

# Winchester Industries

## Installation, Measuring, and Ordering Guide for Replacement Windows

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### **Professionalism is Required:**

Proper, professional installation is as important to the total performance of a window as is the manufacturing process and materials used. **Installers should be professional. Show your customer that you are a professional by always extending courtesy and respect.**



The quality control measures taken in the manufacturing plant, which ensures a high quality window that meets or exceeds current performance standards, can be nullified if any step in the installation process is performed improperly. Poor installation not only can effect the window's thermal performance, but also the safe, smooth operation of the window.

The following methods were collected from, top window installation professionals. The recommended installation methods should not be construed as the only correct way of installing replacement windows. Actual field conditions and construction characteristics will determine installation methods.

### **The “Musts” of Window Installation:**



- The window must support only its own weight for structural integrity.
- There must be an airtight seal around the window.
- There must be continuous and unbroken thermal insulation between the frame of the window and the wall.
- There must be some allowance for differential movement between the window and the wall opening.
- The installation must serve to maximize the performance and the energy-efficient features of the window.

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### I. Installation Tips:

Proper installation means that all sash and mainframe components meet and create the sealing features the windows were designed with. This also allows for top performance of the unit.

#### **Inspecting New Window Prior To Removal of Old Unit**

Prior to taking out the existing window unwrap and thoroughly inspect the new window. Check the measurements of the new unit to the opening it will fill. Check for any shipping or material damage.

After visually inspecting the window, shut and lock it until the old window is removed. This will allow the seals, locks, interlocks and weatherstripping to engage and seal. This will also make locking the unit easier after installation.

#### **Shims**

The first step is to use shims under the sill, if necessary, to make it as horizontally level as possible. Generally the shims used under the sill are placed at approximately 16" intervals.



Recommended tapered shims should be approximately 2" wide. Place two shims at each shimming point, one from the inside and one from the outside for level support across the entire 3-1/4" depth of the frame.

Shims on the jamb sides should be placed near the top and bottom with one in the middle of the jamb. They should be placed every 24" or as needed.

In most cases shims should not be used at the head, or along the top of the frame this may affect the proper operation of the window.

If shims are needed, be sure to maintain a straight and true sight line along sashes and frame.

#### **Caulk**

Silicone is somewhat flexible therefore it is recommended. The silicone caulk must be a neutral base silicone. Silicone that releases an acetic acid during cure does not adhere well to vinyl.





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### III. Ordering (conn't)

Sliders must be ordered on 1/4" width increments and 1/8" height increments.

Single casement/awnings and picture windows must be ordered on 1/8" width and height increments.

### IV. Recommended Window Installation

#### Coil Stock & Sill Angle



If the sill is to be covered with coil stock, apply coil stock prior to setting window unit into opening. Extend coil stock approximately 1" under window unit and nail so that nails will be covered with the window once it is in place. Always pitch coil stock so water will run off, and not puddle against the window unit.

For installation into an opening with a sloping sill, a sill angle to accommodate up to 15° of slope is provided. The double hung sill angle is incorporated as part of the sill. It has score lines that can be trimmed to adjust for varying degrees of slope. For the slider, apply the sill angle in the groove behind the screen track, which is behind the exterior leg of the unit's masterframe. As with the double hung, extend the coil stock approximately 1" under the sill angle.

#### Double Hung

Insulate the replacement unit window sill and header expander cavities prior to setting the masterframe in place. The header expander is provided to ensure a tight fit in the height, along with leveling during installation.

Level the sill as close as possible. Square the jambs of the unit to the sill. Adjust alignment clip/jamb adjuster as needed. Fasten the unit into the opening with screws supplied through the predrilled screw holes in the jamb behind the sash stops and adjust as needed. If necessary, shim the jambs to insure adequate seal.

**NOTE: Do not remove banding from unit until after unit is placed in opening.**

Insulate the cavities between jambs of the window and the opening.



**Alignment Clip**

**NOTE: Do not over stuff insulation as it may interfere with proper operation. Make sure that the finseal of the masterframe jamb sections and sashes make full contact with each other.**

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### IV. Recommended Window Installation(con't):

Operate and tilt both sashes prior to replacing the trim to be sure that both function properly and that all adjustments are complete. Reinstall the existing or new interior trim. Caulk the interior, and exterior perimeters of the window unit. It is very important to caulk thoroughly and smoothly to ensure an air tight and quality installation.



#### Slider Window

As with double hungs, slider windows achieve maximum performance from installation methods that dictate a precise installation with straight, tight lines between sash and masterframe.

Proper support and leveling of the masterframe sill is critical. The sill should be level from side to side and interior to exterior. There are two jamb adjusters/alignment clips located in the header. Loosening and tightening of the screws will help adjust the frame of the unit.



#### Casement and Awning Windows

With the casement and awning windows, similar installation techniques apply to ensure that the window unit is installed plumb, level and square.

The pre-drilled holes in the jambs of the masterframe are for installation screws. Plugs supplied are to cover the screw holes.

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### V. Identification Sticker

The identification sticker on each window contains pertinent information about your Winchester manufactured window. In the event that future warranty information is needed it is extremely important that the label is in the window frame. The information contained on the label includes:

**A. Order Number:** A specific 6 digit number is assigned to each order of windows.

The order number is kept in our files and must be referred to when ordering service parts.

**B. Manufacturing Size:** This is the exact, tip-to-tip, size of the window Winchester manufactured.

**C. Model/Component:** This is the specific model of a window.

Example: Model 490 is a 2 glass hopper window.

**D. Customer No.:** This is the number assigned to the Dealer who sells the product.

**E. Job Identification:** Is the job name - this can be the homeowner's name or a specific Dealer Job ID or a combination of both.

**F. Window Location:** This designates which room or opening the specific window belongs in. For example: Bedroom #1 or Powder Room etc..

WINDOW WORK ORDER NO.	ORDER NO.	WORK ORDER ITEM NO.	MANUFACTURING SIZE	
			WIDTH	HEIGHT
	<b>A</b>		<b>B</b>	<b>B</b>
MODEL/ COMPONENT	<b>C</b>	JOB IDENTIFICATION	<b>E</b>	
CUSTOMER NO.	<b>D</b>	WINDOW LOCATION	<b>F</b>	