ventilation.
- Never store vinyl units in a closed truck or other enclosure.
- Never stack or lean vinyl units against each other in the sun.
- Always carry vinyl units upright. Do not carry flat! Doing so can result in damage to the unit.
- Always store vinyl units vertically. Do not store windows flat or stack horizontally.
- Vinyl units must be stored in a clean, dry, well-ventilated and enclosed area.
- Vinyl windows with unsupported nailing fins should have their corners blocked and protected to prevent damage to the nailing fin.

Failure to follow these procedures will void our product warranty.

Parts Included

- Replacement Window
- Replacement Kit
 - Sill Angle
 - Head Expander
 - Head Expander Foam
 - Installation Screws
 - Hole Caps
 - Pocket Cover (Double hung fixed only)
 - Exterior Stop Cover (Single hung only)



Materials Needed

- 100% Silicone
- Backer Rod – 1/4"-1/2" diameter closed cell foam
- Low-Expansion Foam Insulation
- Shims – Made of cedar or synthetic material
- Nails for Exterior Stop Cover (Single hung only)

Tools Needed

- Safety Glasses
- Tape Measure
- Level
- Putty Knife
- Mallet



- Screwdriver (Phillips and Flat Head)
- Power Drill
- Reciprocating Saw
- Silicone Application



LEAD PAINT AND EXISTING WINDOW DISPOSAL:

- Before any remodel or renovation, make sure to identify any potential lead paint issues and take necessary steps to reduce the risk of lead contamination.
- The U.S. Environmental Protection Agency (EPA) has issued a "Lead Renovation, Repair and Painting Rule (RRP)" for remodelers of older homes and buildings. This rule requires training and certification in lead-safe work practices for firms performing renovation, repair or painting on homes and child-occupied facilities built prior to 1978.
- For more information regarding procedures for dealing with lead paint, please visit EPA's website at www.epa.gov/lead.
- When removing existing windows, make sure to wear appropriate personal protective equipment. Extra precautions should be taken to protect others and property within the vicinity and below the removal window and surrounding components.
- Consult with local waste authorities on the proper recycling or disposal of old window components.



www.windsorwindows.com

ATTENTION! ARBITRATION AGREEMENT; JURY TRIAL WAIVER; CLASS ACTION WAIVER. By purchasing, installing or using this product, you agree to arbitrate any dispute you may have with Windsor relating to your Windsor products, and to waive your rights to a jury trial and to participate in class-action or class-arbitration proceedings, relating to any such disputes. For more details, and to learn how **YOU CAN OPT OUT OF THIS ARBITRATION AGREEMENT AND THESE WAIVERS**, please go to www.windsorwindows.com/support/DisputeResolution.

Step 1: Inspect Replacement Window

- A) Unwrap replacement window.
- B) Verify window specification (product, size, color, grille pattern, etc.).
- C) Visually inspect window for physical or cosmetic damages.
- D) Verify included parts (listed on pg 2). **Note: Contact dealer or distributor for recommendations before installing if any part of the list is concerning.**

Step 2: Installation Preparation

IMPORTANT: Prior to beginning installation – verify the dimensions of the existing frame.

- A) Measure the opening width of the existing frame at the top, middle and bottom of the frame. (Fig. 1 & 2) Verify the replacement window frame width is approximately 1/2" smaller than the existing frame width.

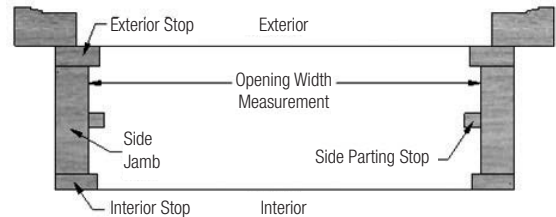


FIG. 1

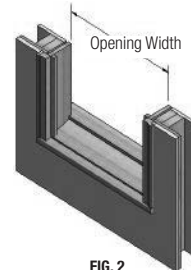


FIG. 2

- B) Measure the opening height of the existing frame at the left, right and center of the frame. (Fig. 3 & 4) Verify the replacement window frame height is approximately 3/8" smaller than the existing frame height. **Note: Measure from inside of head jamb to top of sill.** (Fig. 3 & 4)

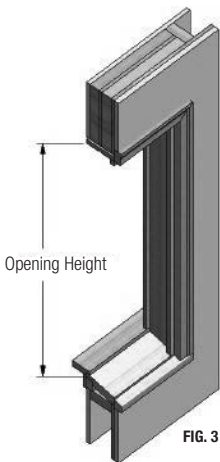


FIG. 3

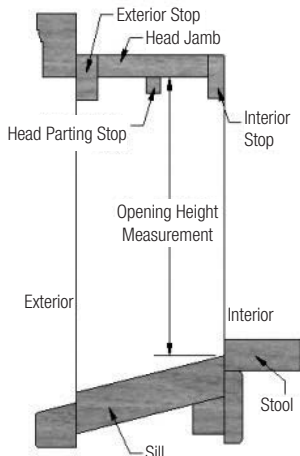


FIG. 4

Step 2A: Install Preparation

- A) If required, remove interior trim. If you plan to reuse interior trim, remove with caution. (Fig. 5)
- B) Remove interior stops from frame. If you plan to reuse interior stops, remove with caution. (Fig. 6)
- C) Remove existing sash from frame. (Fig. 7)
- D) Remove existing balance system (cut cords if necessary, detach pulleys). (Fig. 8)
- E) If applicable, remove parting stops from head and side jambs. (Fig. 9)
- F) Clean corners inside frame and along sill.
- G) Apply silicone to sill joints along side jamb and sill stop. (Fig. 10)
- H) Apply silicone to interior joints of the exterior stops along both side jambs and head jamb. (Fig. 11)
- I) **Single hung and single hung fixed only:** Cut and apply the exterior stop cover. Miter the top corners of the cover and cut the sill end of the cover to match the sill angle. Nail all three exterior stop covers to the existing frame. Space the nails 3" from each end and 12" apart. (Fig. 12)

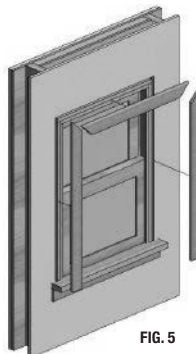


FIG. 5

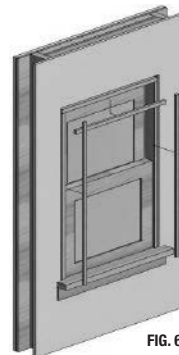


FIG. 6

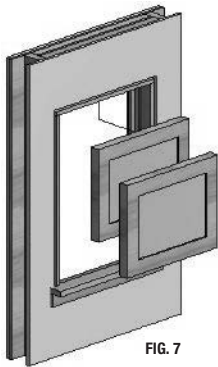


FIG. 7

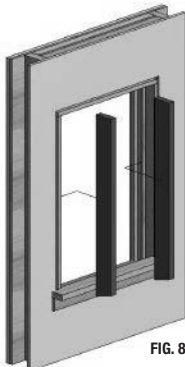


FIG. 8

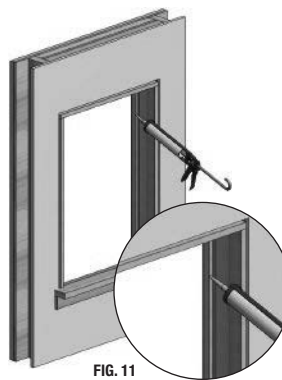


FIG. 11

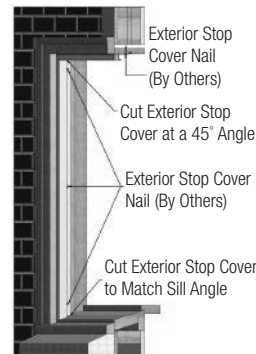


FIG. 12



FIG. 9

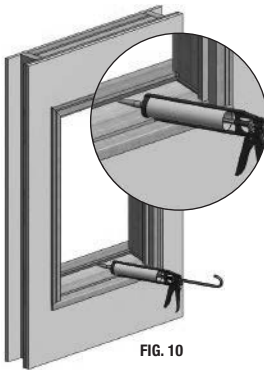


FIG. 10

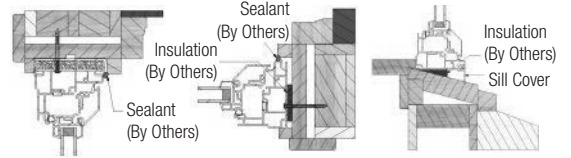
Step 3: Install Window

IMPORTANT: Installation of replacement window should be completed by two or more people.

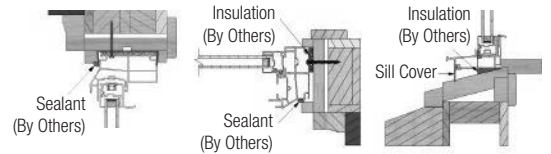
- A) Install the head expander on the top of the window. Tilt top of replacement window toward interior. (Fig. 13)
 - Insert bottom of replacement window into existing frame so exterior side of replacement jamb is pressed up against current exterior stops.
 - Insert the top of replacement window.
- B) Appropriately shim the window to obtain a level and square window with uniform frame dimensions. (Fig. 14) **Note: Place a shim behind each installation screw hole and at the center on each side.** Using the 2" pan head screws, screw the retro fit vinyl window to the existing frame. Install the provided hole caps. Removing the sash(es) may be required.

- C) **Double hung only:** Adjust jamb jacks at jamb center until measurement across center equals measurements across head and sill. (Fig. 15)
 - D) Reinstall the sash(es) if necessary and make any final adjustments that are needed.
 - E) Using low expansion foam, insulate both sides of the window as shown below. Once the foam is cured, reinstall the interior stops and trim.
 - F) From the exterior insulate the bottom of the window. Apply the sill angle once the insulation is cured. Using a quality grade neutral cure exterior sealant, seal the side and head outside stops to the frame.
- Note: Do not seal the sill angle to the frame.**

Casement



Double Hung



Single Hung

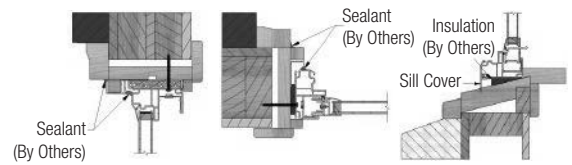


FIG. 13

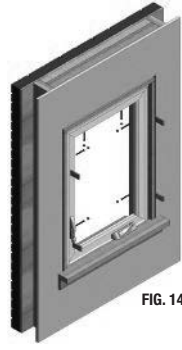


FIG. 14

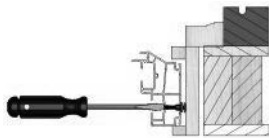


FIG. 15

Step 4: Completing the Installation

- A) Remove all labels or shipping materials.
- B) Operate window to ensure proper operation. The sash will not operate correctly if the window frame is out of square, over-shimmed or over-insulated.
- C) Properly finish all interior wood components within 60 days of installation. See the Care and Use Guide at www.windsorwindows.com for further details on finishing wood windows.
- D) **IMPORTANT:** Do not stain or paint any hardware or vinyl components.

Failure to maintain proper adjustment of casement windows can adversely impact the performance of your windows and may void your warranty.

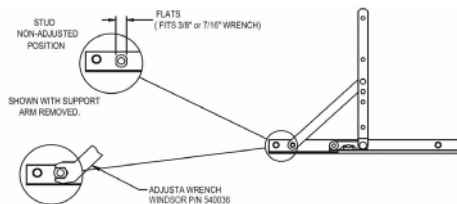
Casement Windows Operating Sash Adjustment: The sashes of Casement Operating Windows must be adjusted to ensure proper operation and performance. The sashes must be adjusted so the gap between the sash and the frame is consistent. The width of the gaps on the left and right should be similar. The width of the gaps on the top and bottom should be similar. All the gaps should be uniformly straight from one end to another. If you have questions, please see Windsor's Care and Use Guide at www.windsorwindows.com/support/service-information. **CAUTION: Misaligned sash will result in a misaligned seal which will adversely affect the performance of the window. As a result, the failure to maintain proper sash adjustment will void Windsor's warranty.**

To adjust the casement sash, first fully open the window. Next, slip the adjustment wrench (Windsor part number 540036) onto the base of the stud, found between the support arm and the track of the lower hinge. Swinging the wrench away from the lock side of the window will decrease the amount of sash drag.

The maximum adjustment is reached when the stud flats are parallel to the track. Note: Turning the stud flats beyond parallel will not increase adjustment.

For even more adjustment, a similar procedure can be used on the upper hinge. Upper hinge adjustment is made by swinging the wrench toward the lock side of the window. Maximum adjustment is obtained when the stud flats are parallel to the track.

Stud may be adjusted with 3/8" or 7/16" wrench if support arm is removed before adjustment.



If you have any questions regarding your Windsor Windows, please contact Windsor Windows & Doors directly at 1-800-218-6186. Or you can visit us online at www.windsorwindows.com, where you will find helpful information as well as our Care and Use Guides, which will assist you in preserving your windows and patio doors. While you are at our site, you can also complete and submit the form on the Contact page, and one of our window specialists will promptly answer your question.

Window Opening Control Device

Please check applicable building codes to determine whether a window opening control device is required.

Care and Use

For information about the care and use of your Windsor products, please visit the www.windsorwindows.com/support, and click "Warranty, Care & Installation," where you will find a link to our Care and Use Guide. Or contact your local independent Windsor distributor and ask for a copy of the Care and Use Guide, which contains information on finishing, cleaning, what to look for during yearly inspections, general maintenance tips, sash/panel adjustment, sash/panel removal, screen removal and information on condensation. You should inspect your windows annually.

Warranties

You can find a copy of our current Warranty at the website, under the "Support" tab. If you have Windsor products that are older, please contact Windsor at 1-800-218-6186, and we will provide a copy of the applicable warranty.