

# Window Installation Guidelines



## Preparation

- ✓ Before beginning, double check the window size against your rough opening to avoid a problem after you have removed the original window
- ✓ There must be at least ¼" clearance between the window and the rough opening

## Setting and Anchoring

- ✓ The window must be installed **square, plumb and level**
- ✓ Shims should be located no closer than 4"-6" from the corners to allow for thermal expansion
- ✓ Attach the frame by screwing through the frame and shims into the wall
- ✓ Screws should be installed at approximately 16" on center
- ✓ Drilling or screwing into the sill of the window is generally not recommended \*\*

## Insulating

- ✓ To avoid distortion of the frame, do not over pack material or use expanding foam when insulating
- ✓ If using non-expanding foam, use cautiously, as some brands can expand between 5% and 30%

\*\* If drilling into the sill it is necessary to use silicone on the screw and fill the hole and cap with screw cover.

## Casement and Awning

- ✓ If your casement or awning window has cam locks, the **keepers must be locked in place** by installing the 3/8" truss head screw **provided** in the screw pack into the extra drilled hole of the keeper. This will prevent the keeper from sliding out of place
- ✓ If your casement window has multipoint locks, the installation screws can be located behind the sliding tie bar. The tie bar can be removed by removing the screws from the plastic tie bar guides. When reinstalling the screws, be sure not to over tighten as the threads can easily strip the bite on the vinyl.

## Maintenance Procedures

- ✓ Window surfaces and all interior hardware surfaces may be cleaned with a mild dish soap solution
- ✓ Do not use abrasives
- ✓ Be sure to clean all dirt and debris from sill track to ensure proper drainage/ vacuum attachment can be used.
- ✓ Check that all exposed drainage holes/slots are unobstructed
- ✓ Periodically apply silicone lubricant to all moving parts
- ✓ Screens may be cleaned using the soft brush on your vacuum
- ✓ Do not use a power washer as this may damage the screen material
- ✓ To clean glass surfaces, use a commercially available glass cleaner