

**Before installing your new SunVinyl Replacement windows**

1. You will need caulk and a caulk gun, installation screws (2" to 2 1/2"), screw driver, hammer, drill, putty knife, wood chisel, insulation.
2. Match the new window to its opening by checking the new window measurements to the opening measurements.

Prepare the opening

1. Carefully remove the inside wood stops that hold the inside lower sash. Save the stops for re-installation later.
2. Disconnect the balance system (the cords, chains, springs etc.) from the lower sash. Note: slowly allow the balances to retract. Do not allow them to spring or fall rapidly. Remove the sash from its track.
3. Pry or chisel out the intermediate parting stops and discard them.
4. Remove the upper sash in the same manner as the lower sash.
5. Remove any remaining balance system hardware (sash cord pulleys, etc.).
6. Check the opening for any obstructions that might prevent a clean, flush installation of the new window.
7. Clean the entire opening to remove any debris or dirt.

Installation

1. Test fit the window in the opening. Remove the window from the opening. Make any necessary alterations to the opening so that the window fits properly.
2. Apply a bead of caulk to the interior facing side of the outer wood stops, the head wood stop, and where the sill meets the stool.
3. Set the window into the opening and press firmly into place against the inside wood stops.
4. While holding the window tightly against the wood stops, loosely fasten it in place with screws through the pre-drilled holes at the top of each side jamb. Do not tighten.
5. Apply insulation to the window cavity. Use a putty knife or other thin instrument to stuff the insulation into the crack between the window and the opening. Do this around the whole window.
6. Check the window for a plumb and level fit. Measure diagonally across the window from the top corner to the bottom opposite side corner and then repeat this measurement on the opposite corners. If these measurements are the same, the window is square. If not, the window needs to be adjusted in the opening until these measurements are the same.
7. Shim the window to hold it in square and then fasten the window in place. Screws should be applied through the side jambs and shims to hold them in place. Do not tighten.
8. Double check the sash operation, both raising and lowering the window and tilting the sash(es). Make any final adjustment necessary.
9. Once all operation has been checked and adjusted, all screws should be drawn up snug. Do not over-tighten.
10. Replace any interior trim that may have been removed.
11. Clean area and remove debris.

Finishing

Do not paint or stain vinyl window. Carefully inspect the window for any residue from building and painting finishes. Remove any spots or debris with a damp cloth and mild soap solution. Do not use abrasives or any type of chemical to clean the window. These items can scratch the vinyl or cause it to chemically break down.