



**GREEN MOUNTAIN WINDOW
INSTALLATION INSTRUCTIONS FOR
SASH REPLACEMENT KITS**

INSTALLATION

STEP ONE - REMOVE OLD SASH:

1. Using a putty knife, carefully remove the side stops that hold the bottom sash in place.
2. If the bottom sash is attached to a cord & pulley system, cut the cords & allow the weights to drop inside the frame.
3. You should now be able to remove the bottom sash from the frame.
4. On most windows you will find a parting stop that holds the top sash in the frame. Carefully pry this stop from both sides and head of the frame and remove top sash in the same manner as the bottom.
5. If applicable, fill the pocket resulting from the weight & pulley system with fiberglass or non-expanding foam.

IMPORTANT: Check existing frame to verify that the sill, side and head jambs are straight, level and plumb. Measure frame diagonally to check for square. If the frame is “out” on any of the above conditions the frame must be corrected prior to replacement sash kit installation. The measurements of the “corrected” frame are the measurements that must be used to order the sash replacement kit. In some circumstances the frame can be corrected by padding in the existing jambs. When multiple units of similar size are to be corrected choose a common sash opening size to order the new sash and correct each opening to that dimension. Keep in mind that the performance of the replacement sash kit is dependent on the frame into which it is installed. See *Measuring Instructions*.

STEP TWO – PREPARING THE FRAME:

1. Remove any of the remaining balance system and clean off the jambs and sill.
2. Verify that there is at least 3 3/8” to install the jamb liners on the head jamb, side jambs and sill (see measuring instructions). If the window stool is not set back 3 3/8” from the exterior stop it will need to be cut (see measuring instruction).
3. Install metal jamb liner brackets to the side jambs 4” from the top and bottom of the frame. Install all clips level and keep them 1/16” away from the exterior stop. Use 3/4” – 1” roofing nails to install brackets to jambs (4 per bracket) – pan head screws may interfere with jamb liner. Install additional clips in the same manner per the following: up to 3’ 10” sash opening = 3 brackets per side, from 3’ 10” to 5’ 2” = 4 brackets per side, over 5’ 2” = 5 brackets per side.
4. If the exterior stop does not project at least 3/8” into the sash opening on each side of the frame and on the head you may want to add wood to extend the stop size. Small exterior stops may reduce performance.

STEP THREE – INSTALLING JAMB LINERS:

1. Verify that foam gasket is attached to the top of the jamb liner (they sometimes come loose or move during shipping and handling). Be sure that the edge of the foam does not project past the interior face of the jamb liner – this could interfere with sash movement. Contact you Green Mountain Distributor if this piece has been lost.
2. Green Mountain Jamb Liners are usually supplied with “new construction” flanges on the outer edges of the jamb liner. These flanges are left on the jamb liner for installations into windows newer than 25 years or for windows where new stops are to be made (when brackets are not required). Using a utility knife cut this flange off of both edges of the jamb liner so that the overall width of the liner is 3 3/8”.
3. Verify jamb liner fit by “dry fitting” jamb liner against brackets but do not actually snap onto brackets. If the liner needs to be trimmed remove it and do so now.
4. Place vinyl jamb liner against clips and snap into place. Make sure jamb liner is not “pinched” between the exterior stop and the bracket. It should float in and out on the brackets.
5. Snap plastic stops (supplied loose) into the gap at the top of the jamb liner toward the inside (the track that the bottom sash travels on). This stop keeps the lock on the bottom sash from hitting the head jamb.

STEP FOUR – INSTALLING HEAD PARTING STOP:

Green Mountain offers an optional vinyl head stop to fit into a 1/2” groove. However, many people choose to re-use the original head stop.

1. Regardless of which stop is to be used cut it to the sash opening dimension less 1 1/2” (the same dimension as the width of the new sash).
2. If the vinyl stop is used tap it into place centered between the jamb liners with a rubber mallet. The groove in head jamb must be 1/2”.
3. If the original stop is to be re-used nail it into place with brad nails.

STEP FIVE - INSTALLING SASH:

1. Install the top sash first.
2. Hold sash horizontal and place one sash pin into the OUTSIDE slot of the track ABOVE the plastic clutch. Raise the opposite side of the sash and place that sash pin into the opposite slot in the track above the plastic clutch. Plastic clutches may need to be lowered with a flat head screw driver before sash installation. After lowering the clutch rotate the top of the screw driver toward the interior to lock clutch in place.

(OVER)

3. Tilt sash to vertical or upright position, depress the vinyl jamb liner on both sides and ease sash into track. Then slide sash downward until sash pins snap into clutches.
4. Install lower sash by repeating steps 2 & 3, but place sash pins into the INSIDE slot of the track.

STEP SIX - INSTALL SCREEN, (IF APPLICABLE):

If you ORDERED A SCREEN in addition to your sash & balance kit:

1. Place screen in proper location.
2. Mark your casing where the screen pins touch. Two pins must go into the head casing and two pins go into the side casing.
3. Remove screen & drill screen holes with a 1/4" drill bit.

Note: These instructions cover the most common frame construction styles only. It is impossible to cover every installation and construction scenario so an understanding of how the window will be installed and function is required before ordering. Green Mountain Window is not responsible for measurements or the fit of any sash replacement kit. Green Mountain Windows responsibility is to build replacement sash kits to the dimensions stated on our order acknowledgment.