

Contents:

- _____ Window Sash
- _____ Pieces of spare glass
- _____ Parting stops
- _____ Upper sash stop blocks (window width x 2.5" x ½" Vinyl)
- _____ Lower sash stop blocks (window width x varying length x ½" wood)
- _____ Constant force balances (2 per operating sash)
- _____ Upper sash spacer pads (1/4 & 1/8")
- _____ Upper sash balance strap covers (if upper operates)
- _____ Sill covers (1/4" x 6" x window width Tricoya)
- _____ Meeting rail gap plugs

Instructions: (for traditional/original windows)

USE STAINLESS OR TREATED FASTENERS ONLY IN ACCOYA

Prep jamb

- Remove interior stop
- Remove lower sash
- Remove parting stop
- Remove upper sash
- Clean any paint from blind stop and otherwise inspect and remediate jamb
- Sit new lower sash into jamb to replicate final location (use old parting stop to position)
- Mark jamb side at top and bottom of meeting rail
- Remove sash and attach upper sash stop block at the bottom mark

Install upper sash

- Sit upper sash on stops, ensuring there is less than 1/2" gap between sash and head
- If gap is greater than 1/2" make up difference with Tricoya on sill
- Cut upper sash spacer pads into blocks the thickness of the sash
- Along the vertical edges at the top and bottom of the sash, use pads to slide in gap between sash and jamb to center sash
- Insert top parting stop in dado, cutting to allow stop to slightly protrude into dado
- Using parting stop piece as guide trim back meeting rail protrusion with oscillating saw
- Insert meeting rail plug into dado on either side
- Measure distance from head stop to plug and plug to sill and cut stops accordingly and insert into dados

Install lower sash

- Refit lower sash to ensure meeting rails align (move upper stops or shim accordingly)
- Mark where meeting rail protrusion lands on parting stops and cut to remove protrusion accordingly
- Using oscillating saw, cut a mortise for balance into jamb approximately 3/4" below meeting rails and centered in lower sash track (maximum spring travel 34", rivet must be within 34" of sill)
- Run a 3" construction screw through mortise and into backside of jamb or framing, sinking it to within the depth of balance (just to keep the balance from falling into cavity while installing)
- Bend the balance tongues 90 degrees 1/4" below rivet to form a "seat" for sash
- Place the balances into mortise
- Peel back the bulb on either side of the lower rail a few inches to reveal dado and kerf
- Use a jack (cut 2x4) to support the upper sash just above the tongues and slide the sash into the jamb.
- Place screws into the jamb to prevent the lower sash from tipping out during next steps
- While using a tack puller or flat blade screwdriver to force the tongue tightly against the sash, screw the tongue to the underside of the sash in the dado provided (do not let it encroach into the bulb kerf)
- Reinsert the bulb into its kerf and apply the interior stop (not provided) using a credit card as a spacer to properly tension the stop against the sash bulb.
- Raise lower sash to top of spring travel, measure distance from head, insert lower sash stop blocks to prevent over extending springs