

# REPLACEMENT WINDOW INSTALLATION INSTRUCTIONS

## Tools needed: (not provided)

Personal protective equipment  
as needed, ie: *safety glasses,*  
*safety gloves*

Tape measure

Level

Small and large Phillips  
Screw driver

Small and large flat head  
screw driver

Cordless drill/driver with misc.  
assorted bits and drivers

Hammer

Pry bar(s)

5 in 1 tool

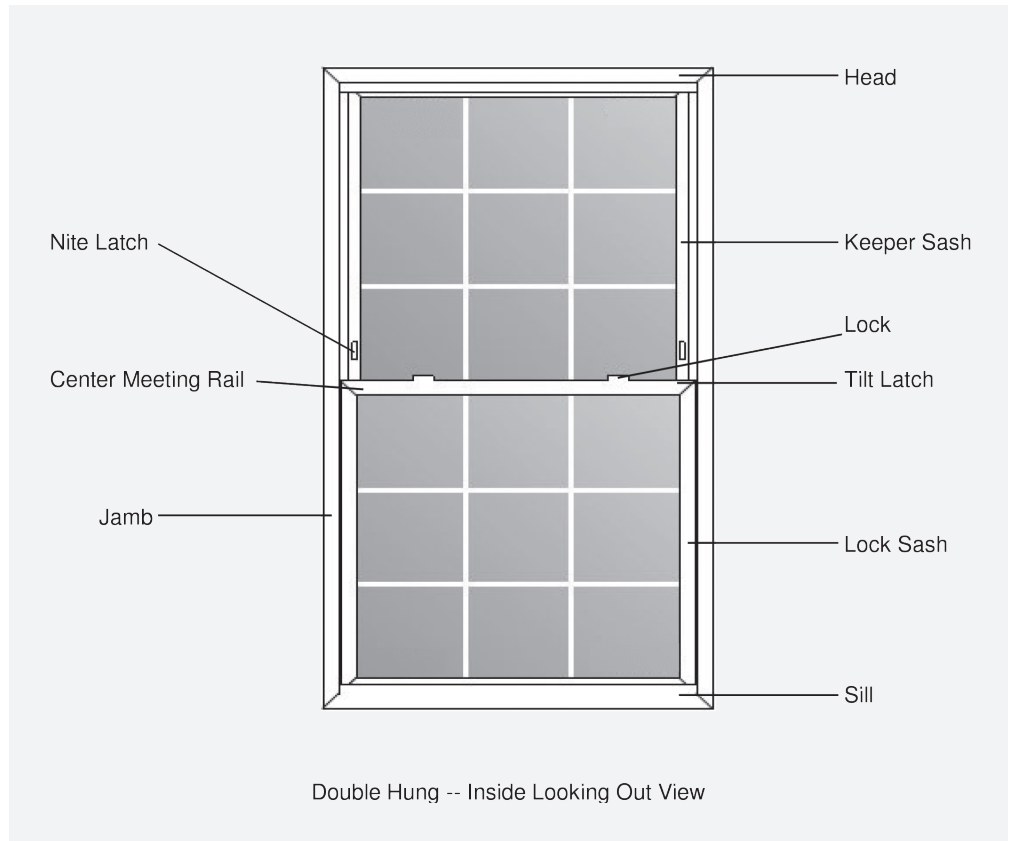
Caulk gun

Utility knife

Square

Spray foam gun

Garbage can and/or heavy  
duty plastic garbage bags



## Materials needed: (provided)

Installation screws

Sill extender

Head expander

Jamb adjusting screws  
(pre-installed in side jambs)

Balance covers (may be optional)

## Materials needed: (not provided)

Composite shims

Low expanding foam or fiberglass insulation

Backer rod

Sealant

6 and 4 mill plastic for floor and furniture  
protection

## Pre-installation safety and other concerns:

Installer is responsible for following any and all local and or federal laws pertaining to the disturbance or removal of lead based paint or varnish. For general guidelines pertaining to lead based paint removal go to [www.epa.gov/lead](http://www.epa.gov/lead).

Windows should **NEVER** be stored in direct sunlight. Be sure to store windows in dry shaded area.

Installer is responsible for proper disposal or recycling of all job site related materials. Check with your local or state laws for the proper procedures for disposal of jobsite waste.

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1. **a** Before removing old unit inspect new unit for correct size, type, damage and correct installation information for your application.
- b.** Begin by measuring the window to be replaced. Measure at three locations: top, middle and bottom of the window on width, and right, center and left on height. Use the smallest of these measurements to determine the width and height. Do not remove the old window until the dimensions of the new window have been verified to fit the opening properly and you have all the accessories needed.

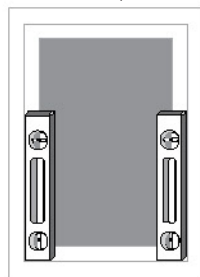
When using exterior accessories such as a sill extender or snap on flange, sealant must be applied in the accessory groove of the frame or in the accessory piece itself prior to application in order to prevent leaks. It's the installers responsibility to make sure that any attached accessory joint is weatherproof.

2. Remove the old window and prepare the opening (leveling off the sill if necessary). It's important to remember that the replacement window must fit into the opening plumb, level and square, even though the opening may not be any of these. If the window is not plumb, level and square the following problems may occur:
  - Double Hung and Slider sash may be difficult or impossible to remove.
  - Casement sash may not operate properly due to excessive drag on the sill.
  - The sash pivot bar on Double Hung windows could bind and cause the sash to become inoperable.
  - The interlocking meeting rail on Double Hung and Slider windows may not perform properly, allowing air and water infiltration, even if the sash is locked.
  - The weatherstripping may not seal properly, allowing air and water infiltration.
  - The locking system may not engage properly.
3. When installing in a slope sill application place wood blocks along the existing window sill. The blocks will help support the window and keep the sill level.
4. Tilt the window up into the opening with the sash closed and locked. Set it down on the wood blocks placed along the window sill.
5. Tighten the jamb adjusters and shim the window at all anchor points and where necessary to hold the unit secure while checking

it for plumb, level, and square. Be careful not to over tighten jamb adjusters or over shim to avoid twisting or deflection of jambs.

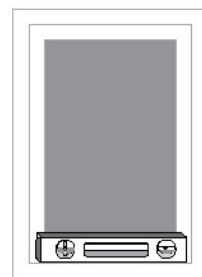
- **To check plumb:** Place a level vertically on both the interior and exterior face of the left and right jambs. If the bubble indicator is centered, the unit is plumb (**Fig. A**).
- **To check level:** Place a level along the sill. If the bubble indicator is centered, the unit is level (**Fig. B**).
- **To check square:** Measure window frame diagonally. Measure from the top left corner of the frame to the bottom right corner and from the top right to bottom left. If the measurements are equal, the window is square (**Fig. C**). You can also check the squareness by closing the sash to the point where it just meets the head or sill. If both sides of the sash meet the head or sill at the same time, the window is square.

To check plumb



**Fig. A**

To check level



**Fig. B**

To check square



**Fig. C**

6. Check the sash where they meet the frame to be certain the weatherstripping is sealing properly in all areas. Inspect all weatherstripping to insure it has not pulled out of the receiver channel. To reinstall it, pull the stripping completely out of the channel then reinsert it by sliding the rigid backing into the receiver channel. Check for an even reveal (gap) between the sash and the frame.

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7. Once the window is plumb, level and square, install installation screws (*provided*) into the jambs. Shims should be used to establish spacing at anchoring points and should be penetrated by the installation screw. **DO NOT OVERTIGHTEN THE SCREWS**, as this could cause the frame to bow. Recheck the sash for proper operation once the screws have been installed. Caulk and cover the installation and jamb adjuster holes when necessary.
8. If the window is shimmed properly, the margin between the sash and frame will be equal from the bottom to the top of each sash on both sides of the window.
  - a. Install insulation or OSI Low expansion foam around the window frame, on the interior, between the frame and the opening. Use of spray foam is acceptable as long as it meets AAMA 812 specifications. If gaps between the unit and the opening are less than 1/8" the unit may not require insulation. When this occurs Vytex recommends an exterior and interior perimeter seal to create a dead air space.
9. Finish off the exterior of the window. Attach the sill extender (if necessary) to the bottom of the sill and trim it to fit in the opening. Be careful not to cut the sill extender too tight to prevent deflection of the sill. Sill extender should not be used as support. Be sure to use the proper grade of sealant to seal the entire perimeter of the window. Do not leave any gaps where water or outside elements can penetrate into the home. Use common sense to complete the exterior. Seal all areas that are prone to air or water infiltration. Make certain that the weeps on the outside of the window are open and that water can drain from the sill and out of the weeps.
10. Inspect the joint between the new replacement window and interior stops/stool. Remove any excess sealant and fill any voids. If needed, sealant may be applied around the interior where the stops/stool meets the new replacement window.

**NOTE:** There are many variations of installation that may be encountered when replacing windows. One conventional replacement method is described in these instructions. For questions on appropriate installation procedures, refer to your GENERAL CONTRACTOR, LOCAL and STATE BUILDING CODES, ARCHITECTURAL SPECIFICATIONS, and ASTM E2112.