

# Installation Instructions Tilt Sash Replacement Kit



**CAUTION - IMPORTANT**  
Lead-based paint may be present in older homes, and the removal of windows & doors may cause this paint to be disturbed. In order to minimize exposure to lead-based paint dust, please consult [www.epa.gov/-/lead](http://www.epa.gov/-/lead) for more information.

**IMPORTANT:** Please read before you begin installation.

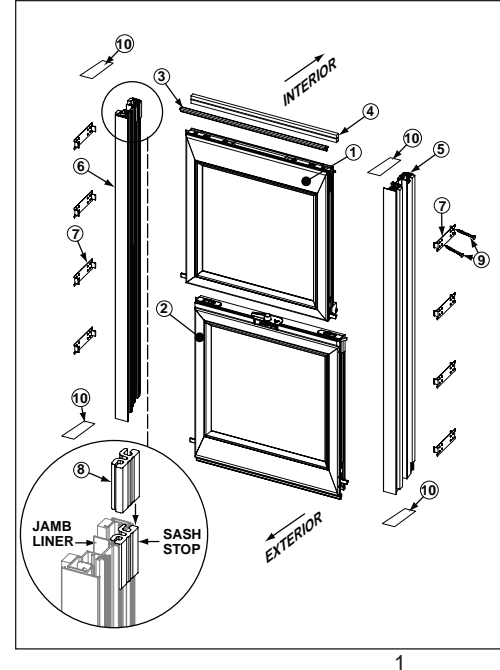
## Tool and Material Requirements

- Hammer
- Electric Drill Driver With Bits (Flat & Phillips Screwdriver)
- Stiff-Bladed Putty Knife
- Pry Bar
- Hand Saw (Crosscut)
- 4D 1-1/2" Long Finish Nails
- Nail Set
- Pliers
- Utility Knife
- Measuring Tape
- Tilt Sash Replacement Kit (sized to your window openings)
- Side Inside Stops (Qty. 2) as shown in (FIGURE 15)
- Sandpaper, 180 & 220 Grade or 00 Steel Wool
- Finishing Supplies (paint, stain, varnish, primer etc.)

## Kit Contents

Item	Qty	Description
1	1	Top Sash Asm
2	1	Bottom Sash Asm
3	1	Parting Stop Weather Strip
4	1	Head Parting Stop
5	1	Right Jamb Liner Asm
6	1	Left Jamb Liner Asm
7	8	Jamb Liner Clip
8	2	Vinyl Sash Stop (White or Tan)
9	16	#6 Phillips Pan Head Stainless Steel Screw
10	4	Jamb Liner Gasket

**NOTE:** Left or right determined by looking from the exterior to the interior.



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**!**  
Recognize this symbol. This is the Safety-Alert symbol. When you see this symbol be alert to the potential for personal injury or product damage.

**!** **DANGER**  
Falling from window opening may result in serious injury or death. DO NOT leave openings unattended when children are present.

**!** **WARNING**  
Weight of window and accessories will vary. Use a reasonable number of people with sufficient strength to lift, carry and install window unit(s) and accessories. Always consider site conditions and use appropriate techniques when installing.

**!** **DANGER**  
**CUT HAZARD**  
\*Non-safety Glass.  
\*May cause serious injuries if broken.  
\*Do not install where tempered safety glass is required.

**!** **DANGER**  
Screen will not stop children, anyone or anything from falling out window. Keep children and objects away from open window.

## General

Installation of your new Tilt Sash Replacement Kit requires removing existing window parts, test fitting new kit components and installing new kit.

Typical wood window components are show in (FIGURE 1). Refer to this diagram for terms used in these instructions.

Read instructions completely before starting any procedure.

**!** **IMPORTANT: Wear safety glasses and always follow safe working practices.**

Optional factory-applied finishes, either painted or stained & varnished, should be handled with extra care to prevent damage.

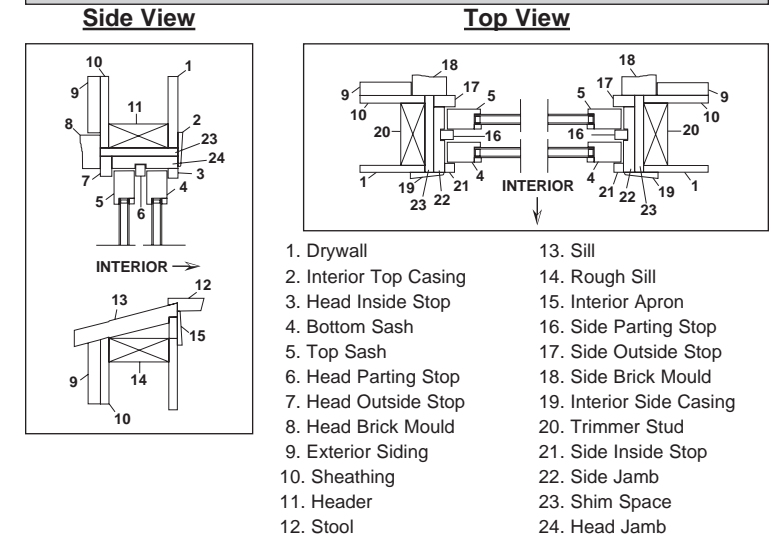
The window manufacturer reserves the right, as necessary, to change product specifications, installation procedures, materials, prices and terms of purchase without notice.

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Tilt Sash Replacement Kit Package Contents	
Qty.	Description
1	Installation Instructions
8	Jamb Liner Clips
16	#6 Phillips, Pan Head, Stainless Steel Screws (for jamb liner clips)
2	Vinyl Sash Stops (Either White or Tan)
4	Jamb Liner Gaskets

## Typical Wood Window Components

FIGURE 1



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## Remove Bottom & Top Sash Of Old Window

1. Unlock and raise bottom sash. Prop sash open with a block of wood.
2. Use a pry bar or stiff putty knife to pry side and head inside stop mouldings away from jambs (ITEMS 3 & 21 FIGURE 1). Also see (FIGURES 2 & 3).

**Handle carefully as these mouldings will be reused.**

**!** **DANGER** Move sash slowly and carefully to prevent glass from shattering. Wear full protective clothing including gloves and safety glasses.

3. Lower bottom sash and prop it up so its bottom edge rests above the stool (Item 12, FIGURE 1).
4. Rotate one side of bottom sash inward (FIGURES 4 & 5). Cut sash cord (FIGURE 5). Remove sash balance weights and cords (FIGURE 6).
5. Work sash toward interior and remove cord from opposite side.
6. Safely discard bottom sash.

**NOTE:** If top sash is stationary, remove the support blocks at the bottom of the top sash (FIGURE 7). If sash is "painted-in", insert a putty knife between sash and side and head parting stops. Work knife around all sides to break paint seal.

7. Lower the top sash and prop its bottom edge slightly above stool.
8. Use a pry bar or stiff putty knife to pry side parting stops and head parting stop away from side and head jambs. Remove all pieces (FIGURES 8 & 9).

**Customer Note:** If there is a vinyl head jamb liner, discard the wood head parting stop and reuse the current head jamb liner. Some modifications to the head jamb may be necessary.

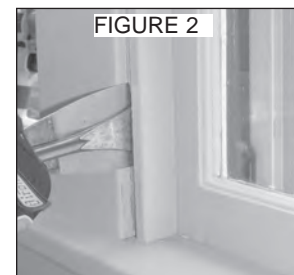


FIGURE 2

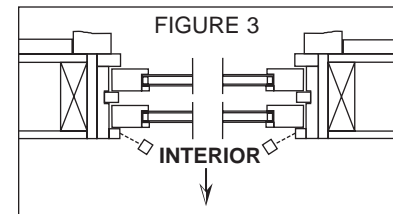


FIGURE 3

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9. Rotate one side of sash inward. Cut sash cord (if present). Some units use a spring balance that must be disconnected.
10. Work sash toward interior and remove cord or spring from opposite side.
11. Safely discard top sash.

FIGURE 4

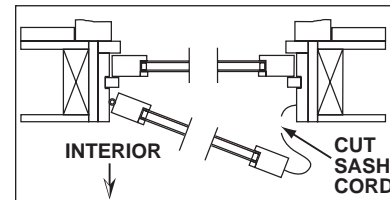


FIGURE 6



FIGURE 7



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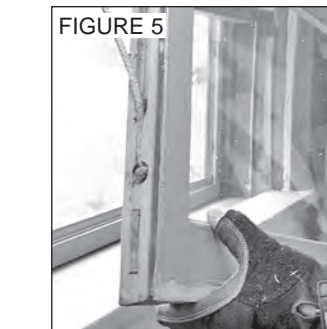


FIGURE 5

FIGURE 8

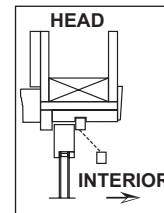
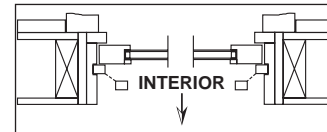


FIGURE 9



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## Size Confirmation

**NOTE:** Before continuing, insert jamb liner assembly and sash into opening to check fit of Tilt Sash Replacement Kit. Make adjustments to opening to obtain a good fit for the new parts.

## Prepare The Frame

12. Clean all loose material and dirt from opening. Remove any objects that would damage new jamb liners or interfere with proper fit and operation.
13. Fasten the jamb liner clips on the side jambs with the screws provided, two screws per clip (FIGURE 10). Place one clip about 4" from the head jamb and one 4" from the sill. Distribute the others evenly in the vertical space remaining. Arrange clips with flat side against side jamb and outer edge snug against side outside stop (FIGURE 10).
14. Slide vinyl sash stops onto jamb liners. Place one at the top of the left and right liner on the inside track (for the bottom sash only) (FIGURES 11 & 15).

FIGURE 10

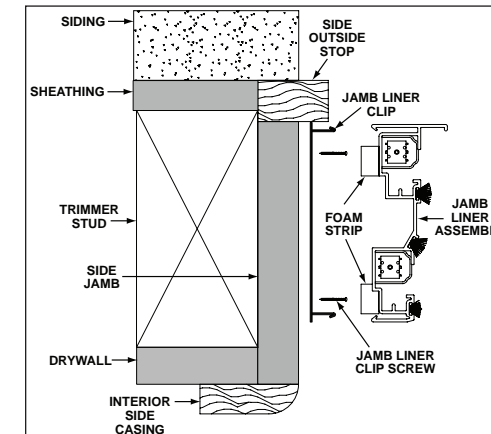
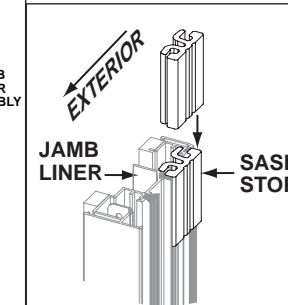


FIGURE 11



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FIGURE 12

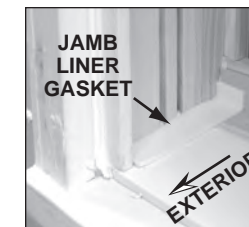


FIGURE 13

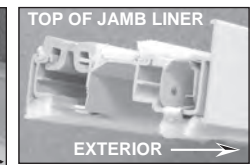
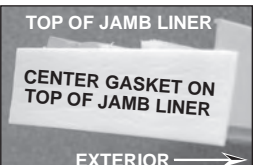


FIGURE 14

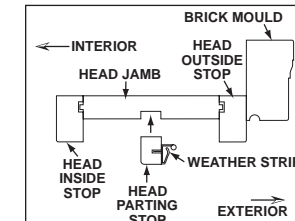


15. Clean loose debris from sill area. Remove protective backing from a jamb liner gasket and apply to sill, sticky side down (FIGURE 12). Repeat for other side.

16. Apply jamb liner gasket to the top of jamb liners (FIGURES 13 & 14); sticky side to jamb liner; gasket centered on jamb liner's width.
17. Arrange jamb liner assembly so angle at bottom matches sill slope. Align jamb liner to fit over jamb liner clips. Push liner snugly against window side frame, compressing foam, until vinyl liner snaps into jamb liner clips. Ensure that each clip is fully engaged (FIGURE 15).

18. Cut new head parting stop (included in kit) to length so the parting stop fits snugly between jamb liner assemblies.
19. Place the head parting stop into the head jamb groove with the weather strip facing the exterior. Use 4D finishing nails (not included) to fasten. Nail through the head parting stop into the head jamb (FIGURE 16). Set nails below surface.

FIGURE 16



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20. Re-install side inside stops (FIGURE 15). If old ones were damaged, obtain and install new ones. Install snugly (but not too tight) against new jamb liner assemblies.

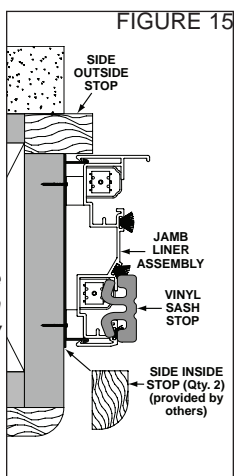


FIGURE 15

## Install The New Sash

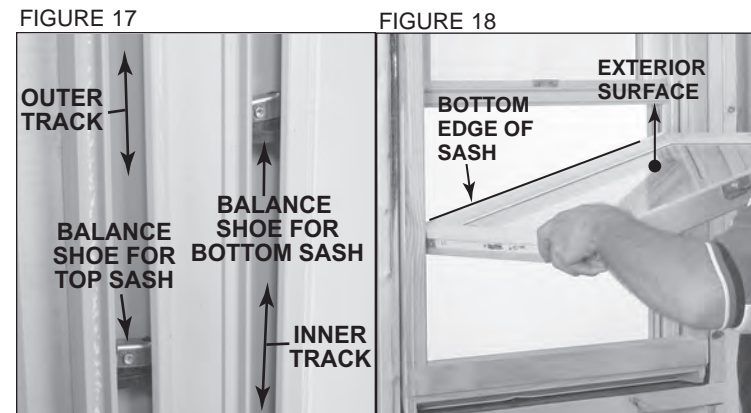
**NOTE:** Install top sash first. Top sash is placed into the outer track. Bottom sash is placed into the inner track (FIGURE 17).

**IMPORTANT:** The top sash must be completely installed in the side jamb's outer tracks before the bottom sash can be installed.

**IMPORTANT:** When placing sash into side jambs, the sash pivot pins MUST BE ABOVE the balance shoes so the latching mechanism in the shoe will engage the pivot pins when the sash is lowered into the balance shoes.

**WARNING**

If pivot pins are placed below balance shoes the pivot pins will not be supported. Sash will have no counter balance and could fall rapidly possibly causing personal injury or property damage. When inserting sash in frame, pivot pins **MUST BE ABOVE** the balance shoes.



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## Full Screen Option Installation

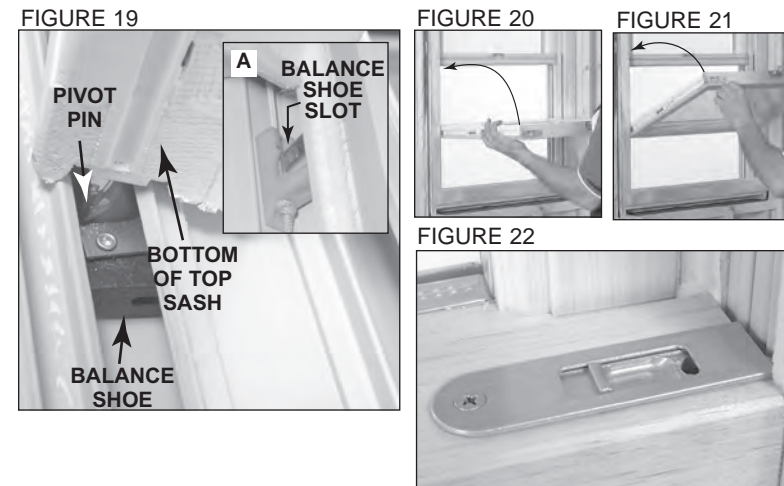
**NOTE:** Full screens are attached to the window opening by plungers located on the vertical sides of the screen.

If your exterior trim does not have a groove to accept these plungers, holes must be drilled into the exterior trim so that the screen can be properly secured to the window frame.

### Determine hole locations for screen plungers

1. While disengaging plungers, insert screen into window opening.
2. Locate screen tight against side outside stops and sill.
3. Mark the location of the plungers on the exterior trim with a pencil or by pushing plungers against trim so that they make a mark.
4. Remove screen from opening.
5. Drill 1/4" diameter holes approximately 1/4" deep at the marked locations.
6. Reinsert screen into opening and make sure all plungers engage into drilled holes.

21. Grasp the sash so that the exterior surface is up (FIGURE 18) and the bottom edge of the sash faces the window (pivot pins are located at the bottom edge of the sash) (FIGURE 19).
22. With one side of sash angled up (FIGURE 18), place pivot pin so it sits on the top of the balance shoe in the side jamb (FIGURE 19). Lower opposite side of the sash, so that its pivot pin is above opposite side balance shoe (FIGURE 19A).
23. Align the pivot pins with the slots on the balance shoes (FIGURE 19 & 19A).
24. Slide sash down until each pivot pin fully engages the balance shoe slot.



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## Recommended Finishing Instructions

**WARNING**

Always follow chemical manufacturers' safety instructions when using chemicals to avoid injury or illness.

### For Vinyl and Aluminum Surfaces

- Vinyl and aluminum surfaces may be cleaned with mild soap and water. Hard to remove stains and mineral deposits may be removed with mineral spirits.
- Do NOT clean with gasoline, diesel fuel, solvent based, or petroleum based products.
  - Do NOT use abrasive materials against vinyl, aluminum, or glass surfaces.
  - Do NOT scrape or use tools that might damage the surface.
  - Do NOT paint vinyl or aluminum surfaces.

### For Bare Wood Surfaces

For best results, wood should be sealed immediately upon installation or upon receipt, especially if unit is being stored for ANY length of time.

1. Remove all construction and adhesive label residue with mineral spirits before finishing.
2. Lightly sand surfaces being finished with 180 grit or finer sandpaper. Be careful not to scratch the glass.
3. After sanding, clean-off sanding dust using lacquer thinner applied to a cloth so the cloth is slightly damp. Let surface dry completely.

### -If a painted surface is desired:

- If a wood unit is delivered with factory-applied primer paint, it may be painted without repriming, providing the finish paint coat is applied within six (6) months of unit installation.

*Continued on next page.*

25. After pivot pins are fully engaged in balance shoes, tilt or push the top of the sash up and away from you (FIGURES 20 & 21) until the tilt latches on top of sash snap into both side jambs. Tug gently inward on top of lower sash to check tilt latch engagement.

**CAUTION** Be sure tilt latches on both sides are fully seated (FIGURE 22) to keep window from unintentionally falling inward.

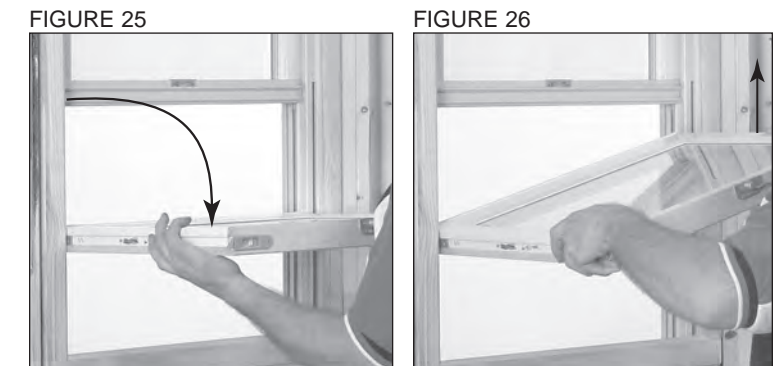
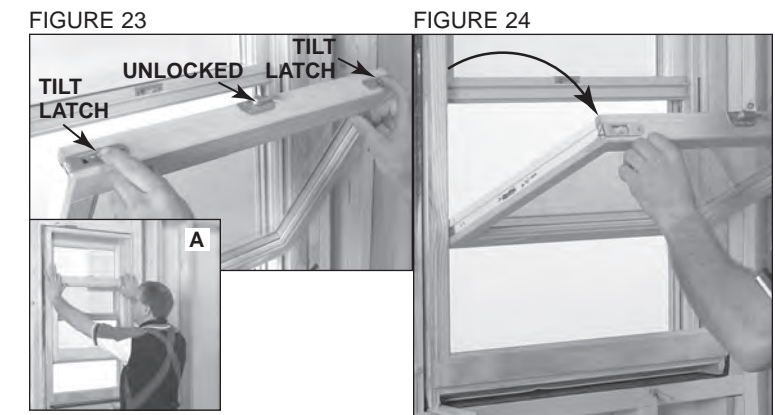
### To Tilt Or Remove Sash

26. Unlock and raise bottom sash approximately 4" (FIGURE 23A). With index fingers, slide tilt latches (on top of bottom sash) (FIGURE 23) towards center of window until latches clear the side jambs.
27. While holding tilt latches in retracted position, pull or tilt top of sash in toward you. Sash now tilts in for cleaning, while remaining hinged at the bottom (FIGURE 24).

**CAUTION** Rotating sash past 90 degrees may cause damage to vinyl track.

28. To remove the bottom sash, tilt sash so it is at right angles to the window frame (FIGURE 25). Grasp the sash firmly on both sides and lift one side straight up to disengage the sash pivot pin (FIGURE 26). Lift the opposite side up and out of the side jamb.
29. To tilt or remove top sash, the bottom sash must be first tilted in or removed. Lower the top sash to about 12" from the bottom of the unit. Unlatch and tilt or remove following the same steps as for the bottom sash.

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## Dents or Scratches In Bare Wood

If there is a small dent or scratch in bare wood, fine sandpaper should remove the mark. Light sanding with grade 220 sandpaper or 00 steel wool will be required. Large dents (if wood fiber is not broken) can be lifted by applying a small amount of water on it. After wood swells, sand lightly with grade 220 sandpaper or grade 00 steel wool.

### General Maintenance

1. If your unit has excess caulk around the glazing bead or on the glass, a straight edge razor blade will remove it without damage to the glass. Use glass cleaner to remove any residue.
2. Hardware should be cleaned or polished only in accordance with instructions packed with each product.
3. Small scratches in factory-applied stain & varnish finish can generally be repaired with "scratch sticks" available in the stain and varnish section at full-service hardware stores and paint centers.

### Window Condensation

When condensation first appears on windows, the natural reaction is that the windows have failed. Generally that's not where the problem is.

When excessive humidity is present in your home, the glass simply provides a visible surface on which the humidity condenses. Indoor humidity levels can be reduced by doing two things:

1. Control the sources of humidity. Vent all gas burners and clothes dryers to the outdoors. Use kitchen and bathroom exhaust fans longer and more often than normal.
2. Ventilate your attic. Because outside air usually contains less water vapor, it will "dilute" humidity of inside air.

For further information on the causes and cures for window condensation, call or write the window manufacturer.