

Installation Guidelines

FOR REVIVE SASH REPLACEMENT KITS

LEAD PAINT AND EXISTING WINDOW DISPOSAL:

- A) 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.
- B) 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.
- C) For more information regarding procedures for dealing with lead paint, please visit EPA’s website at www.epa.gov/lead.
- D) 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.
- E) Consult with local waste authorities on the proper recycling or disposal of old window components.

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/Dispute-Resolution.

IMPORTANT

WARNING: Use of Windsor products in barrier systems that lack a suitable exterior like siding, masonry, stucco, or EIFS with an engineered drainage system, will void all Windsor warranties, written or implied, and Windsor Windows & Doors will not be held responsible for any claims or damages resulting from the lack of a suitable exterior. The lack of a suitable exterior as described herein prevents application of proper perimeter sealant of the windows or door frame as required by Windsor’s Installation Guidelines. Exterior membranes, liquid applied and otherwise, DO NOT qualify as a suitable exterior.



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Step-by-step instructions to install your new windows

Read instructions completely before attempting installation. Failure to follow these guidelines will forfeit the Windsor warranty coverage, written or implied. Windsor Windows & Doors will not be held responsible for any claims or damages as a result of installation.

REMOVING YOUR OLD SASH

- [1] Cut and remove the cords and pulleys on the lower sash, if applicable.
- [2] Remove the old sash; these should be discarded after installation of the new sash. See photo below.
- [3] Remove the side and head parting stops. ***(NOTE: Once you have removed the inside and head parting stops and sash, check to see if your existing window has jambliners. If so, the jambliners can be rotated from the opening as a unit. Be sure all staples and other similar fastening devices have been removed from the jambliner first.)*** See photos below.
- [4] Remove the upper sash.
- [5] Repair jambs as needed and fill old pulley holes with insulation.
- [6] The window is now ready to have the new sash installed.

IMPORTANT:

- Windsor's Revive Sash Replacement Kits are designed to replace wood double hung windows. The wood side jamb pocket depth between the inside stop and the outside stop **MUST** measure at least 3-3/8" to accommodate the Revive jambliner and clip.
- If the interior or exterior of the sash is to be painted or stained, this should be done with the sash removed.
- Do not get stain or paint on jambliners, parting stop or weatherstrips.



PREPARING FOR NEW SASH INSTALLATION

- [7]** Install the left and right vinyl jambliners between the inside and outside stops. Place the supplied foam pads on the head jambs directly above where the jambliners will be. Jambliners are held in place using metal u-clips. Attach these clips to the existing window jamb using the 3/4" screws provided. Use four clips, evenly spaced per side. Once the clips are in place, snap the jambliners into position over the clips. See photo on the next page.
- [8]** Jambliners should be touching the sill and the "flange" side touching the outside/blind stop. Press jambliner against frame.
- [9]** Before installing the sash, make sure the shoes line up where the sash pivot pins will be inserted. If they don't, insert a flat head screwdriver onto the metal part of the shoe and pull down until it is of a similar height as the other.



INSTALLING YOUR NEW SASH

- [10] Hold the sash so the outside surface of the sash is facing up and the pivot pins at the end of the sash are closest to the window. See photo.
- [11] Install the top or outside sash first. Insert the pivot pins into the outer friction shoes. Tilt the sash up and push toward the outside to fully install the sash. See photo below.
- [12] Repeat step 11 for the lower/inside sash of your kit. Move both sashes up and down to ensure proper installation. Because your sash replacement kit has easy tilt latches, you'll need to make room for the tilt latch finger tabs at the head jamb. After installing the top/ outside sash (step 11), carefully drive the sash up against the head jamb. This will create a small indentation in the head jamb. Then, very carefully drill or notch out the indentation area to about 1/4" deep. **BE CAREFUL NOT TO DRILL OR NOTCH ALL THE WAY THROUGH THE HEAD JAMB!**
- [13] Engage all locks. If you have difficulty locking the units, **DO NOT FORCE** them. Check to be sure the top sash is raised so the sash touches, or nearly touches, the head jamb; if not, check to be sure the top sash tilt latch finger tabs are not touching the head jamb. (If they are, additional drilling or notching may be required.) See photo below.
- [14] Included in your kit is a vinyl head parting stop. Cut the stop to fit securely between the two jambliners. Press the head stop into the head parting groove. Center this piece into the head of the window frame. Be sure the flexible weatherstrip fin faces toward the outside of the house. Drive the stop into the groove with a block of wood and a hammer. See photo below.
- [15] Replace the existing interior stops. Check sash for operation and tiltage. See photo below.
- [16] **Congratulations!** Installation is complete.





[14]



[15]



Prefinished Interiors

CAUTION: Windsor does not warrant against dents, scratched, 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, scratched, scrapes or other blemishes.

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 at least 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.