



W i n d o w D i v i s i o n

HOW TO PROPERLY TILT OR REMOVE A SASH IN DOUBLE AND SINGLE HUNG WINDOWS

Tilting or removing a sash to gain access for cleaning is an easy operation for the home owner to perform.

Approximate time to complete this operation: Less than 2 Minutes

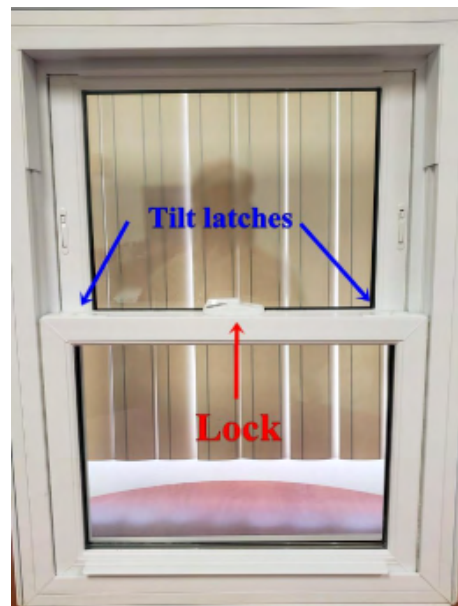
Level of difficulty to perform: EASY

Tools required: Flat blade screw driver

STEP 1

Ensure locks are open and lift the sash to be tilted / removed to an open position (3 to 4 inches).

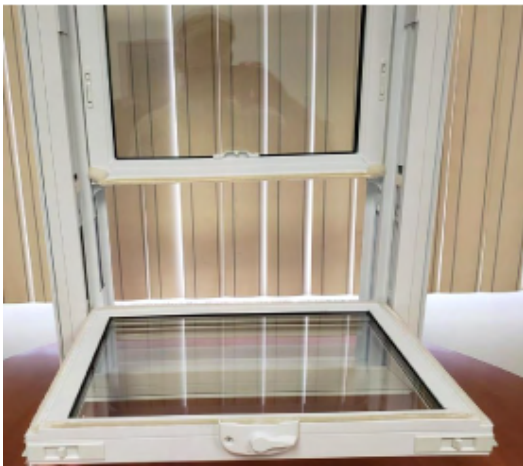
Note: Removing the bottom sash will allow access to remove the upper sash in a double hung unit. When removing the upper sash lower it to create an opening of 3 to 4 inches at the top.



STEP 2

Push the tilt latches inwards towards the middle of the sash to allow sash to be tilted free. With the sash now in a horizontal position, lift one side of the sash to an angle that will lift the tilt pin out of the balance.

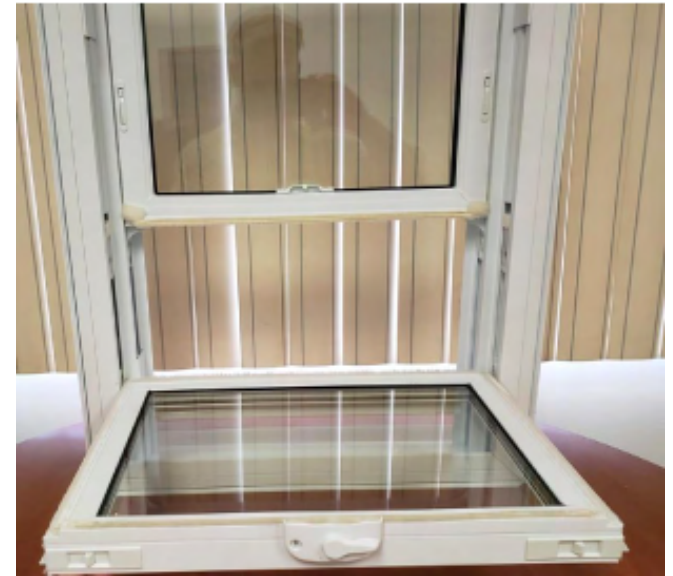
NOTE: The sash may require a firm tap from underneath to allow the pin to lift clear of the balance in the track. At this point the sash should now be able to be lifted clear of the frame.



STEP 3

To re-install the sash perform the following easy steps.

Tilt the sash to re-introduce it back into the frame. Make sure the pivot pins sit firmly into the balances located in the frame tracks.



Tilt the sash up into position, the tilt latches will make an audible click when they are back in place. The sash may now be raised or lowered to the desired height.

STEP 4

If there is excess tension when trying to move the window, one of the balances may have turned when the sash was removed. Take the sash out so the balance can be re-positioned with the use of a simple flat blade screw driver.

Insert the screw driver into the opening and pull the pivot slot down to roughly the same position as the balance on the opposite side. Turn the screwdriver until the slot is facing upwards. This will lock the balance into place to allow the sash to be re-installed.

