



## INSTALLATION INSTRUCTIONS –VINYL WINDOWS

### Inspecting your windows

You just got your new windows, and you are extremely excited to install it! The first thing on your list when receiving your new windows is to inspect it thoroughly. It is very important to do the following to insure all of the product received is in good condition. If there is any damage on the window do not install it, and contact the dealer right away for recommendations.

Remove shipping materials such as shipping blocks, and corner covers.

Do not remove protective film on the glass until installation and construction are complete.

- Inspect for any cosmetic damage.
- Insure it is the correct product, color, grill configuration, size, window configuration, energy efficiency requirements, and glazing.
- Check for splits, holes, cracks, missing sections.

**TIP & Warnings:** Always make sure to wear work gloves, hearing protection and safety goggles when cutting or scrapping any materials. Remember, if a window is installed in an existing opening, it can no longer be returned to the Dealer, Wholesaler or Manufacturer no matter what the reason so that is why the first step is so important.





## Step 1: Remove Window Trim and Casing

Use appropriate tool to remove the window trim and jamb extension from inside of the old window. Use a putty knife in between the wall and trim gently, making sure to pry it away from the wall to avoid any damage. Proceed with the same steps on the exterior.

## Step 2: Remove Old Window

We highly recommend getting someone to help you when lifting the window out of the wall. Unscrew the window from the jamb and remove it. Once window is out of opening, use a utility and putty knife to scrape off any old caulking, and remove the old insulation from the window opening. If the old insulation is in good condition save it, and reuse it. Dispose of the existing window and recycle any parts that can be recycled.





### Step 3: Prep Repair New Window Opening

Now that the old window is out of the wall, inspect the condition of the window jamb to make sure there is no structural damage. If there is any damage, you must repair the damaged areas of the jamb before moving forward in this retro-fit application. If you are doing a full frame tear out, the entire existing window will be removed and you will be left with a stud opening. Measure your rough opening to insure it can accommodate your new window. The rough opening should be 1/4" to 3/8" larger than the exterior dimensions of the new window.

### Step 4: Inspect/Replace Window Stop

The window stop is a narrow strip that holds a window sash in position in a window frame. Most of the time the original stop is still in functional condition, but if damaged you will need to replace it. Again this applies to a retro-fit scenario.





## Step 5: Dry Fit Window

Dry fit the window to make sure it fits. If there is a size issue, you must fix them, and then dry fit the window again. Once you have done this step, the window should fit securely into the opening. If you are satisfied with the way the window fits in the opening you can proceed with the installation.

## Step 6: Install Window

In this important step you will need to lay a bead of caulk with the caulking gun on the inside flange of the new window. With a help of a friend slide the new window into the opening. Place a level across the top of the window and press cedar shims between the bottom of the window frame and the jamb as necessary to get the window sitting level. The window comes with plastic screw cap covers. They are used to cover drill holes made by installer when screwing the frame into the stud two screws should be put into each side of the window, one near the top and the other near the bottom. Screws are installed through shims so the integrity of frame is not compromised.





## Step 7: Add Insulation

It is now time to insulate the gaps around the original window frame. Where there are larger gaps, make sure to cut pieces of roll insulation and pack them into gaps. If there are any hard to reach spots, we recommend you use expanding spray insulation foam.

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