Lea las instrucciones en español en el reverso.

These instructions were tested and developed for replacing windows in wood-frame wall construction systems designed to manage moisture. This installation requires the existing window frame be removed from the opening. Installation recommendations for other types of wall construction, wall systems, conditions, multiple windows or bow and bay windows, may be obtained from Pella Corporation or a local Pella retailer. Building designs, construction methods, building materials, and site conditions unique to your project may require an installation method different from these instructions and additional care on your part. Determining the appropriate installation method is the responsibility of you, your architect, or other construction professional.

Note: This instruction is not for use in applications that have vinyl, steel or aluminum siding where water may be behind the siding above the window. In these applications, the siding may need to be removed and window installed using the new construction installation instruction attached to the window.

This method of installation involves removing the sash and entire frame of the existing window from the wall (refer to additional instructions). It will also include the removal of all interior and exterior trim. The resulting opening is the original rough opening, and it is into this space that you will install a complete Pella® replacement window. In some cases, it may be possible to reinstall the original trim around the windows.

Caution: Many windows in older homes are painted with lead-based paint. Removal of old windows may disturb this paint. Proper precautions must be taken to minimize exposure to dust and debris. Consult state or local authorities for more information.

YOU WILL NEED TO SUPPLY:
• Cedar or Impervious Shims/Spacers (12 to 20)
• Closed cell foam backer rod/sealant backer (12 to 30 ft.)
• Pella® SmartFlash™ foil backed butyl window and door flashing tape or equivalent
• High quality exterior grade polyurethane or silicone sealant (1 tube per window)
• Great Stuff™ Window and Door Insulating Foam Sealant by the Dow Chemical Company or equivalent low pressure polyurethane window and door foam - DO NOT use high pressure or latex foams.

TOOLS REQUIRED:
• Tape measure
• Level
• Sealant gun
• Prybar
• Utility knife
• Putty knife
• Hammer
• Hack saw
• Screwdrivers (Flat & Phillips)
• Long blade Phillips Screwdriver
• Adjustable pliers
• Side Cutter
• Drill
• 5/32” & 3/8” Drill Bits

Installation will require two or more persons for safety reasons.

Always read the Vinyl Window and Door Limited Warranty before purchasing or installing Vinyl Windows and Doors manufactured by Pella Corporation. By installing this product, you are acknowledging that this Limited Warranty is part of the terms of the sale. Failure to comply with all Pella installation and maintenance instructions may void your Pella product warranty. See Limited Warranty for complete details at http://warranty.pella.com.
**1 PREPARE THE OPENING**

A. **Prepare the rough opening.** It must be the correct size (window frame plus ½” in both width and height), square, plumb and the sill must be level. If needed, block in the rough opening on both sides, top and bottom.

*Note: If installing new blocking, install the blocking so it’s flush with the exterior sheathing of the house. DO NOT attempt to install a window in an undersized opening.*

B. **Confirm the installation screws will fasten into solid wood.** If not, insert solid filler at screw locations.

C. **Apply sill flashing tape #1.** Cut a piece of flashing tape 12” longer than the opening width. Apply at the bottom of the opening as shown. If the sheathing or water resistive barrier is exposed, apply the flashing tape (1B) so it overhangs 1” onto the exterior sheathing or water resistive barrier.

*Note: The tape is cut 12” longer than the width so it will extend 6” up each side of the opening.*

D. **Tab the sill flashing tape and fold.** Cut 1” wide tabs at each corner (1/2” from each side of corner) (1C). Fold tape to the exterior and press firmly to adhere it to the water resistive barrier.

*Note: This step is not required if the exterior trim has not been removed.*

E. **Apply sill flashing tape #2.** Cut a piece of flashing tape 12” longer than the opening width. Apply at the bottom, overlapping tape #1 by at least 1”. Do not allow the tape to extend past the interior face of the framing (1D).

F. **Install and level sill.** Place 1” wide by ¼” thick shims on the bottom of the window opening, ½” from each side and beneath integral mullions. Place additional 1” wide by ¼” thick shims, ensuring that the distance between shims is not more than 18” on center. Adjust shims as necessary to ensure the sill is level.

*Note: Improper placement of shims or spacers may result in bowing the bottom of the window.*
2 PREPARE THE WINDOW FOR INSTALLATION

A. Remove packing material from the window.

*Note: Check product for any crack or penetration in the frame. DO NOT install damaged units.*

*Note: No preparation is needed on single unit venting window frames.*

*Note: For stand alone fixed units, Clips should always be placed 4” from each corner and a maximum 16” on center around the unit.*

B. Test fit the window.

When using attachment clips:

*Note: Use of attachment clips is recommended, when possible (where conditions exist to allow room for the clips). You may use attachment clips or drill installation holes in frame.*

C. Drill installation screw holes in the sill attachment clips. Using a 5/32” drill bit, drill two holes in each clip. The holes should be located 1/2” from each end of the clip and 3/8” from the interior edge of the clip.

D. Install the attachment clips into the accessory groove around the unit. Use a mallet or hammer to drive the clips into the accessory groove.

FOR UNITS WITH INTEGRAL MULLIONS ONLY:

Composite units: Place one clip centered 4” on each side of each integral mullion.

*Note: For composite windows with a fixed sash; also add attachment clips 4” from the corners and maximum of 16” on center around the fixed unit.*
The Following graphics show locations for clips (or screws) must be placed around units for proper installation (at the sill, only clips are to be used). The solid black arrows (Triangles) indicate factory drilled installation holes. The open arrows (triangles) are where the installer will either have to drill the holes or use clips. For Stand alone fixed; installation holes will need be drilled by the installer (or clips used) all around the unit. Screws may be used on the jambs and at the head, but use only clips on the sill; clips only are designated by an open rectangle.
USING FACTORY DRILLED OR FIELD DRILLING INSTALLATION HOLES:

Installation holes may be drilled in the jambs and head. DO NOT drill installation holes in the sill.

*Note: Jamb installation holes are pre-drilled at the factory for vent units. Fixed units must be drilled in the field.*

F. For vent windows, open the sash and when the installation screw holes are behind the tie bar (lock strap), remove the tie bar to access the holes on the lock hardware side of the frame by removing the attachment screws in the tie bar guide. There may be one to three tie bar guides depending on the window size. It may aid in installation to remove the vent sash.

G. For fixed windows it will be necessary to remove the glazing beads (fixed stops) to drill the installation holes.

Fixed Window Stop (Glazing Bead) Removal: Beginning on one jamb stop for casements and either the head or sill stop for awnings, Insert a stiff putty knife between the stop and frame, gently pry the stop away from the frame. Repeat on the opposite side. Remove remaining two stops using same method.

H. For the fixed portion of composites, drill installation holes 4” from corners of frame or mullion, and maximum of 16” on centers.

I. For vent vinyl casements, drill a 5/32” pilot hole through the outer wall of the vinyl frame. Counter drill using a 3/8” drill bit through to the hollow of the frame. DO NOT penetrate the outer wall with the 3/8” bit (Use of a drill stop set at a depth of 3/4” on the 3/8” bit is recommended).

J. For fixed vinyl casements, Drill a 5/32” pilot hole through the outer wall of the vinyl frame. Counter drill at a 30° angle using a 3/8” drill bit through the initial interior wall of the frame. DO NOT penetrate the outer wall with the 3/8” bit (Use of a drill stop set at a depth of 3/4” on the 3/8” bit is recommended).
3 SETTING AND FASTENING THE WINDOW

Note: For masonry application use 3/16” x 2-3/4” hex head corrosion resistant masonry screws in place of the #8 x 3” screws.

A. Slide the window into the opening. Place the bottom of the window on the spacers at the bottom of the opening. Position the window so that the exterior face of the frame extends a minimum of 3/4” onto the exterior wall material to allow for the application of backer rod and sealant (see illustrations in step 4 for sealant details). Center the window between the sides of the opening to allow clearance for shimming, and insert one #8 x 3” (provided) into each of the top pre-drilled installation screw holes in the jamb. This will hold the window in place while shimming it plumb and square.

B. Place shims at each installation screw hole or attachment clip between the window and rough opening at the head, jambs and sill. Adjust the shims as required to plumb and square the window in the opening.

C. Drill 5/32” pilot holes through the shims at the head and jamb screw installation holes. DO NOT drill into the wood framing.

D. Fasten the window in the opening by driving #8 x 3” screws through the installation holes and shims and into the wall members.

Note: DO NOT over tighten. Over tightening will distort the frame and may interfere with the performance of the window.

E. When required, fasten the sill by driving #8 x 2” screws through each pre-drilled hole in the attachment clips.

F. Vent units only, insert a plastic screw cover (provided) into each installation screw hole.

G. If removed, reattach the tie bar (lock strap).

H. Reinstall the vent sash.

I. Check window operation. Lock and unlock the window. Open and close the sash.

Note: If there are any problems with the operation of the window, recheck shim locations and adjust for plumb and square.

J. Reinstall stops (glazing beads) on fixed units.
4 SEALING THE WINDOW TO THE EXTERIOR WALL CLADDING

When applying siding, brick veneer or other exterior finish material, leave adequate space between the window frame and the material for sealant. Refer to the illustration that corresponds to your finish material.

Note: The sealant details shown are standard recommendations from the sealant industry. Contact your sealant supplier for recommendations and instructions for these and any other applications.

A. Place the closed cell foam backer rod between the window frame and the rough opening, and then push it in at least a ¼".  

Note: Backer rod adds shape and depth for the sealant line.

B. Apply a bead of high quality exterior grade sealant to the entire exterior perimeter of the window filling the space from the backer rod to the edge of the frame.

C. Shape, tool and clean excess sealant. When finished, the sealant should be the shape of an hourglass.

Note: This method creates a more flexible sealant line capable of expanding and contracting.
5 INTERIOR SEAL

Caution: Ensure use of low pressure polyurethane window and door insulating foams and strictly follow the foam manufacturer’s recommendations for application. Use of high pressure foams or improper application of the foam may cause the window frame to bow and hinder operation.

A. Apply insulating foam sealant at the head, jambs and sill. From the interior, insert the nozzle of the applicator approximately 1” deep into the space between the window and the rough opening and apply a 1” deep bead of foam. This will allow room for expansion of the foam and will minimize squeeze out. If using foam other than Great Stuff™ Window and Door Insulating Foam Sealant by the Dow Chemical Company, allow the foam to cure completely (usually 8 to 24 hours) before proceeding to the next step.

Note: It may be necessary to squeeze the end of the tube with pliers to be able to insert into the space between the window frame and rough opening. DO NOT completely fill the space between the window frame and rough opening.

B. Check window operation by opening and closing the window.

Note: If the window does not operate correctly, check to make sure it is still plumb, level, square and that the sides are not bowed. If adjustments are required, remove the foam with a serrated knife. Adjust the shims and reapply the insulating foam sealant.

CLEANING INSTRUCTIONS

Remove labels and clean the glass, using a soft, clean, grit-free cloth and mild soap or detergent. Be sure to remove all liquid by wiping dry or use a clean squeegee. The vinyl frame may be cleaned as described above. For stubborn dirt, a "non-abrasive" cleaner such as Bon-Ami® or Soft Scrub® may be used. DO NOT use solvents such as mineral spirits, toluene, xylene, naphtha or muriatic acid as they can dull the finish, soften the vinyl and/or cause failure of the insulated unit seal. Keep window tracks clear of dirt and debris. Keep weep holes open and clear of obstructions.

IMPORTANT NOTICE

Because all construction must anticipate some water infiltration, it is important that the wall system be designed and constructed to properly manage moisture. Pella Corporation is not responsible for claims or damages caused by anticipated and unanticipated water infiltration; deficiencies in building design, construction and maintenance; failure to install Pella products in accordance with Pella’s installation instructions; or the use of Pella products in wall systems which do not allow for proper management of moisture within the wall systems. The determination of the suitability of all building components, including the use of Pella products, as well as the design and installation of flashing and sealing systems are the responsibility of the Buyer or User, the architect, contractor, installer, or other construction professional and are not the responsibility of Pella.

Pella products should not be used in barrier wall systems which do not allow for proper management of moisture within the wall systems, such as barrier Exterior Insulation and Finish Systems, (EIFS) (also known as synthetic stucco) or other non-water managed systems. Except in the states of California, New Mexico, Arizona, Nevada, Utah, and Colorado, Pella makes no warranty of any kind on and assumes no responsibility for Pella windows and doors installed in barrier wall systems. In the states listed above, the installation of Pella Products in barrier wall or similar systems must be in accordance with Pella’s installation instructions.

Product modifications that are not approved by Pella Corporation will void the Limited Warranty.