Vinyl Windows and Doors
Manufactured by Pella Corporation

Part Number: V784840

INSTALLATION INSTRUCTION - INSTRUCCIONES DE INSTALACION
FOR DOUBLE-HUNG VENT REPLACEMENT WINDOW

Lea las instrucciones en español en el reverso.

Installation Instructions for Typical Wood Frame Construction.

These instructions were developed and tested for use with typical wood frame wall construction in a wall system designed to manage water. **These instructions are not to be used with any other construction method.** Installation instructions for use with other construction methods may be obtained from Pella® Corporation or a local Pella retailer. Building designs, construction methods, building materials, and site conditions unique to your project may require an installation method different from these instructions and additional care. Determining the appropriate installation method is the responsibility of you, your architect, or construction professional.

Handling and Storage:

Provide full support under the framework while storing, moving and installing this product. DO NOT lift the product by the head member only. Remove the plastic shipping material prior to storing or installing the product. DO NOT store in direct sunlight. Allow sufficient spacing between products for ventilation.

YOU WILL NEED TO SUPPLY:

- Cedar or Impervious shims/spacers (12 to 20)
- 2 - #6 x 1/2" sheet metal screws (for head expander)
- Great Stuff ™ Window and Door Insulating Foam Sealant by the Dow Chemical Company or equivalent low pressure polyurethane window and door foam - DO NOT use high pressure or latex foams.
- High quality exterior grade polyurethane or silicone sealant (1 tube per window)
- Loose fill fiberglass insulation

For High Performance Installations only:

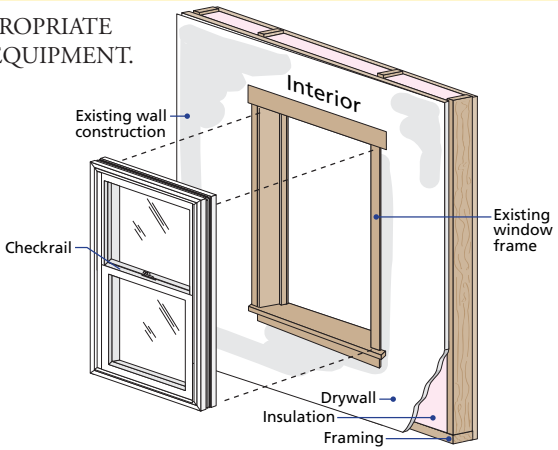
- #8 x 2" flat head corrosion resistant wood screws
- 3/4" x 3/4" pine for interior frame stops

TOOLS REQUIRED:

- Tape measure
- Level
- Hammer
- Utility knife
- Putty knife
- Prybar
- Screwdriver (Flat & Phillips)
- Side cutters
- Drill with 1/16” drill bit
- Sealant gun

Installation will require two or more persons for safety reasons.

REMEMBER TO USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.



LIMITED LIFETIME WARRANTY

Always read the Vinyl Window and Door Limited Warranty before purchasing or installing Vinyl Windows and Doors manufactured by Pella Corporation. By installing this product, you are acknowledging that this Limited Warranty is part of the terms of the sale. Failure to comply with all Pella installation and maintenance instructions may void your Pella product warranty. See Limited Warranty for complete details at ***http://warranty.pella.com***.

1 REMOVING EXISTING SASH

Caution: Many windows in older homes are painted with lead-based paint. Removal of old windows may disturb this paint. Proper precautions must be taken to minimize exposure to dust and debris. Consult state or local authorities for more information. Use appropriate personal protective equipment.

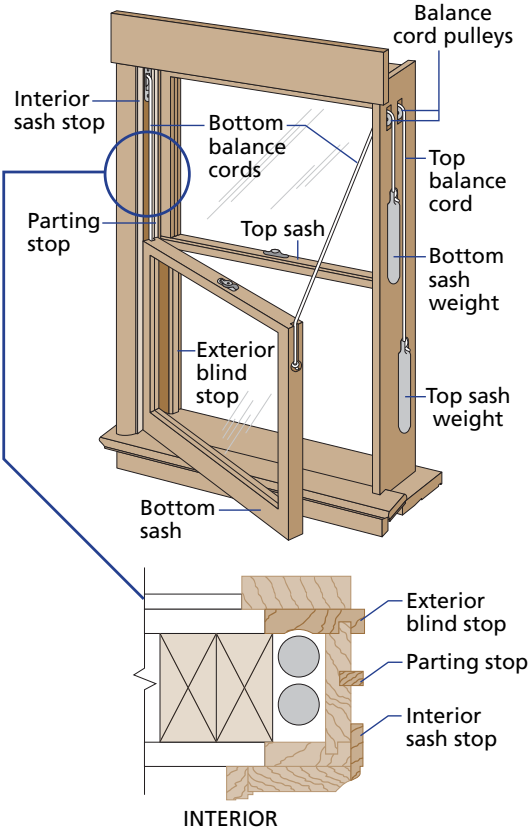
A. **Score paint or varnish** along interior sash stops with a sharp utility knife. Carefully remove interior sash stops at jambs (sides) and head (top) using putty knife and prybar. Set aside to reuse.

B. **Cut the balance cords** on the bottom sash and lift out the sash. Allow weights to fall to the bottom of the weight pocket.

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

D. **Lower the top sash and cut the balance cords** allowing the balance weights to fall into the weight pocket. Remove the top sash. Be careful not to damage the exterior blind stop.

E. **Remove the balance cord pulleys.** Unscrew and remove balance cord pulleys. If they cannot be removed easily, drive them into the jamb using a hammer.



2 OPENING PREPARATION

A. **Inspect the existing window frame** and repair or replace any defective or rotted wood parts. Make sure the exterior blind stops are sound.

B. **Insulate the weight pocket** with loose fill insulation.
Note: Use of expanding/aerosol foam insulation is not recommended.

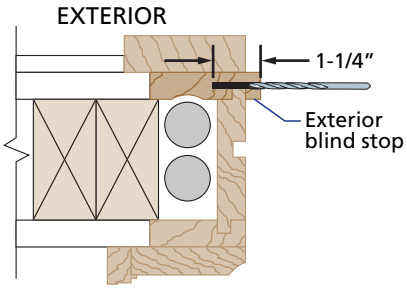
C. **If applicable,** install pre-finished metal flashing or trim to cover existing frame sill and the exterior trim at the head and jambs.

D. **Clean the opening** of any dirt, debris, or excess old paint before proceeding.
Note: Many windows in older homes are painted with lead-based paint. See caution note in Step 1.

E. **Ensure existing sill is level.**
Note: If shimming of the sill is necessary, use a continuous shim that extends across the entire width of the sill.

F. **Verify that the installation jamb screws will fasten into solid wood.** If not, insert solid filler at screw locations.
Note: Raise the lower sash to access the lower installation holes. There will be four or six installation holes in each jamb, depending on the window frame size.

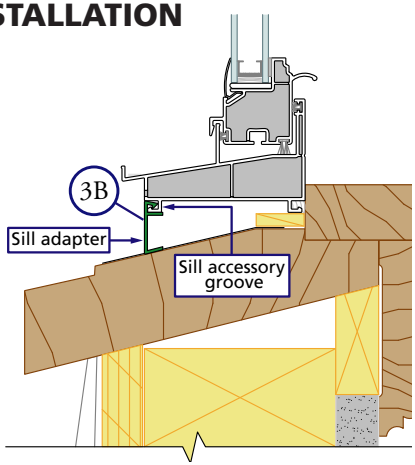
High Performance Installations: Using a 1/16" drill bit pre-drill 1-1/4" deep and insert #8 x 2" flat head exterior grade wood screws in all the exterior blind stops. Screws should be placed 3" from each end and not more than 12" on center.



3 PREPARE THE WINDOW FOR INSTALLATION

A. **Remove packing materials** from the window.
Note: Check product for any cracks or penetrations in the frame. DO NOT install damaged windows.

B. **Install the sill adapter** in the sill accessory groove.
Note: Use a rubber mallet to drive the sill adapter into the sill accessory groove. The vertical leg of the sill adapter may be cut to accommodate different sill angles.

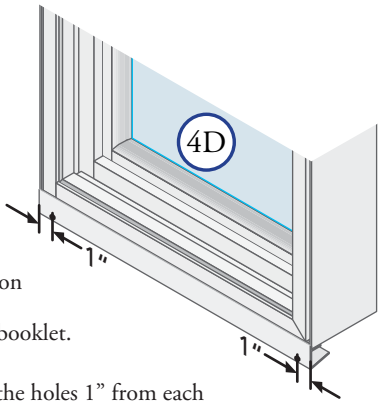


4 SEALING AND FASTENING THE WINDOW

A. **Test fit the window in the opening.** With the window closed and locked, set the bottom of the window into the opening, then tilt the top into position.

B. **Ensure the window is resting against the interior surface of the blind stops** and the sill adapter meets the original sill.
Note: The height of the window frame can be increased by as much as 3/8" by applying the head expander (included) to the window frame. If more than 3/8" height adjustment is required, install a continuous shim at the sill.

DO NOT use the head expander in High Performance installations.

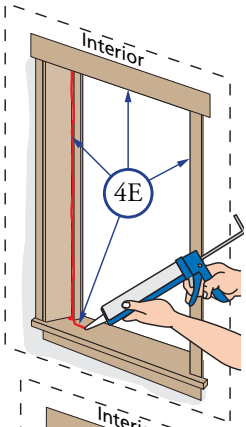


C. **Apply the head expander (if required).** For installation using the head expander, go to INSTALLATION INSTRUCTIONS HEAD EXPANDER later in this booklet.

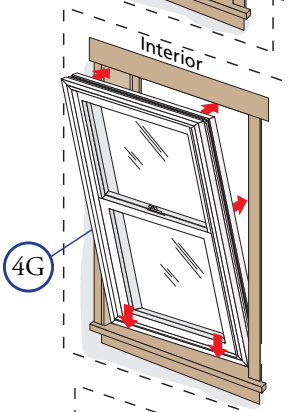
D. **Drill two 1/4" weep holes** in the sill adapter. Locate the holes 1" from each end. The bottom of the weep hole must be at the bottom of the vertical leg of the sill adapter.

E. **Apply a 1/4" to 3/8" continuous bead of sealant** to the interior face of the existing blind stops at the head and both jambs. Also apply a bead of sealant across the sill, connecting with the sealant at the jambs.

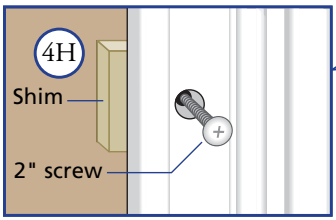
F. **Place a bead of sealant** where the existing stool meets the existing frame sill and jambs.

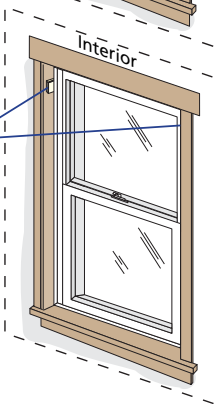


G. **Insert the replacement window** (from the interior) in the opening by setting the bottom of the window in first, then tilting the top into place. Make sure the window rests against the interior surface of the blind stops and the sill adapter will contact the existing sill.



H. **Place a shim** near the top of one jamb, in line with the top pre-drilled hole in the window frame. Partially insert a #8 x 2" pan head screw (provided). Repeat process for other jamb.

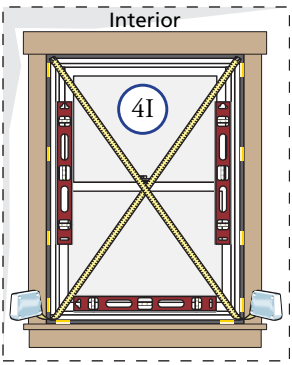




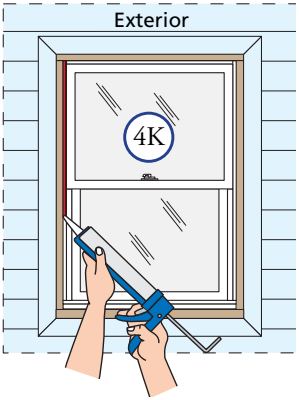
I. **Continue placing shims at each pre-drilled installation screw holes in jambs** as needed to plumb and square the window. Check window for squareness by making sure diagonal measurement from corner to corner is within 1/8" in both directions.

J **Pre-drill 1/16" diameter holes in the shims.** Insert a #8 x 2" pan head wood screw (provided) into each pre-drilled hole in the frame. Finish inserting the top screw in each jamb. Minor adjustments may be made at the checkrail using the jamb adjustment screws located in the lower sash channel, just above the checkrail.

Note: Ensure the jamb adjustment screws are flush or just below flush with the sash track so they do not interfere with the travel of the balances.



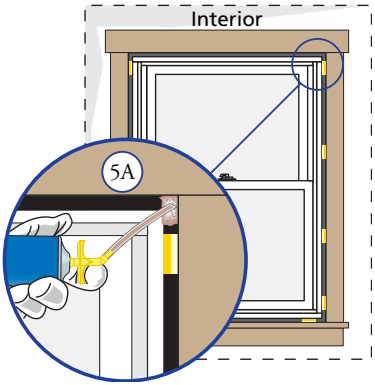
K. **Seal the window to the exterior stops**. Place a corner bead of sealant around the perimeter of the window frame where the new frame contacts the original window frame. Also place a bead of sealant between the sill adapter and the bottom of the existing window sill. This bead should connect to the jamb sealant beads. Tool the sealant beads. ***Note: When corner beading sealant around the perimeter of the window frame, be careful not to cover the weep holes at the sill.***



5 INTERIOR SEAL

Caution: Ensure use of low pressure polyurethane window and door insulating foams and strictly follow the foam manufacturer's recommendations for application. Use of high pressure foams or improper application of the foam may cause the window frame to bow and hinder operation.

A. **Apply insulating foam sealant.** From the interior, insert the nozzle of the applicator approximately 1" deep into the space between the window and the rough opening and apply a 1" deep bead of foam. This will allow room for expansion of the foam and will minimize squeeze out. If using foam other than Great Stuff ™ Window and Door Insulating Foam Sealant by the Dow Chemical Company, allow the foam to cure completely (usually 8 to 24 hours) before proceeding to the next step.
Note: It may be necessary to squeeze the end of the tube with pliers to be able to insert into the space between the new and existing window frame. DO NOT completely fill the space from the back of the blind stops to the interior face of the opening.



B. **Check window operation** by opening and closing the window.
Note: If the window does not operate correctly, check to make sure it is still plumb, level, square and that the sides are not bowed. If adjustments are required, remove the foam with a serrated knife. Adjust the shims and reapply the insulating foam sealant.

6 INTERIOR TRIM

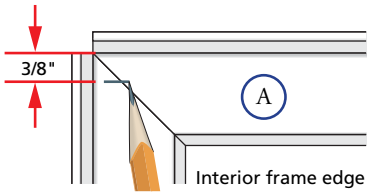
A. **Reinstall existing interior sash stops** or new trim as desired.

High Performance Installations: Install new 3/4" x 3/4" interior sash stops at head, jambs and sill. Pre-drill for and insert #8 x 2" flat head corrosion resistant screws. Screws should be placed 3" from each end and not more than 12" on center.

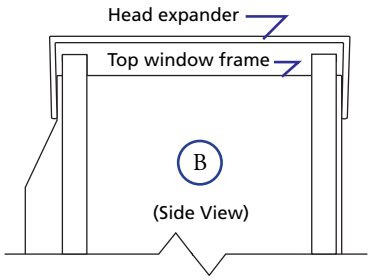
INSTALLATION INSTRUCTIONS (HEAD EXPANDER)

Note: To determine if the Head Expander is required refer to Step 4B.

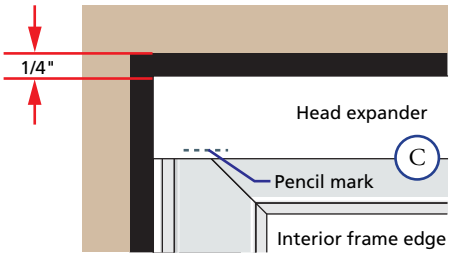
A. **Make a pencil mark** 3/8" from the top of the window on the room side edge of each jamb.



B. **Install the head expander on the top of the window frame.** Slide the expander down onto the head as far as it will go.



C. **Test fit the window** into the opening. Slide the head expander up until the top of the head expander is within 1/4" of the top of the existing opening. Ensure the pencil marks are not visible. If the pencil mark is visible, the expander is extended too far.
Note: If the expander extends past the pencil mark it may be necessary to shim the original sill or to order a larger window.



D. **Drill two 1/16" pilot holes** through the room side leg of head expander into the frame. These holes are to be 2" from each end of the head expander. Insert a #6 x 1/2" pan head sheet metal screw (not provided) into each hole.

E. **Proceed to Step 4D.**

CLEANING INSTRUCTIONS

Remove labels and clean the glass, using a soft, clean, grit-free cloth and mild soap or detergent. Be sure to remove all liquid by wiping dry or use a clean squeegee. The vinyl frame may be cleaned as described above. For stubborn dirt, a “non-abrasive” cleaner such as Bon-Ami® or Soft scrub® may be used. Do not use solvents such as mineral spirits, toluene, xylene, naphtha or muriatic acid as they can dull the finish, soften the vinyl and/or cause failure of the insulated unit seal. Keep door tracks clear of dirt and debris. Keep weep holes open and clear of obstructions.

IMPORTANT NOTICE

Because all construction must anticipate some water infiltration, it is important that the wall system be designed and constructed to properly manage moisture. Pella Corporation is not responsible for claims or damages caused by anticipated and unanticipated water infiltration; deficiencies in building design, construction and maintenance; failure to install Pella products in accordance with Pella's installation instructions; or the use of Pella products in wall systems which do not allow for proper management of moisture within the wall systems. The determination of the suitability of all building components, including the use of Pella products, as well as the design and installation of allow for proper management of moisture within the wall systems. The determination of the suitability of all building components, including the use of Pella products, as well as the design and installation of flashing and sealing systems are the responsibility of the Buyer or User, the architect, contractor, installer, or other construction professional and are not the responsibility of Pella.

Pella products should not be used in barrier wall systems which do not allow for proper management of moisture within the wall systems, such as barrier Exterior Insulation and Finish Systems, (EIFS) (also known as synthetic stucco) or other non-water managed systems. Except in the states of California, New Mexico, Arizona, Nevada, Utah, and Colorado, **Pella makes no warranty of any kind on and assumes no responsibility for Pella windows and doors installed in barrier wall systems. In the states listed above, the installation of Pella Products in barrier wall or similar systems must be in accordance with Pella's installation instructions.**

Product modifications that are not approved by Pella Corporation will void the Limited Warranty.