

# SASH REMOVAL AND REPLACEMENT



## Note to the Service Technician

Read this instruction thoroughly **BEFORE** beginning to remove or install the sash on your Ultimate Double Hung Magnum product. Failure to properly follow the instructions may result in product damage and/or personal injury.



**WARNING:** Ultimate Double Hung Magnum sash can be very heavy (in excess of 100 pounds per sash) and awkward to handle. Failure to acquire adequate assistance may result in damage to the unit and/or personal injury.

### You Will Need to Supply

- |                       |                      |
|-----------------------|----------------------|
| Phillips screwdriver  | Safety goggles       |
| Flat head screwdriver | Flexible Putty knife |

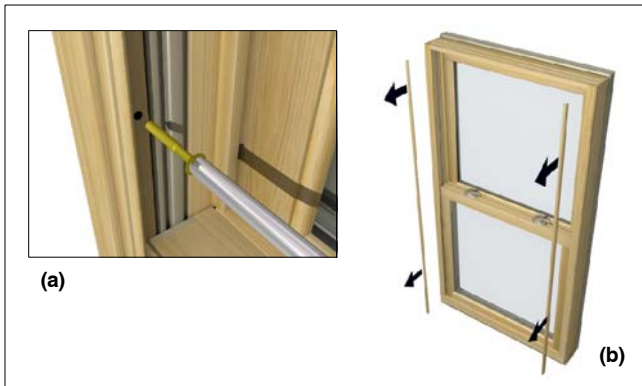
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## Removing the Bottom Sash

1. Remove interior jamb stop by first unscrewing the top screws. Lift the sash to the fully up position and remove the lower screws. Grasp and remove jamb stop. See figure 1a and b.



Figures 1a and 1b.



**WARNING:** Upon removal of the sash the heavy duty spiral balance system can be under extreme tension.

2. Raise the bottom sash to a recommended 3" (76) up from the sill. With a person at each side of the window place a putty knife or plastic credit card between the bottom sash checkrail and balance tube. Slide the putty knife down approximately 1/2" (13) past the top of the sash to release the latch blade. See Figure 2.



Figure 2

3. Ease top of sash towards you to a horizontal position. Lift both sides of the sash upward 2"-3" (51-76) (separating the pivot pins from the clutches). Rotate the sash counterclockwise until pins clear the jambs and remove the sash. See figure 3.

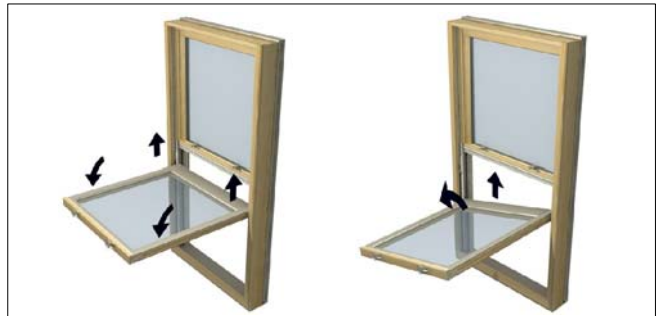


Figure 3

## Removing the Top Sash

4. Remove the top sash wood jamb filler by pushing on the flange and rotating the filler towards the exterior. See figure 4.



Figure 4

## SASH REMOVAL AND REPLACEMENT

- Remove the exterior clad jamb filler by pushing on the flange and rotating the filler towards the interior. Take care not to drop the filler. See figure 5A. Wood units have a two part bottom filler. Remove the lower section following the same procedure as removing the clad filler. The top portion of the filler may be removed by placing a flat screwdriver behind the filler and carefully prying it off. See illustration 5B.

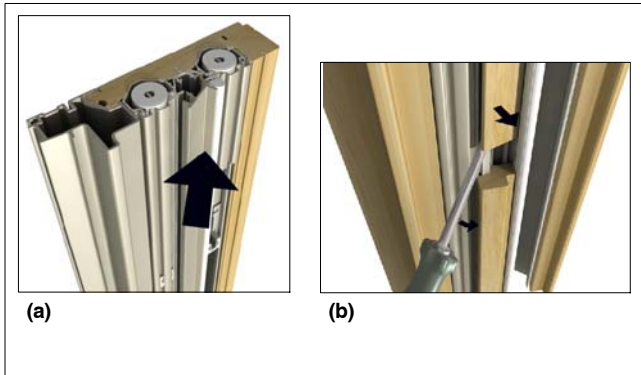
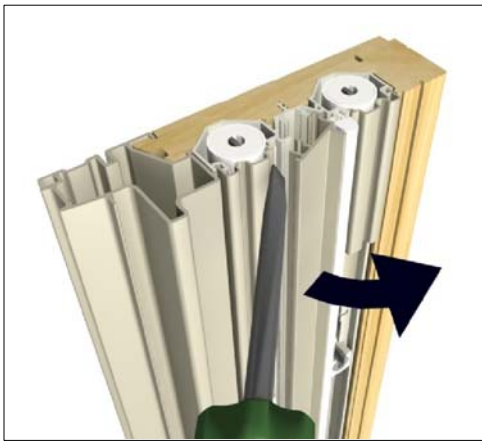


Figure 5

*NOTE: Some clad fillers may require inserting a flat screwdriver under the exterior edge of the filler. Gently pry it away from the jamb carrier.*



- Lower the top sash a minimum of 4" (102) and with a person at each side of the unit release the top tilt latches. Ease top of sash towards you to a horizontal position. Lift both sides of the sash upward 2"-3" (51-76) (separating the pivot pins from the clutches). Rotate the sash counterclockwise until pins clear the jambs and remove the sash. See figure 6.

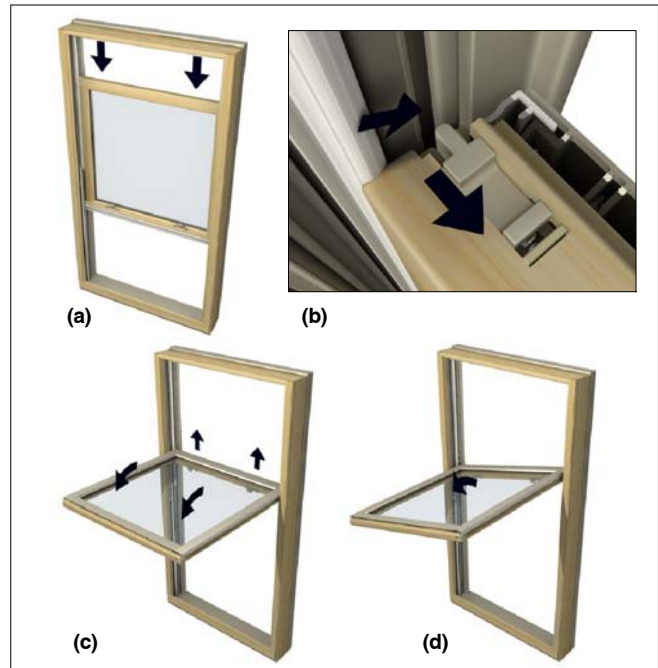


Figure 6



**CAUTION:** When replacing the sash, both pivot pins must be positioned above the balance clutch assembly located in the jamb carrier track.

### Installing the Top Sash

- Ensure that both left and right clutches are parallel and in the (vertical) locked position. See figure 7.

*NOTE: To reposition the clutches use both hands on a flat screwdriver to rotate the clutch cam to the released (horizontal) position. Firmly holding the screwdriver with both hands, slide the clutch to the desired position. Rotate the balance clutch cam to the locked (vertical) position.*

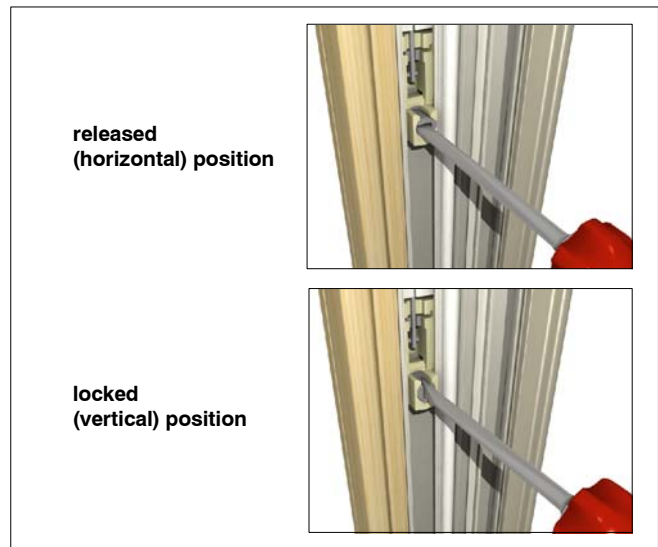


Figure 7

**SASH REMOVAL AND REPLACEMENT**

- With a person on each side of the sash, insert the top sash ensuring that the pivot pins are placed above the jamb clutches. Lift window into place, pull back on the tilt latch and tilt the unit up into place. Release the latch ensuring that the latch pin is properly seated and the sash is securely in place. See figure 8.

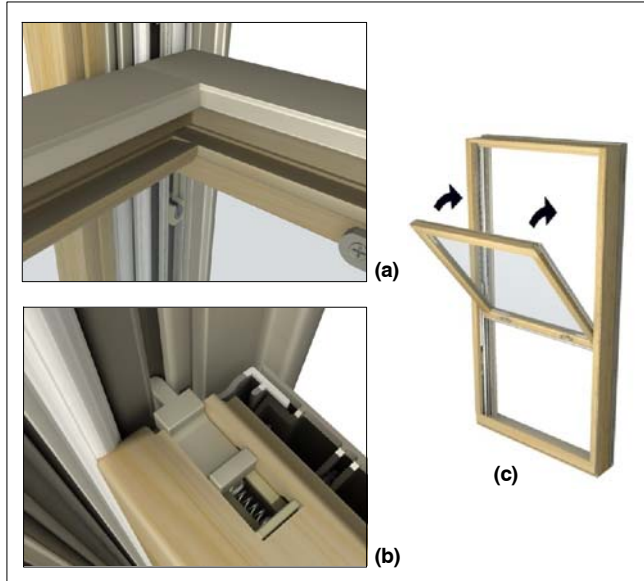


Figure 8

- Replace the interior jamb top and bottom fillers by first inserting the flange side of the filler into place and pushing on the filler to rotate and snap the filler into place. See figure 9.

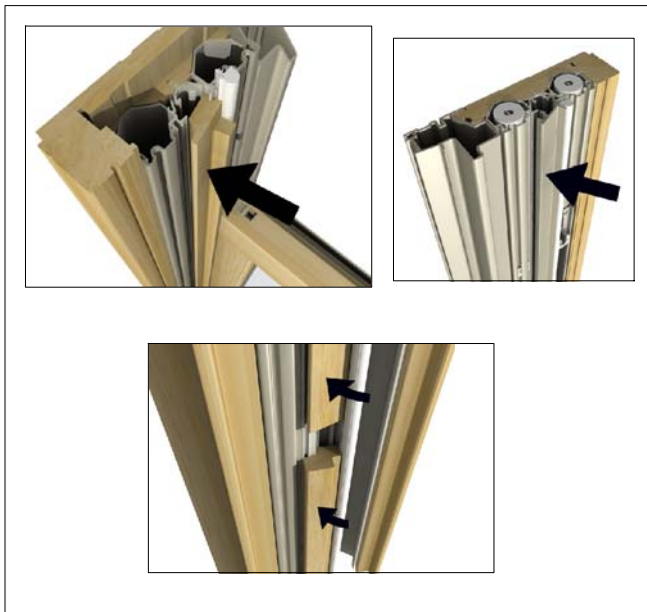


Figure 9

**Installing the Bottom Sash**

- Ensure that both left and right clutches are parallel and in the locked position. With a person on each side of the sash insert the bottom sash ensuring that the pivot pins are placed above the jamb clutches. Lift the sash up into place using a putty knife to depress the latch blades. Once into place remove the putty knife ensuring that the latch blades are properly seated into the jamb carrier. See figure 10.



Figure 10

- Install the interior jamb stop and reinstall ALL interior jamb stop screws. See figure 11.



Figure 11