









# WINDOW REPLACEMENT INSTRUCTIONS FOR CASEMENT, DOUBLE-HUNG AND CLAD FRAME WINDOWS USING FRAME SCREWS








These instructions were tested and developed for replacing windows in wood-frame wall construction systems designed to manage moisture. Installation recommendations for other types of wall construction, wall systems, conditions, multiple windows or bow bay windows, may be obtained from Pella Corporation or a local Pella retailer. Building designs, construction methods, building materials, and site conditions unique to your project may require an installation method different from these instructions and additional care on your part. Determining the appropriate installation method is the responsibility of you, your architect, or other construction professional.

**Note: This instruction is not for use in applications that have vinyl, steel or aluminum siding where water may be behind the siding above the window. In these applications, the siding may need to be removed and window installed using the new construction installation instruction that is attached to the window.**

## YOU WILL NEED TO SUPPLY:

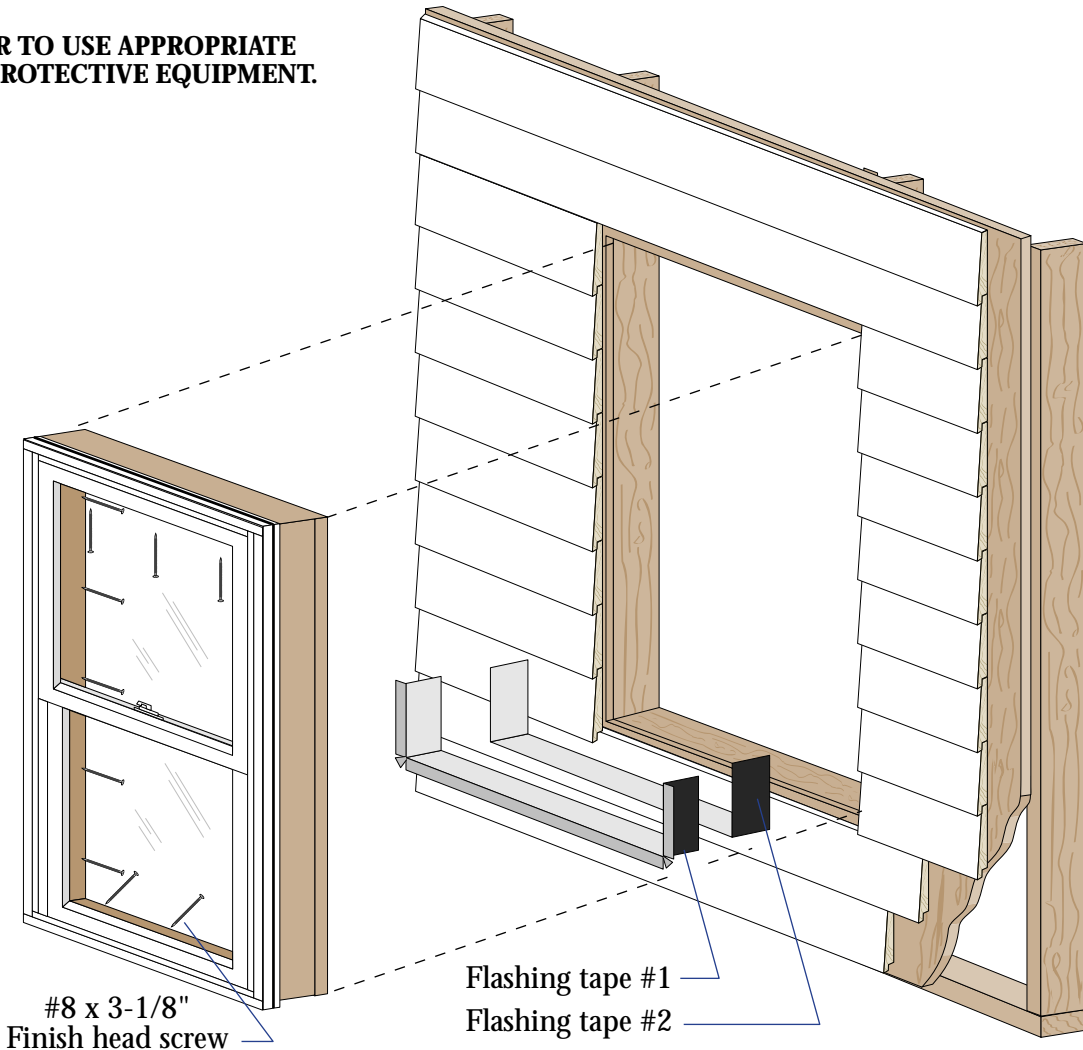
- Cedar or Impervious shims/spacers (12 to 20) 
- Closed cell foam backer rod/sealant backer (12 to 30 ft.) 
- Pella® SmartFlash™ foil backed butyl window and door flashing tape or equivalent 
- High quality exterior grade polyurethane or silicone sealant (1 tube per window) 
- Great Stuff™ Window and Door Insulating Foam Sealant by the Dow Chemical Company or equivalent low pressure polyurethane window and door foam - DO NOT use high pressure or latex foams. 
- #8 x 3-1/8" Finish head screws 

## TOOLS REQUIRED:

- Tape measure 
- Level 
- Square 
- Hammer 
- Screwdrivers (#2 Phillips and Flat blade) 
- Drill 
- #10 Torx head driver bit 

**Installation will require two or more persons for safety reasons.**

**REMEMBER TO USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.**



Always read the Pella® Limited Warranty before purchasing or installing Pella products. By installing this product, you are acknowledging that this Limited Warranty is part of the terms of the sale. See Limited Warranty for complete details at <http://warranty.pella.com>.

# 1 PREPARE THE OPENING

- A. **Prepare the rough opening.** It must be the correct size (window frame plus 3/4" in both width and height), square, plumb and the sill must be level. If needed, block in the rough opening on both sides, the top and the bottom.

**Note:** If installing new blocking, install the blocking so it's flush with the exterior sheathing of the house. DO NOT attempt to install a window in an undersize opening.

- B. **Apply sill flashing tape #1.** Cut a piece of flashing tape 12" longer than the opening width. Apply at the bottom of the opening as shown. If the sheathing or water resistive barrier is exposed, apply the flashing tape (1B) so it overhangs 1" onto the exterior sheathing or water resistive barrier.

**Note:** The tape is cut 12" longer than the width so that it will extend 6" up each side of the opening.

- C. **Tab the sill flashing tape and fold.** Cut 1" wide tabs at each corner (1/2" from each side of corner) (1C). Fold tape to the exterior and press firmly to adhere it to the water resistive barrier.

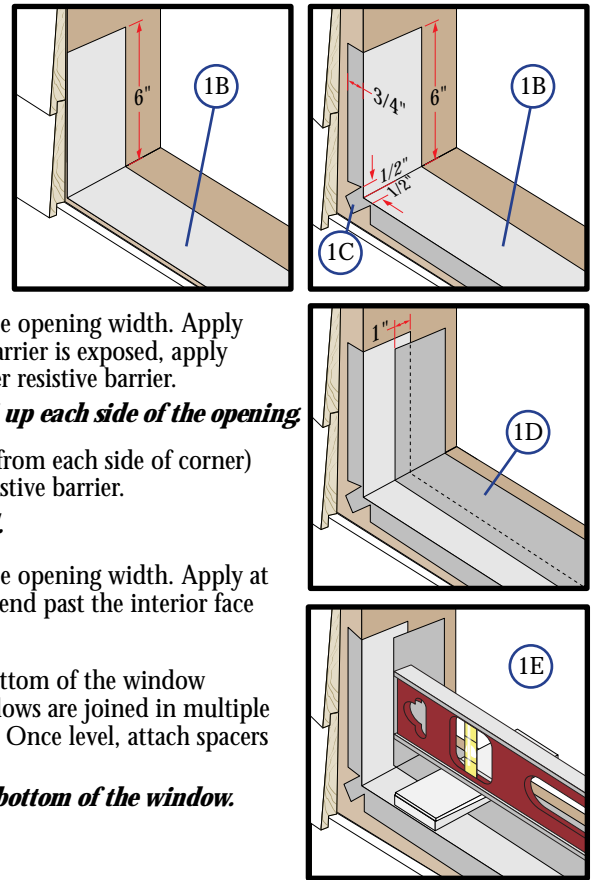
**Note:** This step is not required if the exterior trim has not been removed.

- D. **Apply sill flashing tape #2.** Cut a piece of flashing tape 12" longer than the opening width. Apply at the bottom, overlapping tape #1 by at least 1". Do not allow the tape to extend past the interior face of the framing (1D).

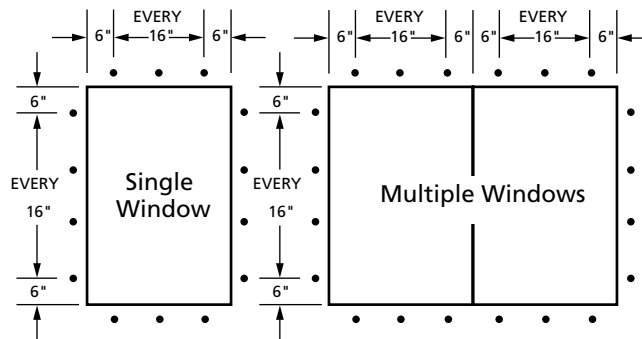
- E. **Install and level sill spacers.** Place 1" wide by 3/8" thick spacers on the bottom of the window opening 1/2" from each side. Spacers are also required at points where windows are joined in multiple window applications. Add shims as necessary to ensure the spacers are level. Once level, attach spacers and shims to prevent movement.

**Note:** Improper placement of shims or spacers may result in bowing the bottom of the window.

- F. **Test fit the window.**

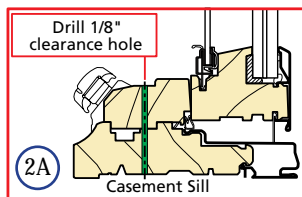


# 2 PREPARE THE WINDOW FOR INSTALLATION

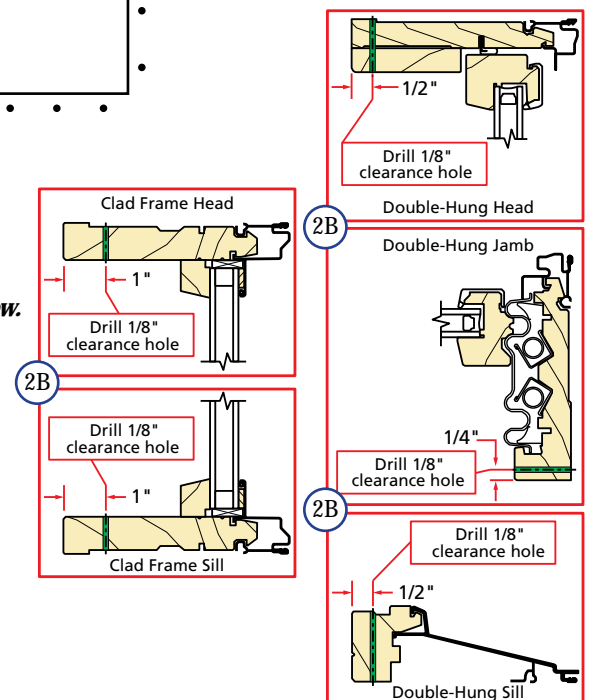


- A. **Casement:** On the room side of the window, drill 1/8" diameter clearance holes through the head, jambs and sill of the frame. Space the holes a maximum of 6" from each end and a maximum of 16" on center.

**Note:** On vent casements, place the holes so that they do not interfere with the roto operator and the latch points on the lock side of the window.



- B. **Double-Hung and Clad Frame:** On the room side of the window, drill 1/8" diameter clearance holes through the frame at the locations shown. Space the holes a maximum of 6" from each end and a maximum of 16" on center.



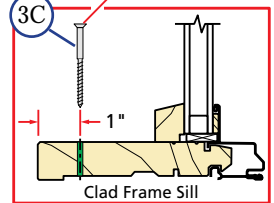
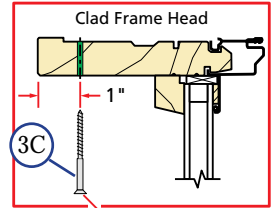
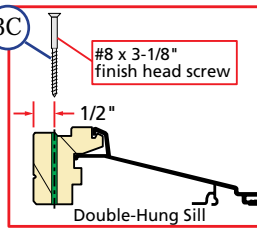
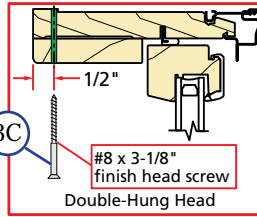
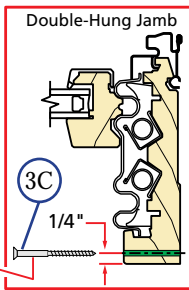
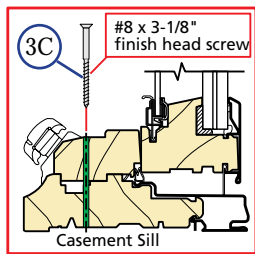
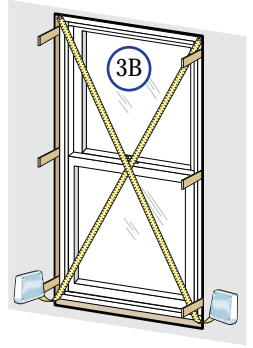
# 3 SETTING AND FASTENING THE WINDOW

A. **Slide the window into the opening**, placing the bottom of the window on the spacers at the bottom of the opening. Position the window so that the exterior face of the frame extends a minimum of 3/4" onto the exterior wall material to allow for the application of backer rod and sealant (See illustrations in Step 4 for sealant details). Center the window between the sides of the opening to allow clearance for shimming, and insert one #8 x 3-1/8" finish head screw into each of the top clearance holes. This will hold the window in place while shimming it plumb and square.

B. **Place shims** 1" from the bottom and top of the window between the window and the sides of the opening and at the midpoint of the window side. Adjust the shims as required to plumb and square the window in the opening. Also shim behind all the pre-drilled clearance holes.

**Note: Do not shim above the window or in the space between the spacers at the bottom of the window. DO NOT over shim.**

C. **Fasten the window to the opening** by driving #8 x 3-1/8" finish head screws into each of the pre-drilled clearance holes.



D. **Check window operation (vent units only).**

**Architect Series and Designer Series Double-Hung:** Cut the checkrail bands and remove the shipping spacers. Open and close the window a few times to check for proper operation. Make sure the window will tilt correctly. Close and lock the window.

**ProLine Double-Hung:** To remove side spacers, slide them up to approximately 4" above the bottom sash. Lift the clip by the interior leg and rotate upward to remove. Raise the bottom sash approximately 2", and tilt the sash in by depressing the jamb liner and pulling inward on the top corners of the sash. Remove the sash clips and return the sash to its original position.

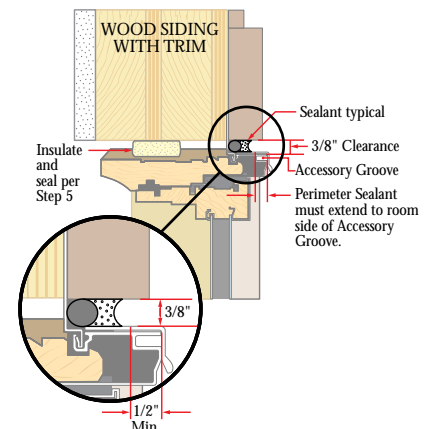
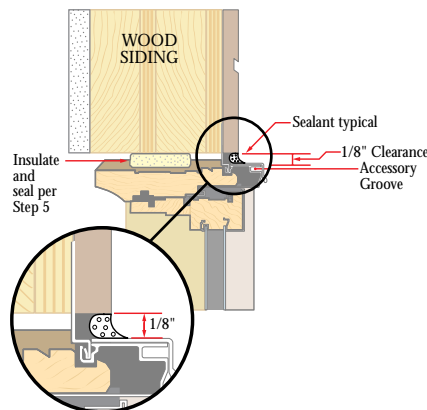
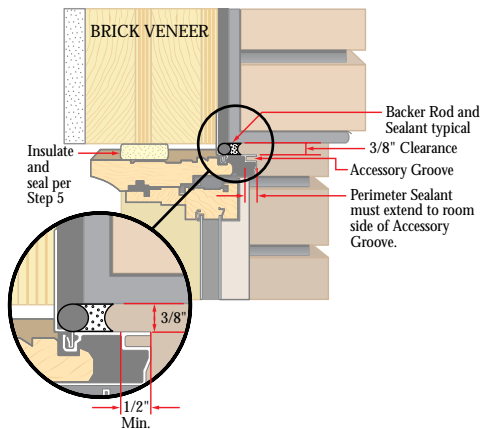
**Casement:** Unlock the window by lifting up on the lock handle. Turn the crank to open the window. Remove the shipping spacers from between the sash and window frame. Close and lock the window.

**Note: If there are any problems with the operation of the window, recheck shim locations and adjust for plumb and square.**

# 4 SEALING THE WINDOW TO THE EXTERIOR WALL CLADDING

**When applying siding, brick veneer or other exterior finish material, leave adequate space between the window frame and the material for sealant. Refer to the illustration that corresponds to your finish material.**

**Note: The sealant details shown are standard recommendations from the sealant industry. Contact your sealant supplier for recommendations and instructions for these and any other applications.**



## 4 SEALING THE WINDOW TO THE EXTERIOR WALL CLADDING (continued)

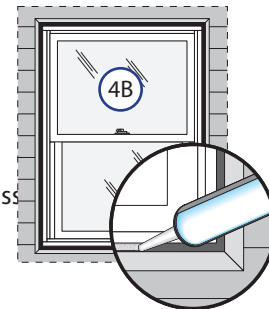
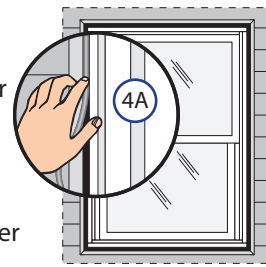
- A. Insert backer rod into the space around the window deep enough to provide at least a 1/2" clearance between the backer rod and the exterior face of the window.

Note: Backer rod adds shape and depth for the sealant line.

- B. Apply a bead of high quality exterior grade sealant to the entire perimeter of the window.

- C. Shape, tool and clean excess sealant. When finished, the sealant should be the shape of an hourglass.

Note: This method creates a more flexible sealant line capable of expanding and contracting.



## 5 INTERIOR SEAL

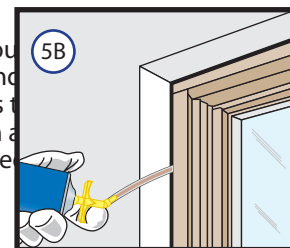
Caution: Ensure use of low pressure polyurethane window and door installation foams and strictly follow the foam manufacturer's recommendations for application. Use of high pressure foams or improper application of the foam may cause the window to bow and hinder operation.

- A. Apply insulation foam. From the interior, insert the nozzle between the window frame and the rough opening and apply a 1" deep bead of insulation, ensuring the insulating foam is between the window frame (not the jamb extension) and the rough opening. Also ensure the insulating foam contacts the flashing tape at the bottom of the rough opening. This will allow room for expansion of the foam and will minimize squeeze out. Allow the foam to cure completely (usually 8 to 24 hours) before proceeding to the next step.

Note: DO NOT completely fill the space from the back of the backer rod to the interior face of the opening.

- B. Check window operation (vent windows only) by opening and closing the window.

Note: If the window does not operate correctly, check to make sure it is still plumb, level, square and that the sides are not bowed. If adjustments are required, remove the foam with a serrated knife. Adjust the shims, and reapply the insulating foam sealant.



## 6 INTERIOR FINISHING

Note: The information below is effective September 15, 2007. This information may be different than the printed instruction.

If products cannot be finished immediately, cover with clear plastic to protect from dirt, damage and moisture. Remove any construction residue before finishing. Sand all wood surfaces lightly with 180 grit or finer sandpaper. DO NOT use steel wool. BE CAREFUL NOT TO SCRATCH THE GLASS. Remove sanding dust.

Pella products must be finished per the below instructions; failure to follow these instructions voids the Limited Warranty.

- On casement and awnings, it is optional to paint, stain or finish the vertical and horizontal sash edges.
- On single-hungs and double-hungs, do not paint, stain or finish the vertical sash edges, any finish on the vertical sash edges may cause the sash to stick; it is optional to paint, stain or finish the horizontal sash edges.
- On patio doors, it is optional to paint, stain or finish the vertical and horizontal panel edges.

Note: To maintain proper product performance do not paint, finish or remove the weather-stripping, mohair dust pads, gaskets or vinyl parts. Air and water leakage will result if these parts are removed. After finishing, allow venting windows and doors to dry completely before closing them.

Pella Corporation is not responsible for interior paint and stain finish imperfections for any product that is not factory-applied by Pella Corporation. Use of inappropriate finishes, solvents, brickwash, or cleaning chemicals will cause adverse reactions with window and door materials and voids the Limited Warranty.

For additional information on finishing see the Pella Owner's Manual or go to [www.pella.com](http://www.pella.com).

## EXTERIOR FINISH

The exterior frame and sash are protected by aluminum cladding with our tough EnduraClad® or EnduraClad Plus baked-on factory finish that needs no painting. Clean this surface with mild soap and water. Stubborn stains and deposits may be removed with mineral spirits. DO NOT use abrasives. DO NOT scrape or use tools that might damage the surface.

Use of inappropriate finishes, solvents, brickwash or cleaning chemicals will cause adverse reactions with window and door materials and voids the Limited Warranty.

## CARE AND MAINTENANCE

Care and maintenance information is available in the Pella Owner's Manual. You can obtain an owner's manual by contacting your local Pella retailer. This information is also available on [www.pella.com](http://www.pella.com).

## NOTE

Because all construction must anticipate some water infiltration, it is important that the wall system be designed and constructed to properly manage moisture. Pella Corporation is not responsible for claims or damages caused by unanticipated water infiltration; deficiencies in building design, construction and maintenance; failure to install Pella products in accordance with these instructions; or the use of Pella products in systems which do not allow for proper management of moisture within the wall systems. The determination of the suitability of all building components, including the use of Pella® products, as well as the design and installation of flashing and sealing systems are the responsibility of you, your architect, or a construction professional. Moisture problems, including unacceptable water infiltration, have been associated with barrier systems, such as EIFS (also known as synthetic stucco). Pella products should not be used in barrier EIFS systems unless Pella's current, recommended installation procedures for installation of windows and doors into EIFS are used. Any other use of Pella products with barrier EIFS systems will void the Limited Warranty.

Product modifications that are not approved by Pella Corporation will void the Limited Warranty.

## CASEMENT WINDOW LOCK LEVER REMOVAL AND INSERTION

**Note:** You may want to remove the lock lever prior to finishing the window, or if it needs to be replaced with a lock lever in a different finish.

- A. Unlock and open the window.
- B. Place the lock lever in the locked position.
- C. From the exterior of the window, insert a small flat blade screwdriver into the slot behind the lock lever.
- D. Pry the cam away from the side of the window by rotating the screwdriver a quarter turn.  
**Note:** This will release the hook in the lever from the cam hook.
- E. Remove the lock lever by pulling it toward the interior of the building.
- F. To install a lock lever, hold it in the lock position and insert it, from the interior, into the slot until it snaps into the cam.

