



Installation Instructions: PELLA DOUBLE-HUNG Vent REPLACEMENT WINDOW

IMPORTANT! The Pella Replacement Window is designed to replace older style double-hung windows. The original window frame will remain in place and only the existing sash must be removed. Read these instructions thoroughly before beginning. Failure to install as recommended will void any warranty, express or implied. For types of installation other than shown, contact your local Pella representative.

Parts Included:

- (1) Replacement Window
- (4) Trim head installation screws
- (6) Screw jack hole plugs
- (1) Sash lift and screws

Tools and Materials Required:

- | | |
|----------------------------------------------|----------------------------|
| Utility knife | Wood chisel |
| Putty knife | Flat bladed screwdriver |
| Prybar | Wood shims |
| Level | Fiberglass batt insulation |
| High-quality sealant | Caulking gun |
| Foam backer rod | Wire cutter |
| Screwdriver with #1 Phillips head (electric) | |

⚠ WARNING

Pella Window and Door screens are intended only to exclude insects. They are not designed to restrain children.

REMOVING EXISTING SASH



Score paint or varnish along interior sash stops with sharp utility knife. Carefully remove interior sash stops at jambs (sides) and head (top) using putty knife and pry bar. Set aside for reuse.



Cut the balance cords on the lower sash and lift out the sash. Allow weights to fall to the bottom of the weight chamber.



Remove parting stops. There will be a small wedge of wood at the bottom of the upper sash that is next to the parting stop. To make it easier to remove the parting stop, use a chisel to knock off the wedge.



Lower upper sash and cut the balance cords allowing the balance weights to fall into the weight chamber. Remove upper sash. Be careful not to damage the exterior blindstop.



Unscrew and remove balance cord pulleys.

CAUTION:

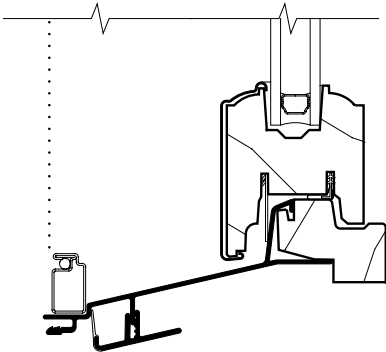
- Many windows in older homes are painted with lead-based paint. Removal of old windows may disturb this paint and increase the likelihood of lead exposure. Proper precautions must be taken to minimize exposure to dust and debris. Details of proper precautions are beyond the scope of these instructions. Consult state or local authorities for more information.
- Use of eye protection is recommended.

PREPARE OPENING

1. Inspect the existing window frame and repair or replace any defective or rotted wood parts. Make sure the exterior blind stops are sound.
2. Insulate the weight chamber with batt insulation. **Caution:** Use of expanding/aerosol foam insulation is not recommended.*
3. If prefinished metal flashing or trim is needed or desired at the head, jambs, or sill; install at this time if accessory groove is not used on the unit. If using the groove, this can be done after the unit is in the opening.
4. Before proceeding, clean the opening of any dirt, debris, or excess old paint. Caution: Many windows in older homes are painted with lead-based paint. See precaution on page 1.
5. Check to make sure existing sill is level. If necessary, place shims at each end of the sill to level it.

INSTALLING THE PRECISION FIT® REPLACEMENT WINDOW

1



Remove window packaging, but **DO NOT cut band at center of window.** To prevent damage, remove the screen. Fully extend adjustable sill adapter prior to proceeding.

(Note: Sill adapter will adjust to fit sill slopes from 12 to 18 degrees. For sills less than 12 degrees, it may be desirable to remove sill adapter.)

2



Test-fit replacement window into opening by setting bottom of window in first and tilting top into place. Make sure window is level, and square and not binding. If not, make necessary adjustments using shims or other means. Check to make sure window rests against exterior blind stops and sill adapter is extended to meet the existing sill. Verify that installation screws will fasten into solid wood. If not, provide solid filler at screw locations.

3



Remove window. Place a 2 1/2" x 1/2" strip of batt insulation across the sill (or insert insulation in sill cavity on bottom of window). If required from step two, place shims at sill as needed to level. Shim sill only at jambs.

4



Apply a 3/8" diameter bead of high-quality sealant along the inside face of the existing blind stops. Sealant should be continuous on each jamb and across the head.

5



Place a 3/8" diameter bead of high-quality sealant across the sill, in line with the blind stops. Sealant should be continuous with the jamb sealant.

6



Install replacement window in the same manner as in Step Two, making sure unit is centered in the opening and pressed firmly against the exterior blind stops. Next place a shim at the top corner in line with the predrilled hole. Using one of the 2 1/2" screws provided, partially drive in the top screw. Each hole is covered by a thin layer of tape. Push the screw through the tape.

* Pella Corporation does not recommend or promote the use of foam products for window and door installation. Expanding foam insulation, if used incorrectly, can distort window frames and cause operational and other problems. Any such problems would not be covered by Pella Corporation's warranty. However, if installed correctly, low expansion foam products can be used for window and door installations. It is imperative that the installer strictly follow the recommendations of the foam manufacturer.



Continue placing shims at each pre-drilled hole as needed to plumb and square the window. Check window for squareness by making sure diagonal measurement from corner to corner is within 1/8" in both directions. Partially drive in the other top installation screw.



Cut the center packaging band at each jamb and remove. Push the remaining tails of the band into the jambliner hole. Check jambs for straightness by measuring top, middle and bottom of frame. Widths should be within 1/16".



Adjust screw jacks with flat bladed screwdriver as needed to make jambs straight. (Turn clockwise to adjust jambs away from the opening.) After adjustments are made, install plastic plugs in jambliner hole.



Raise bottom sash to install lower two installation screws. Finish driving all installation screws below the surface of the wood frame. Check for proper window operation and that both sash pivot properly for washing. After adjustments are made install plastic plugs in jambliner holes.



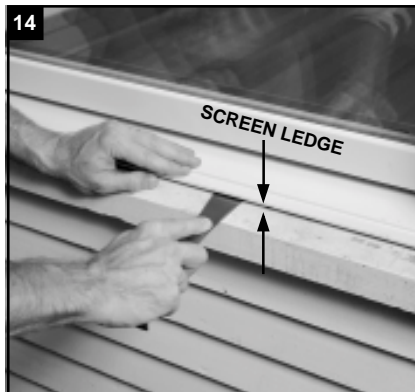
Insulate between new window frame and existing frame with batt insulation. Caution: Pushing insulation in too tight could bow window frame. Do not use aerosol foam sealant.*



Seal space between new window frame and existing frame with backer rod and sealant.



Reinstall existing interior sash stops or new trim as desired.



On the exterior, check to see that the sill adapter is seated in the sealant. If necessary, use small pry bar to lower the sill adapter. If window sill appears humped in center, carefully push sill down to straighten. If desired, a flat-head screw can be installed through screen ledge (at arrows) to help hold sill in place. (Make sure screw does not interfere with screen.)



Take measurements on exterior to make sure that exterior jambs are straight. Use the jamb jacks or additional shims to adjust as necessary to straighten jambs. This will ensure proper screen fit.

Depending on field conditions, it may be necessary or desirable to apply an exterior bead of sealant around the perimeter of the new replacement window.

FINISHING THE REPLACEMENT WINDOW

Exterior: The exterior of clad units are factory prefinished and does not require 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.

Wood Units - Both frame and sash will need to be painted to the desired color.

Interior: Finish the interior wood sash promptly. Remove any construction residue. Sand lightly with 180 grit or finer sand paper. Do NOT use steel wool. Be careful not to scratch the glass. Clean sanding dust from the window.

If a painted finish on the sash is desired, apply a high-quality primer, plus two coats of high-quality, exterior acrylic latex enamel paint. Avoid paints with straight acrylics.

If a stained finish is desired, an application of a pre-stain conditioner prior to staining may improve the consistency of the stained finish when using some types of stain. Consult the manufacturer of the stain or your stain dealer regarding their recommended procedure for finishing pine. After staining, apply three coats of a quality polyurethane sealer. Pella Corporation will not be responsible for finishing imperfections.

NOTE: Do not paint or stain sash edges or vinyl jambliner.

CAUTION! Unless specifically ordered, units are not provided with safety glass, and, if broken, the glass could fragment and cause injury. Many codes along with state and federal (16 CFR-1201) laws, require safety glass in locations near or adjacent to doors. Pella® windows are available with safety glass. Information on safety glass is available from your local Pella Window Store® representative.

Pella Windows comply with ANSI/NWDA I.S.-2.

Pella Window and Door Care Booklets are available from your local Pella Window Store® showroom.