

VINYLMAX LLC

INSTALLATION INSTRUCTIONS

BEFORE REMOVING OLD WINDOW

- 1) Measure the opening and the new window to make sure that the new window will fit into the opening.
- 2) Check for structural damage to the opening that may need to be repaired before installing the new window.

TOOLS AND HARDWARE REQUIRED

Tools: Level, tape measure, square, screwdriver/ drill, caulk gun, and hacksaw/ reciprocating saw

Hardware: Caulk (not included) and installation screws (included)

TYPICAL WINDOW CONFIGURATIONS

PREPARING OPENING FOR WINDOW INSTALLATION

- 1) Chip away and remove all old caulking and putty.
- 2) Brush or vacuum all dust, dirt, chips and debris that have accumulated as a result of removing the old window.
- 3) Check for and repair any rotted or damaged frame or wall sections. This must be done to insure the new window will be supported properly.

INSTALLING IN WOOD FRAME OPENING

- 1) Remove the sashes and screen from the master frame of the new window.
- 2) Place the head expander on the head of the frame.
- 3) Set the frame into the opening to check for fit and to measure the sill gap.
- 4) **IMPORTANT:** Shim under the bottom ends of each jamb where necessary to insure that the sill is level and that the middle of the sill is not pushed up. The sill must be flat and even for proper sealing against the bottom of the sash.
- 5) Remove the frame from the opening.
- 6) Attach the sill extender to exterior side of the bottom of the sill and measure the extension from the bottom of the sill.
- 7) Compare this extension to the sill gap measured in 3 above and cut off any excess from the sill extender.
- 8) Caulk the portion of the sill extender where it engages the sill and snap the extender in place.
- 9) The window can now be placed in the opening.

The window must now be squared in the opening by measuring diagonal dimensions (corner to corner). Install the four screws in the jamb installation holes. **CAUTION:** Do not rely on these screws to hold the weight of the window. *They are for squaring purposes only.* The weight of the window will rest on the shims placed under the jambs.

- 10) The sashes may now be placed in the master frame. Check to make sure the sashes are square with the frame.
- 11) Adjust the alignment screw on the jambs to extend out and just touch the sides of the openings. They are designed to keep the sides of the frame parallel to the sashes. **CAUTION: DO NOT OVERTIGHTEN THE ALIGNMENT SCREWS.** This can cause the windows to become inoperable when the unit under goes normal expansion and contraction.
- 12) Slide the head expander to the top of the opening and pop-rivet or caulk in place.
- 13) Check the sash operation to ensure that the locks are in alignment and all weather-stripping gaps are even.
- 14) It may be necessary to install some fiberglass insulation in the voids between wood frame and jambs.
- 15) Clean the window and then run a bead of caulking around the inside frame and re-install the wood stop on the inside of the window.
- 16) Finish the outside by caulking the entire perimeter of the window making sure that all gaps are sealed. Any possible entry points of water must be sealed or repaired.

INSTALLING IN BRICK OR MASONRY OPENING

- 1) Anchor an aluminum angle to the jamb sides of the opening to provide a stop to set the window against. This is done as follows: Measure the height of the sides and cut two pieces of aluminum angle to length. By holding each piece to the area to be mounted, mark the mortar joint with a pencil at about 10-inch intervals. Drill ¼ inch holes into the angle and using the angle as a template, using a masonry ¼ inch drill, drill holes in the mortar joints. Make sure the angle is drilled and installed plumb from inside to the outside, using a long level/plumb. One way to check for being plumb is to measure in from the face of the masonry wall to the aluminum angle. Install drive pins into the holes thru the angle into mortar joints. The angle now provides a straight stop to install the window frame against. An alternate and in many cases a preferable or necessary method of creating a stop against which to set the window is to use coil stock aluminum bent in the manner illustrated. This method will finish out the window installation by covering the old caulk line on the brick and accommodate a larger difference between the brick and plaster openings.
- 2) Remove the sashes and screen from the master frame. NOTE: On smaller size windows, it may not be necessary to remove these.
- 3) Place the head expander on the head of the frame.
- 4) Set the frame into the opening to check for fit and to measure the sill gap.
- 5) **IMPORTANT:** Shim under the bottom ends of each jamb where necessary to ensure that the sill is level and that the middle of the sill is not pushed up. The sill must be flat and even for proper sealing against the bottom of the sash.
- 6) Attach the sill extender to exterior side of the bottom of the sill and measure the extension from the bottom of the sill.
- 7) Compare this extension to the sill gap measured in 3 above and cut off any excess from the sill extender.
- 8) Caulk the portion of the sill extender where it engages the sill and snap the extender in place.
 - 9) The window can now be placed into the opening.
- 10) The window must now be squared in the opening by measuring diagonal dimensions (corner to corner).

- 11) After squaring, the window can be affixed to the aluminum angle by using color matching self-tapping screws installed from the outside. **NOTE:** you may want to attach one side and then re-install the bottom sash and pull down to sill, to check for squaring, and then attach the other side. **NOTE:** The installation holes and the jamb alignment clips in the VINYLMAX window will not be used in this type of installation.
- 12) Re-install the sashes. The sashes can be used to double-check the squareness of the master frame. Check the sash operation to ensure that the locks are in alignment and all weather-stripping gaps are even.
- 13) Slide the head expander to the top of the opening and poprivet or caulk in place.
- 14) Fiberglass insulation should be loosely placed around the frame to stop any air infiltration.
- 15) Finish the inside trim by desired method.
- 16) Finish the outside by caulking the entire perimeter where the brick meets the aluminum angle and where the window meets the aluminum angle. Any possible entry point of water must be sealed or repaired.

SPECIAL INSTRUCTIONS FOR SLIDERS

- 1) Sliders **MUST** be absolutely level and even across the sill.
- 2) A solid shim must be placed under the sill at 6 to 8 inches intervals to level the sill from side to side and also to prevent the sill from twisting from front to back. This is necessary for proper sash operation, lock alignment and water weepage.

FLASHING DETAILS

Due to the multitude of different window configurations and wall configurations please reference Installation Masters best practices on flashing. <http://www.installationmastersusa.com/>

DISPOSAL/RECYCLING

Recycling and disposal of all debris must be handled per local, state and federal regulations. Please see local authorizes for restrictions and proper procedures.