

Clad Architectural Double Hung Sash Tilting and Removal Instructions



To tilt the sashes:

1. Unlock the window and raise the bottom sash.
2. Release the two tilt latches, located on the top rail, and pull the top of the sash toward you.
3. Once the top of the sash is disengaged from the side sash guide tracks, you can tilt the sash inward until it is perpendicular with the frame.
4. The top sash can be tilted in the same manner.



To remove the sashes:

1. Tilt the sash as described above.
2. With the sash in the perpendicular position, the pivot shoes will lock into position and allow you to disengage the bottom of sash from the pivot shoe. There is a tab near the bottom of each side of the sash that interlocks with the pivot. When the sash is tilted perpendicular, the shoe opens at the top to allow the tab to be disengaged.
3. Starting with one side, lift the bottom of the sash straight upward to disengage the tab from the shoe. With the first side disengaged, lift the other side up to disengage its side. This frees the sash from the balance system. Set the sash aside.
4. Repeat the process with the top sash.
5. Installation is the reverse procedure.

