

# USA Architectural Double Hung Block and Tackle Balance Replacement

## Tools required

- Screwdriver
- Philips Screwdriver
- Needle Nose Pliers
- Putty Knife (if needed)



1. Remove sash from window frame
  - For the bottom sash, raise the sash 4"-6", pull on tilt latch, then tilt the sash towards you. With the sash horizontal, lift it straight up to disengage from the balance shoe.
  - For the top sash, pull it down, pull on tilt latch and then tilt the sash towards you. With the sash horizontal, lift it straight up to disengage from the balance shoe.



2. Remove the vinyl balance cover
  - Use the flat head screwdriver or a finger under the bottom side of the balance cover and pull to remove.



3. Release the bobbin from the balance shoe
  - After sash removal, the metal cam opening will be facing up (as in the 1st image below)
  - Bring the balance shoe up to meet the edge of the block and tackle balance by using the large flat screwdriver. Turn the cam 90 degrees to release the locking mechanism. (as in the 2<sup>nd</sup> image below). **(Caution: hold the screw driver securely in the cam. The balance**

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system will be pulling up on the shoe when the tension is released. Improperly releasing the cam could cause injury or damage)

- Rotate the metal cam until the cam opening is facing up (as in the 1<sup>st</sup> image below)



- Hold the bobbin securely with a needle nose pliers while releasing
  - **Caution: The bobbin is under tension and will pull up when released. Improperly releasing the bobbin could cause injury or damage)**



When bobbin is attached



When bobbin is released



## 4. Replace the block and tackle

- Remove the screw from the top of the block and tackle balance
- Replace with new block and tackle balance (make sure the printed size on the balance housing matches the existing balance. Ex: 26E)
- Screw the new block and tackle back in place

## 5. Attach the bobbin back into the balance shoe

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- Balance shoe should be close to balance as in step 3 and in the locked position



Locked Position shown

- Place bobbin in balance shoe using needle nose pliers (do not pinch the string)
- Hook the string to the exterior side of the shoe



6. Snap the balance cover back into the jambliner

7. Re-install the top sash

- Lower the balance shoes by using the flat head screw driver and then locking in place. The left and right balance shoe should be set at the same height.
- Set pivot bars of top sash into balance shoe
- Push sash away from you until it snaps into place. (Be sure to retract tilt latches while engaging to frame)
- Raise the sash up

8. Re-install the bottom sash

- Lower the balance shoes by using the flat head screw driver and then locking in place. The left and right balance shoe should be set at the same height.
- Set pivot bars of sash into balance shoe
- Push sash away from you until it snaps into place (retract the tilt latches)
- Lower the sash and lock