

INSTALLATION INSTRUCTIONS FOR MATHEWS BROTHERS SPENCER WALCOTT REPLACEMENT (INSERT) VERTICAL SLIDE, HORIZONTAL SLIDE, PROJECTED AND STATIONARY WINDOWS (INTO WOOD/STEEL FRAME CONSTRUCTION)

Prior to Installation:

- Remove or cut ventilation holes in shipping wrap if windows are not installed immediately.
- Do not lift window by top of frame, only by holding both jambs.
- Protect window sill from traffic, construction debris and damage.
- Do not plug weep holes.
- Do not drill into or through the window sill.
- **Prior to starting installation, recheck window opening to verify that replacement window will fit properly into opening.**

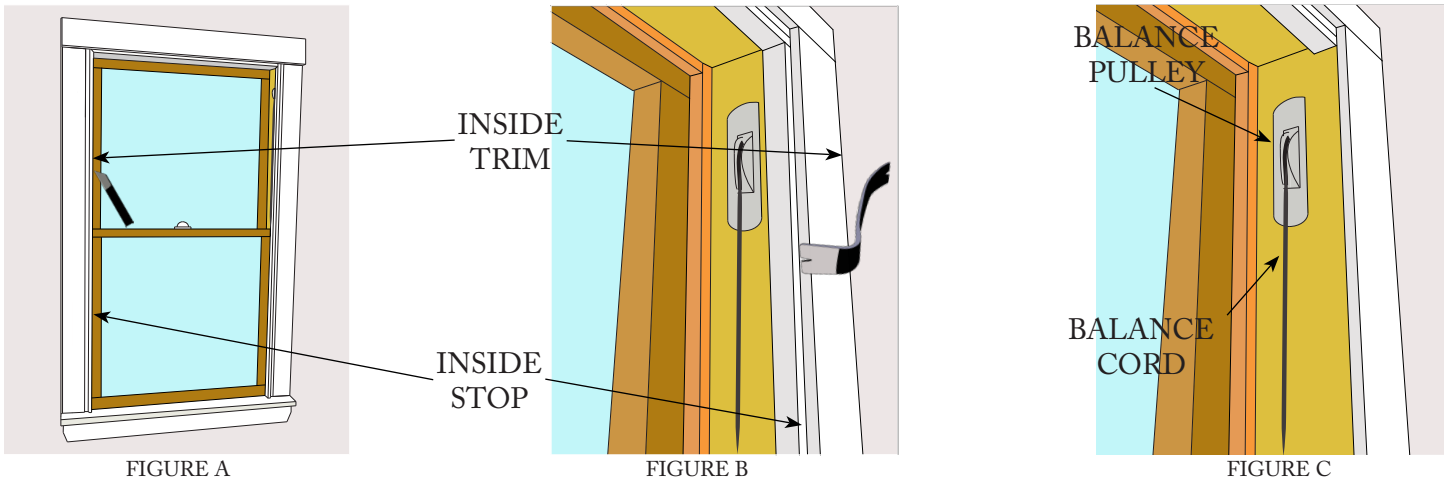
**GENERAL GUIDANCE FOR SAFE WINDOW REMOVAL AND INFORMATION ON PROPER DISPOSAL AND RECYCLING
CAN BE OBTAINED BY VISITING WWW.EPA.GOV/LEAD**

Tools Required:

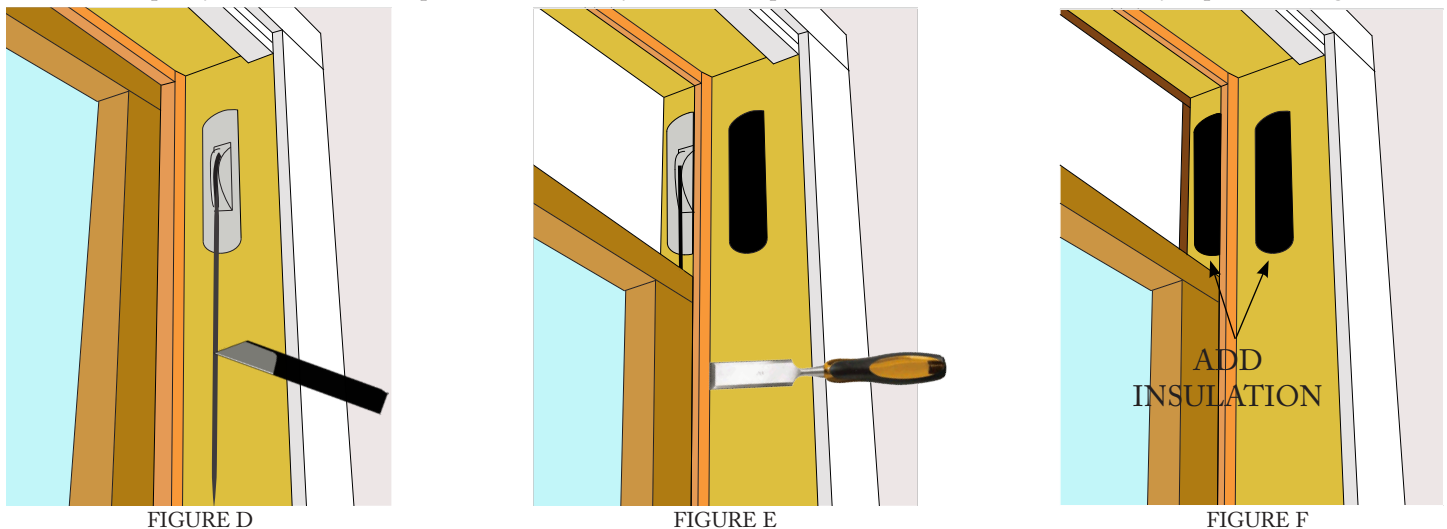
Drop Cloths • Tape Measure • Level • Razor Knife • Pry Bar • Wood Chisel • Hard Bristle Brush • Caulking Gun/Caulk • Screw Gun • Batt Insulation

Removing Existing Window:

1. Check existing exterior window casing to ensure there is no rot. If wood is acceptable, continue with removal of existing window. To make clean-up easier, it's advisable to place a drop cloth below the window exterior and interior.
2. Remove inside sash stops on both jambs. In order to minimize damage to the painted trim, first cut the paint line between the inside trim and the inside stop using a razor blade knife. (Figure A)
3. Using a small pry bar, carefully remove the inside stops on both jambs. Place aside for reinstallation later. (Figure B)
4. Although the balance weights are not exposed, the balance pulley and the sash cord (or chain) should be clearly visible in the jamb pocket on both sides of the window. (Figure C)



5. Cut both balance cords for the bottom sash and allow the balance weights to fall into the jamb cavity. Remove bottom sash. (Figure D)
6. Using a wood chisel remove right side and left side parting beads. Cut balance cord and remove top sash. (Figure E)
7. Remove sash pulley assemblies from top and bottom sash jambs and dispose. Add insulation to balance cavity, if possible. (Figure F)



8. Using a wood chisel, remove the head stop and/or parting bead. (Figure G)
9. Using a hard bristle brush, completely clean the exterior head and jamb blind stop, head and sill to remove loose paint and wood splinters.

Installing Replacement Window:

10. Caulk the inside face of the exterior blind stop at the jambs and head. (Figure H)
11. Set replacement window into opening. Place wood shims between window frame and rough opening to assure window remains level, square and plumb prior to final installation. (Figure I)

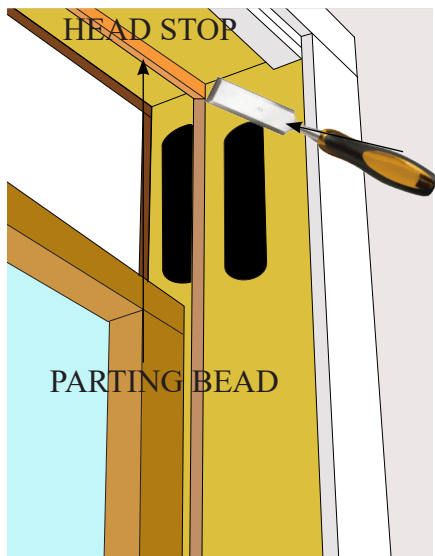


FIGURE G

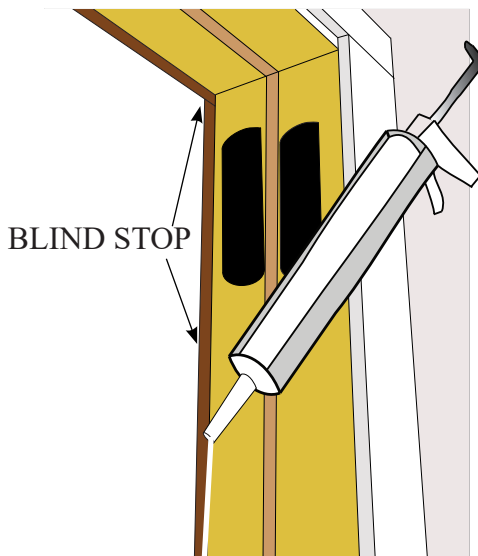


FIGURE H

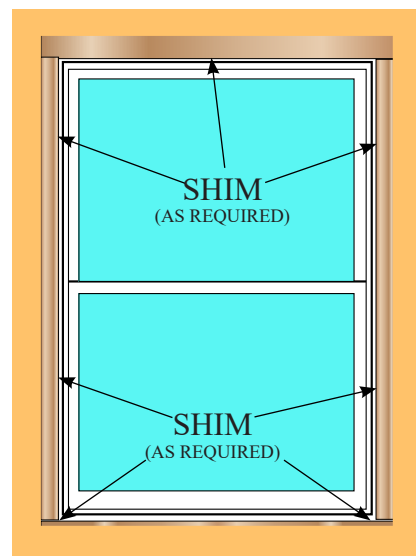


FIGURE I

12. Check for square by measuring diagonal dimensions. Both diagonal measurements should be equal. If not, adjust as needed. (Figure J)
13. Using installation screws supplied, install window through pre-punched holes in jambs. There are two screw holes near the sill, and two holes near the head. On Double Hung windows 48" and taller, there are two additional installation holes below the adjustment screw. Take care not to overtighten. (Figure K)
14. Locate jamb adjustment screw (inside track, near the balance) and tighten or loosen as required to provide equal compression of side weatherstripping. (Figure L)

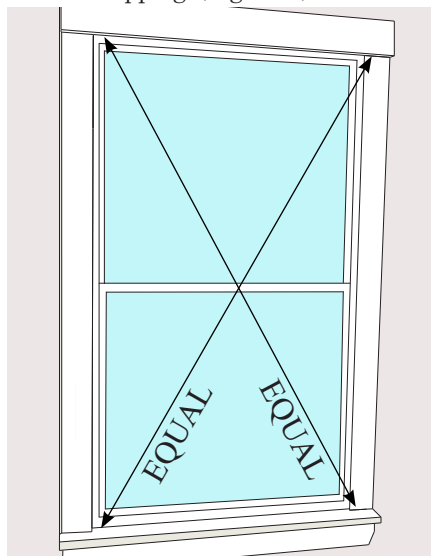


FIGURE J

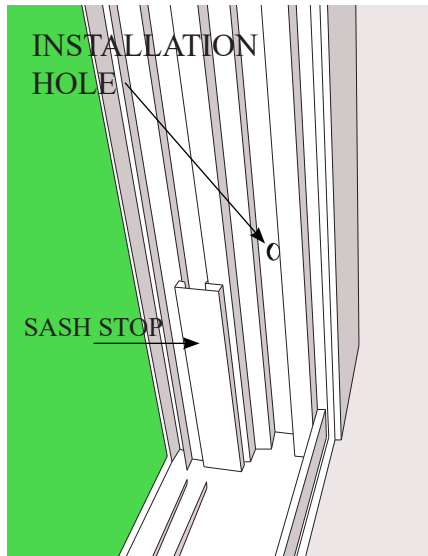


FIGURE K

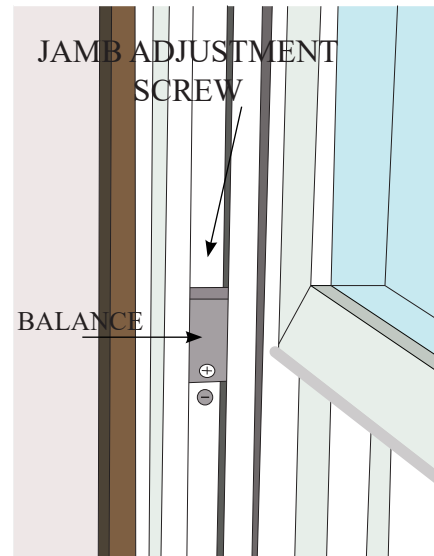


FIGURE L

15. Insulate between new window and rough opening with batt insulation. Do not overfill.
16. Replace interior trim.
17. Measure height required on sill angle (supplied) on exterior of window. Using score lines in sill angle, cut to fit and attach to sill. Prior to installing sill angle, fill area between existing sill and replacement sill with insulation.
18. Place hole plugs (supplied) into installation holes, and check for proper sash operation.

