

Double Hung Operate, Cleaning and Ventilation Instructions



LOCKING:

Steel deadbolts are engaged for security by putting the operating handle in the "Lock" far left position # ①. Sash cannot be moved while lock is in this location.



VENTILATION:

A. Unlock your Bristol Q-IV Double Hung by sliding the center operating handle to "Ventilation" center position, # ② (open). This releases two of the four locking Q-IV steel deadbolts and allows sash to ride up or down in the jambs.



VENTILATION (con't.):

B. Using the bottom sash lift handles raise the lower sash to desired position. Top sash can also be lowered to allow air flow.



C. To lock sash in place for ventilation, pull out the bottom of the vent latch on right side of upper sash and raise the bottom sash until latch stops it from going further. See # ③.



CLEANING:

Clean vinyl and hardware with a non ammonia mild detergent or a mild abrasive for heavily soiled marks.

A. Put the Q-IV handle in the "Clean Only" far right position, # ④ to release all four steel deadbolts.



B. Raise the bottom sash about 6" using bottom lift handles. Position hands on top of bottom sash and pull inward.

C. Use upper sash lift handles, to push top sash down about 6". Position hands on top rail of top sash and pull inward. Inside of sash can now be cleaned. (It is a good idea to secure sash by holding toward the center while cleaning.)

4. To close top sash - raise sash and push into jambs and slide up into head of the window frame until it meets a resistance.





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CLEANING (con't):

- D. To close top sash - raise sash and push into jambs and slide up into head of the window frame until it meets a resistance.
- E. To close bottom sash - Raise sash and push into jambs and slide down into sill section of window frame until it meets with resistance.
- F. Always remember to put the lock lever in the lock position. See # ⑤ to lock, lever is in complete far left position.



SCREEN OPENING, REMOVAL, CLEANING AND REPLACING:

- A. To raise or lower half screens follow steps A and B under ventilation to provide space to grasp screen and push up or down.
- B. Screen material can be cleaned with a soft brush and a mild detergent.
- C. To remove screen grasp hand to bottom left side of screen rail, # ⑥, and push screen into track on opposite side using pressure to release it from the left side track.
- D. Once screen is released you can pull it to the inside for cleaning.



- E. To replace, insert screen under the bottom sash and position the side with spring tension clips into screen rail enough to get screen to insert into opposite side screen rail. On

half screen units you can lower the top sash to reach over and assist screen into the track. Once in screen track, screen can be raised or lowered. (Note: this may be harder to do with full screens depending on size of units.)

SASH REMOVAL:

Do not remove sash for cleaning, (follow cleaning instructions). Removal is required only for replacement of glass or emergency escape.

- A. Follow steps of operation from cleaning instructions to open sash. Remove clear/white tamper proof locks # ⑦, on both sides by pulling inward with finger tip pressure.
- B. Grasp side rails, swing sash down to a 45° angle, # ⑧, lift clear of balance shoes and tilt sash sideways to remove. (Sash will only remove at the 45° angle.)
- C. Repeat steps for removal of top sash.
- D. Replace sash by reversing the above procedure. Be sure to return tamper proof locks and snap



DOUBLE HUNG ROUTINE MAINTENANCE

Important Note:



Periodically clean any debris buildup on sill (bottom of window frame). Inspect the outside of the window for any maintenance needed. If the above maintenance is not performed, water leakage may occur. In addition, failure to perform this maintenance could void your warranty.