

# Sash Replacement

for Andersen® Awning Windows



## IMPORTANT

Read all instructions carefully before attempting this procedure. If you have any questions about your ability to complete the procedure, call Andersen at 1-888-888-7020 for further direction. Andersen WindowCare® service center hours are Monday through Friday, 7 AM to 7PM Central Time and Saturday, 8AM to 4 PM Central Time. Thank you for choosing Andersen® products.

## Important Safety, Assembly, and Installation Information

Proper assembly, installation and maintenance of Andersen products is essential if the benefits of experienced product design and engineering, quality materials, and skilled workmanship are to be fully attained. Every assembly and installation is different (windloads, structural support, etc.) and, Andersen strongly recommends consultation with an Andersen supplier or an experienced contractor, architect, or structural engineer prior to the assembly and installation of any Andersen product. Assembly and installation of Andersen products is the sole responsibility of the architect, building owner, contractor and/or consumer and Andersen has no responsibility in this regard.

### ⚠ WARNING

Use of ladders and/or scaffolding and working at elevated levels may be hazardous. Follow equipment manufacturer's instructions for safe operation. Use extreme caution when working around window and door openings. Personal injury and/or falls could occur.

### ⚠ WARNING

Improper use of hand or power tools could result in personal injury and/or product damage. Follow equipment manufacturer's instructions for safe operation. Always wear safety glasses.

### ⚠ WARNING

Weight of window and door unit(s) and accessories will vary. Use a reasonable number of people with sufficient strength to lift, carry, and install window and door unit(s) and accessories. Always use appropriate lifting techniques.

## ⚠ CAUTION

- Unless specifically ordered, Andersen windows are not equipped with safety glass, and if broken, could fragment causing injury. Many laws and building codes require safety glass in locations adjacent to or near doors. Andersen windows are available with safety glass that may reduce the likelihood of injury when broken. Information on safety glass is available from your local Andersen dealer.
- Do not apply any type of film to glass. Thermal stress conditions resulting in glass damage could occur.
- The use of movable insulating materials such as window coverings, shutters, and other shading devices may damage glass and/or vinyl. In addition, excessive condensation may result causing deterioration of window unit.

**Determine vintage of unit by type of lock or absence of lock and follow appropriate Sash Replacement.**

Units with no locks, see **1966-1992 Sash Replacement**, on **Pages 1-6** (Omit Step 8).

Units with large visible locks, see **1993-1995 Sash Replacement**, on **Pages 1-6**.

Units with lock handle only, see **1995-Present Sash Replacement**, on **Pages 7-11**.

# Sash Replacement 1966 - June 1995

for Andersen® Awning Windows

## ⚠ WARNING

- The sash must be supported during the entire procedure, both in the removal and installation of the sash. Failure to support the sash may result in personal injury, product and/or property damage.
- Wear gloves, safety glasses, goggles, or eye shields when handling glass.

## NOTICE

- Check the sash size, glass type, color, and kit contents to verify all parts are correct.
- The unit / sash opening must be plum, level, square, and free of any bowed jambs. To check, measure frame diagonally from corner to corner. The distances must be within 1/8" of each other.
- Inspect for any damage to the frame. Repair as needed.
- If any of the above requirements are not met, have a qualified carpenter, builder, or contractor determine whether the window frame should be replaced or reinstalled, or if there are structural problems that need to be corrected prior to sash replacement.

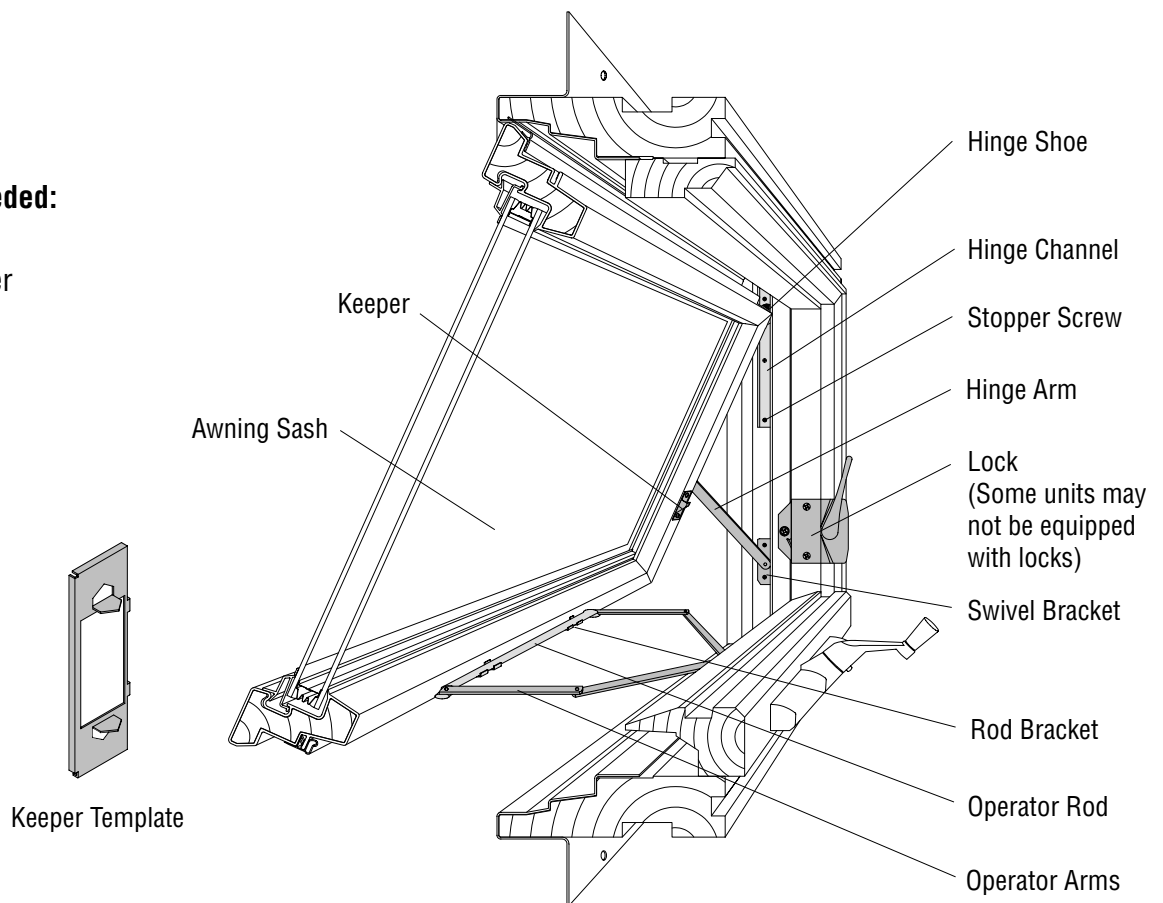
### Parts Included

- (1) Sash
- (1) Hinge Template
- (1) Keeper Template
- (1) Installation Guide

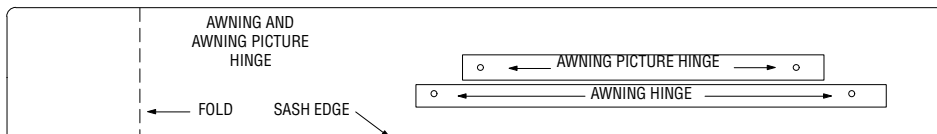
### Installation Tools Needed:

- Phillips Screwdriver
- Flat Head Screwdriver
- Pencil
- Awl
- Electric Drill
- 3/32" Drill Bit
- Tape Measure
- Support Piece
- Gloves
- Safety Glasses

### Component Identification



### Hinge Template



## 1. Disengage Operator Arm From Sash

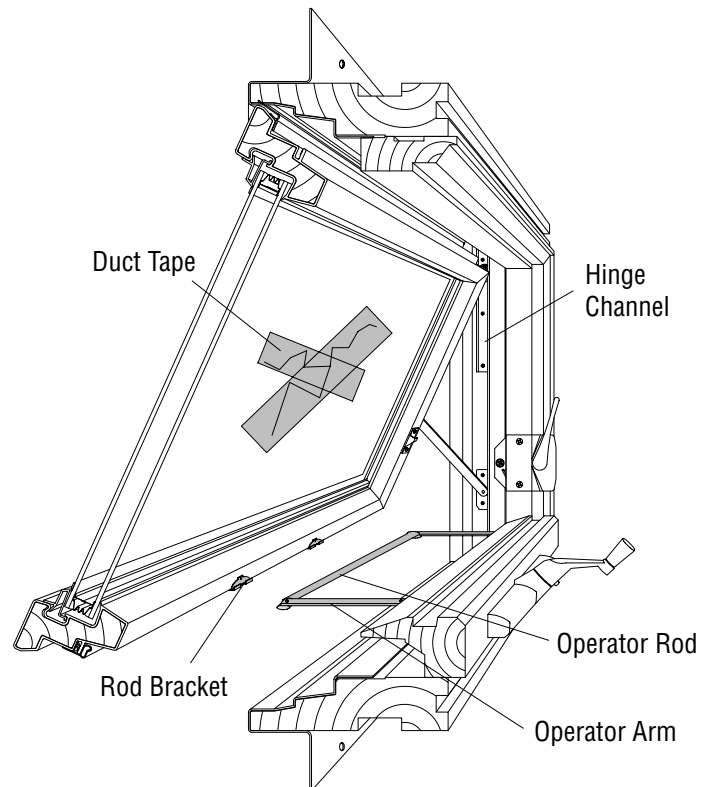
### ⚠ WARNING

Tape broken glass with filament or duct tape before removal to reduce glass fragmentation. Failure to do so may result in severe personal injury, product and/or property damage.

- Tape broken glass with filament or duct tape before removal to reduce glass fragmentation.
- Disengage *Operator Arms* from *Sash* by lifting *Operator Rod* upwards from *Rod Bracket*. If Unit is equipped with *Operator Shoes* that slide on *Operator Rod*, do not lift on *Operator Shoes*.
- Crank *Operator Arms* to closed position after removing *Operator Rod*.

### NOTICE

Units manufactured prior to June, 1981 have shoes equipped with clips and holding studs. Use a flat bladed screwdriver to slide clip off of stud. Drop operator arms from shoes and crank to closed position.



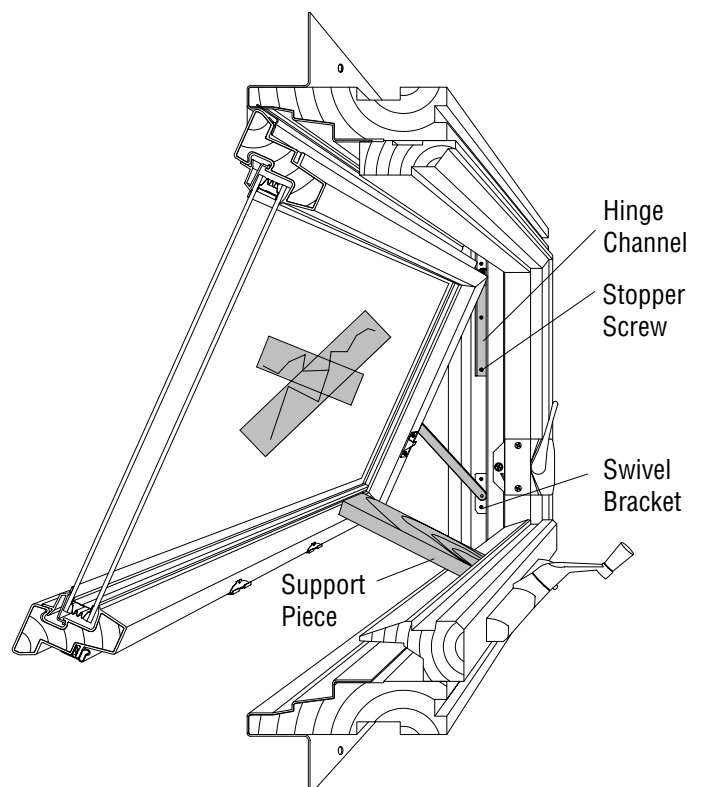
## 2. Remove Swivel Bracket Screws and Stopper Screws

- Open *Sash* wide enough to reveal *Swivel Bracket Screws*.
- Place a support piece, (i.e. piece of wood) between sill and bottom of *Sash*.
- Remove *Swivel Bracket Screws* from both sides of unit.

### ⚠ WARNING

The Sash can now swing freely. During windy conditions, the sash may suddenly swing in causing personal injury and/or product damage. Support the sash during the replacement process.

- While holding the *Sash* firmly, remove *Stopper Screw* from *Hinge Channel* on both sides of unit.

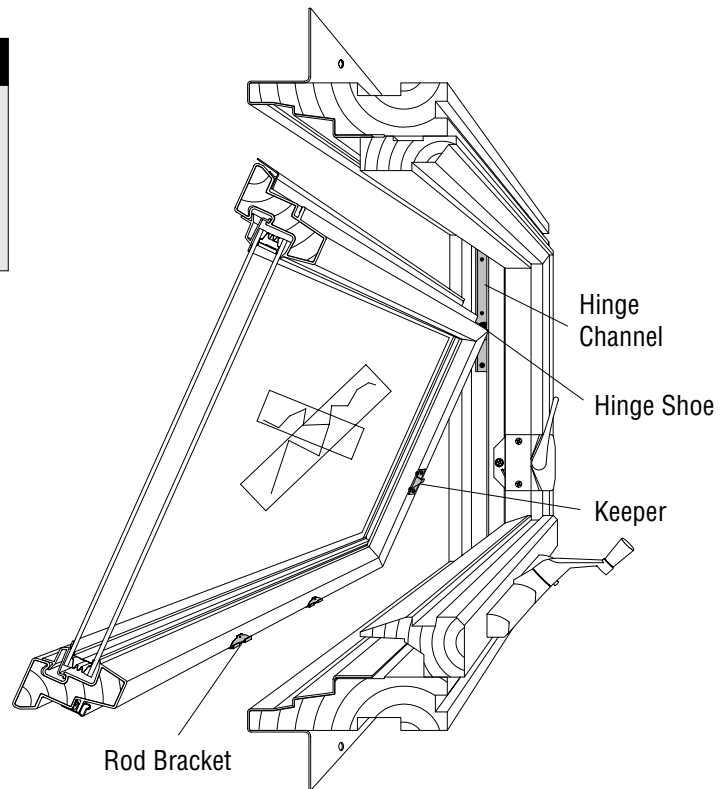


### 3. Remove Sash

#### ⚠ WARNING

Use extreme care when working around window opening. Never leave a window unattended, especially when children are present. Falling from window may result in severe injury or death.

- While holding *Sash* firmly, slide downwards until *Hinge Shoes* are free from *Hinge Channels* and *Sash* can be removed.
- Place *Sash* on a clean, flat working surface, exterior side down.
- Remove *Hinges* and *Rod Brackets*.
- *Hinges* are left and right handed. Mark *Hinges* to assure correct repositioning on *Replacement Sash*.
- If unit is equipped with *Keepers*, remove *Keepers* from both sides stiles.

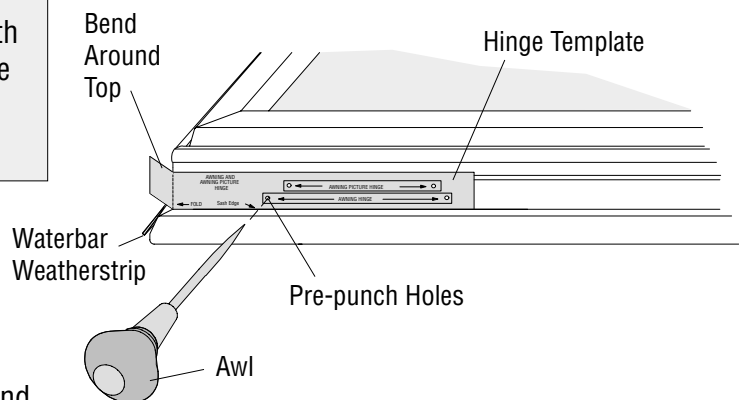


### 4. Mark Hinge Locations

#### ⚠ CAUTION

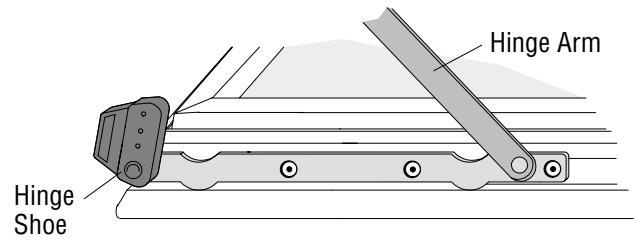
The Top Rail of the Awning Sash has the Waterbar Weatherstrip attached. Insure Sash is installed with the waterbar weatherstrip at the top of unit. Failure to do so could result in product failure and/or property damage.

- Position the *Replacement Sash* exterior side down on a clean, flat work surface.
- Check former *Sash* to insure that *Hinges* are being applied to the correct end of *Replacement Sash*.
- *Hinge Template* has 2 sets of guide holes, *Awning* and *Awning Picture*. Determine which set to use for application. (*Awning Picture Hinges* have 5 holes.)
- Place *Sash Edge* side of *Hinge Template* on side stile of *Sash* aligning fold mark with top end of sash. Bend end of *Hinge Template* at fold marks around top end of *Sash*. Insure that *Hinge Template* is seated level at corner of *Sash*. Flashing at corner could impair correct placement.
- With a sharp awl punch holes for 2 of the screw locations. Pilot drill 3/32" holes 1/16" deep into prepunched holes.

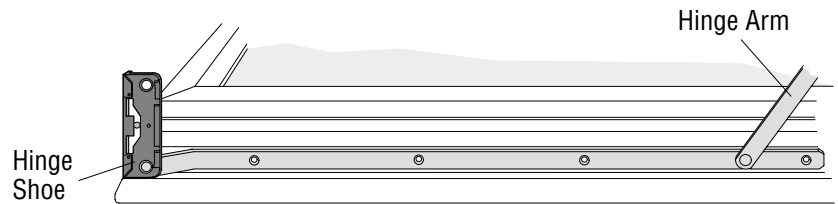


## 5. Reapply Hinges

- Apply *Hinges* to predrilled holes and secure with previously removed screws.
- Using installed *Hinge* as a template punch holes and pilot drill 3/32" holes 1/16" deep in the remaining screw holes and secure with previously removed screws.
- Repeat Steps 4 and 5 for opposite side of *Sash*. Use reverse side of *Hinge Template* placing *Sash Edge* side against side stile of *Sash*.



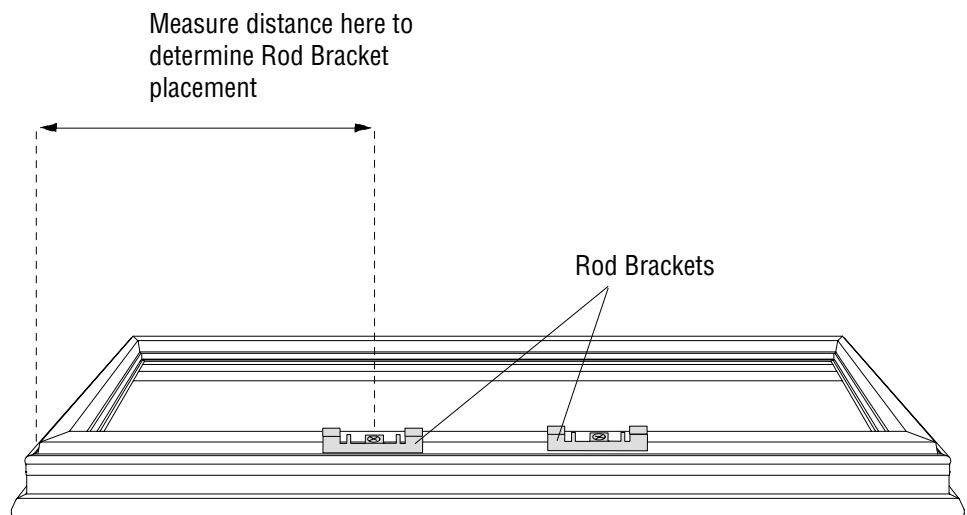
Awning Hinge Installation Position



Awning Picture Hinge Installation Position

## 6. Reapply Rod Brackets

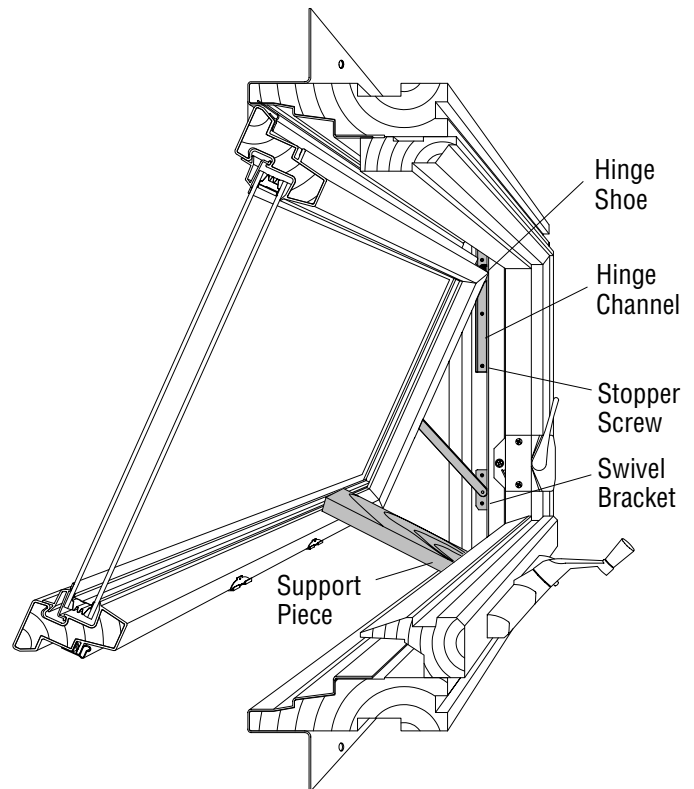
- On the former sash, measure in from short side along the Lower Stile to the screw hole locations of the *Rod Brackets*. Make note of measurements.
- Mark location of new screw holes on the *Replacement Sash* with pencil.
- Place a *Rod Bracket* on *Sash* aligning screw holes with pencil mark on *Sash*. Using *Rod Bracket* as a guide, pilot drill 3/32" holes 1/16" deep, just through vinyl surface. Repeat above procedure for other *Rod Bracket*.
- Secure *Rod Bracket* using previously removed screws.



Rod Bracket Installation Position

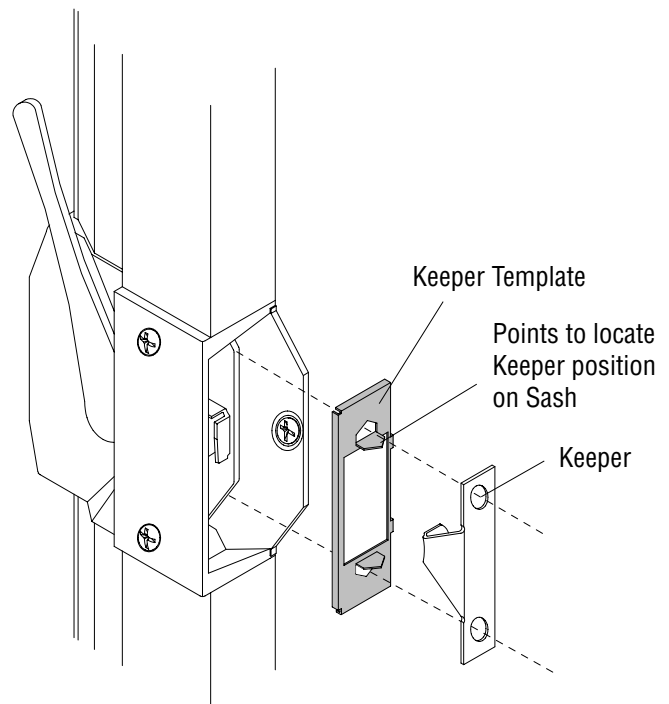
## 7. Install the Sash and Engage Operator

- Position the *Sash* in the opening.
- Slide the *Hinge Shoes* up into the left and right *Hinge Channels* just past the *Stopper Screw* location.
- While supporting the *Sash*, install the *Stopper Screws* to the left and right *Hinge Channels*.
- Place support piece, (i.e. piece of wood) between sill and bottom of *Sash*.
- Attach the hinge arm *Swivel Brackets* to the frame (same location) with previously used screws.
- For **Sash Replacement 1966-June 1992**, replacement if complete. For **Sash Replacement June 1992-1995** go on to **Step 8**.



## 8. Mark Location of Keepers and Install (1993-1995 Only)

- Insert perforated points of *Keeper Template* in screw holes of *Keeper*.
- Place *Keeper* in *Sash Lock* and engage lock.
- Close *Sash* firmly against *Keeper Template*. Marks made by points will indicate proper location of screws to install *Keeper* in *Sash*. This will locate *Keeper* flush with outside edge of *Sash Stile*.
- Pilot drill  $3/32$ " holes  $1/16$ " deep.
- Repeat procedure for other side of unit.
- Remove *Keeper* and *Keeper Template* from *Lock* and install *Keeper(s)* into predrilled holes.
- Open *Operator Arms* and reattach *Operator Rod* to *Rod Bracket* on *Sash*.
- Check operation of the *Sash* and *Sash Locks* for smooth operation.
- *Hinge Channels* can be lubricated with white grease if necessary. Use light oil to lubricate *Swivel Bracket* and *Hinge Arm* pivot point locations.



# Sash Replacement June 1995 - Present

for Andersen® Awning Windows

## ⚠ WARNING

- The sash must be supported during the entire procedure, both in the removal and installation of the sash. Failure to support the sash may result in personal injury, product and/or property damage.
- Wear gloves, safety glasses, goggles, or eye shields when handling glass.

## NOTICE

- Check the sash size, glass type, color, and kit contents to verify all parts are correct.
- The unit / sash opening must be plum, level, square, and free of any bowed jambs. To check, measure frame diagonally from corner to corner. The distances must be within 1/8" of each other.
- Inspect for any damage to the frame. Repair as needed.
- If any of the above requirements are not met, have a qualified carpenter, builder, or contractor determine whether the window frame should be replaced or reinstalled, or if there are structural problems that need to be corrected prior to sash replacement.

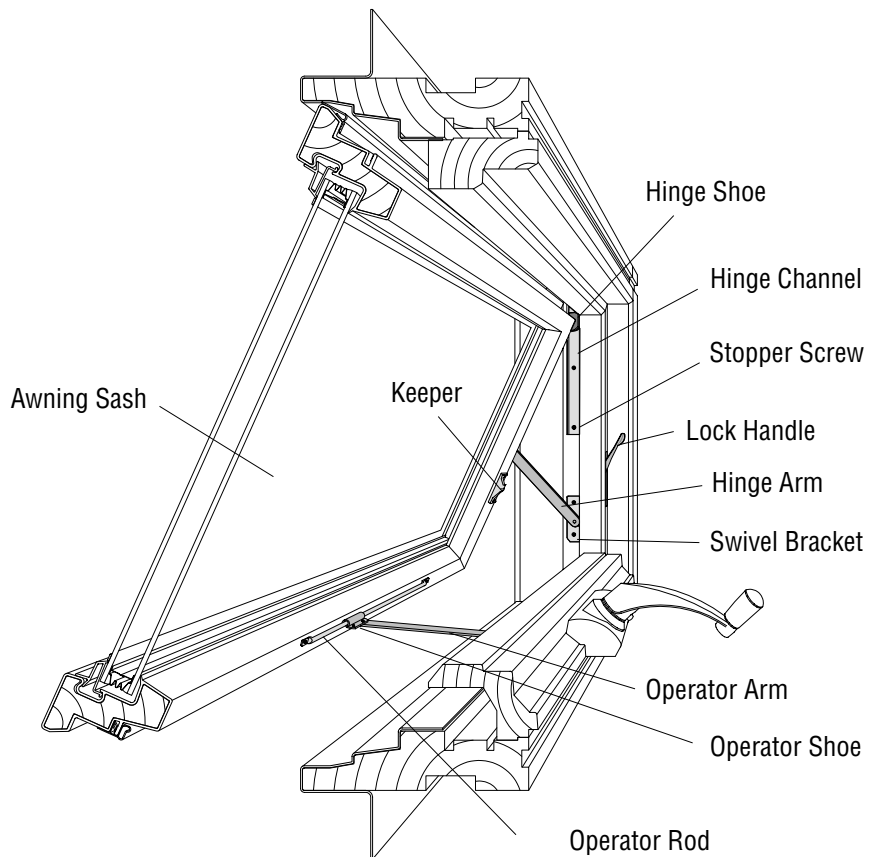
### Parts Included

- (1) Sash
- (1) Hinge Template
- (1) Installation Guide

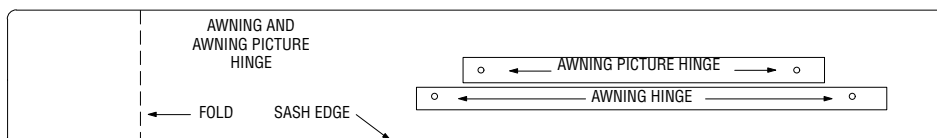
### Installation Tools Needed:

- Phillips Screwdriver
- Flat Head Screwdriver
- Pencil
- Awl
- Electric Drill
- 3/32" Drill Bit
- Tape Measure
- Support Piece
- Gloves
- Safety Glasses

### Component Identification



### Hinge Template

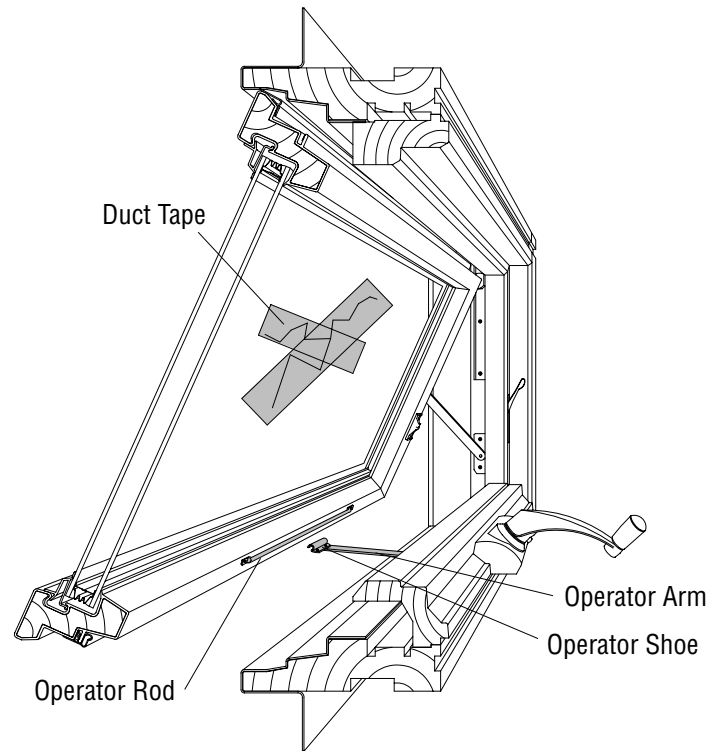


## 1. Disengage Operator Arm From Sash

### ⚠ WARNING

Tape broken glass with filament or duct tape before removal to reduce glass fragmentation. Failure to do so may result in severe personal injury, product and/or property damage.

- Tape broken glass with filament or duct tape before removal to reduce glass fragmentation.
- Disengage *Operator Arm* from *Operator Rod* by lifting up on *Operator Shoe*.
- Crank *Operator Arm* to closed position.



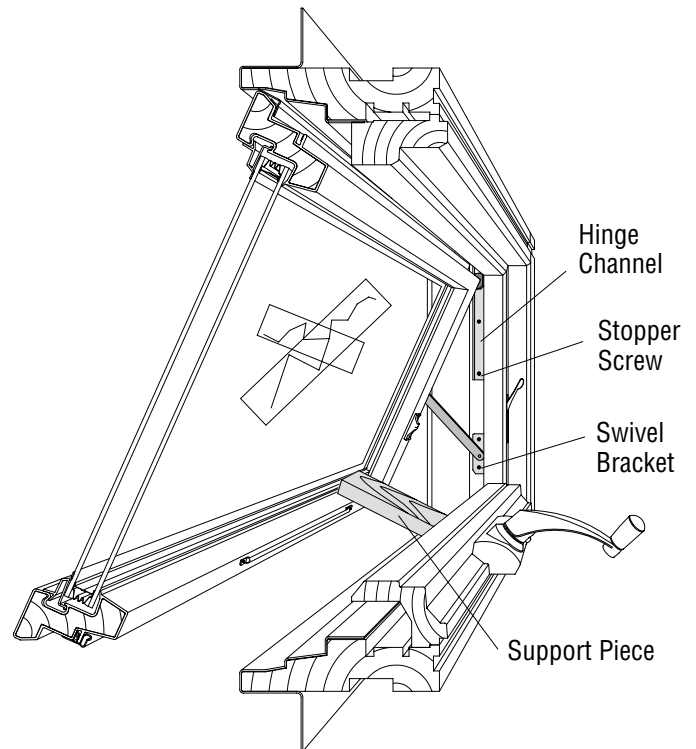
## 2. Remove Swivel Bracket Screws and Stopper Screws

- Open Sash wide enough to reveal *Swivel Bracket Screws*.
- Place a support piece, (i.e. piece of wood) between Sill and bottom of Sash.
- Remove *Swivel Bracket Screws* from both sides of unit.

### ⚠ WARNING

The Sash can now swing freely. During windy conditions, the sash may suddenly swing in causing personal injury and/or product damage. Support the sash during the replacement process.

- While holding the sash firmly, remove *Stopper Screw* from *Hinge Channel* on both sides of unit.

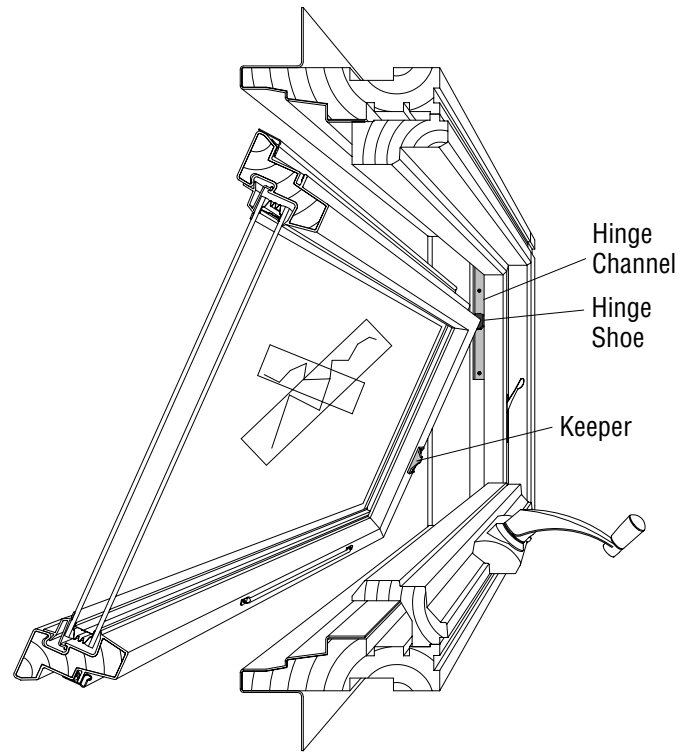


### 3. Remove Sash

#### ⚠ WARNING

Use extreme care when working around window opening. Never leave a window unattended, especially when children are present. Falling from window may result in severe injury or death.

- While holding *Sash* firmly, slide sash down until *Hinge Shoes* are free from *Hinge Channels*.
- Place *Sash* on flat work surface, exterior side down.
- Remove *Hinges*, *Operator Rod* and *Keepers*.
- *Hinges* and *Keepers* are left and right handed. Mark *Hinges* and *Keepers* to assure correct repositioning on *Replacement Sash*.

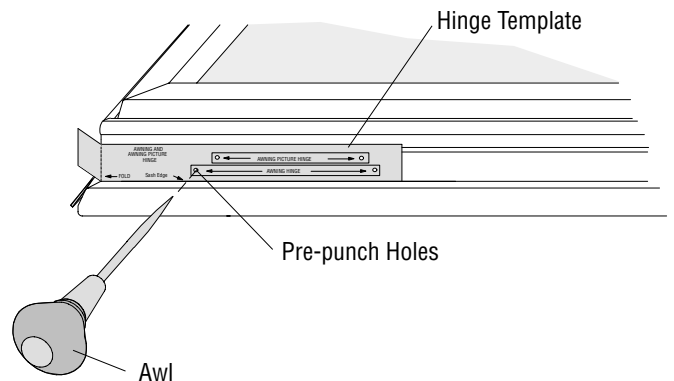


### 4. Mark Hinge Locations

#### ⚠ CAUTION

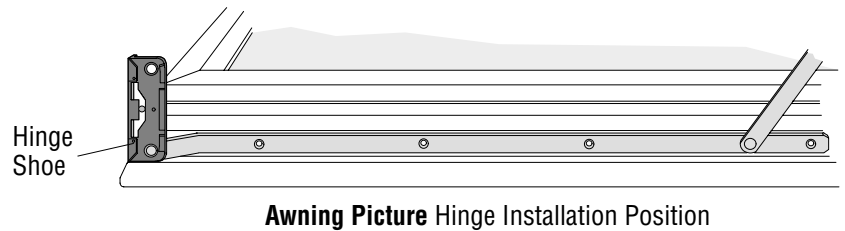
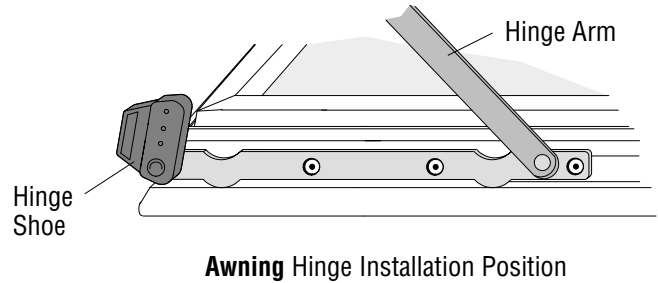
The Top Rail of the Awning Sash has the Waterbar Weatherstrip attached. Insure Sash is installed with the waterbar weatherstrip at the top of unit. Failure to do so could result in product failure and/or property damage.

- Place *Replacement Sash* exterior side down on a clean surface.
- Check former *Sash* to insure that *Hinges* are being applied to the correct end of *Replacement Sash*.
- *Hinge Template* has 2 sets of guide holes, *Awning* and *Awning Picture*. Determine which set to use for application. (*Awning Picture Hinges* have 5 holes).
- Place *Sash Edge* side of *Hinge Template* on side stile of *Sash* aligning fold mark with top end of sash. Bend end of *Hinge Template* at fold marks around top end of *Sash*. Insure that *Hinge Template* is seated level at corner of sash. Flashing at corner could impair correct placement.
- With a sharp awl punch holes for 2 of the screw locations. Pilot drill 3/32" holes 1/16" deep into prepunched holes.



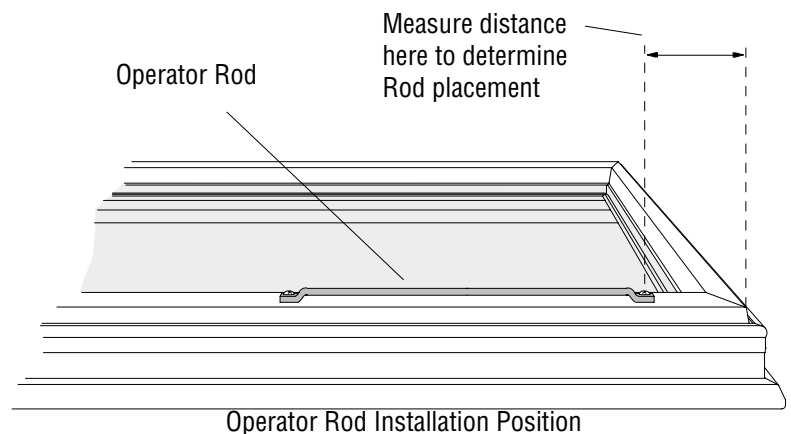
## 5. Reapply Hinges

- Apply *Hinges* to predrilled holes and secure with previously removed screws.
- Using installed *Hinge* as a template punch holes and pilot drill  $3/32$ " holes  $1/16$ " deep in the remaining screw holes and secure with previously removed screws.
- Repeat Steps 4 and 5 on opposite side. Use reverse side of *Hinge Template* placing Sash Edge side against side stile of Sash.



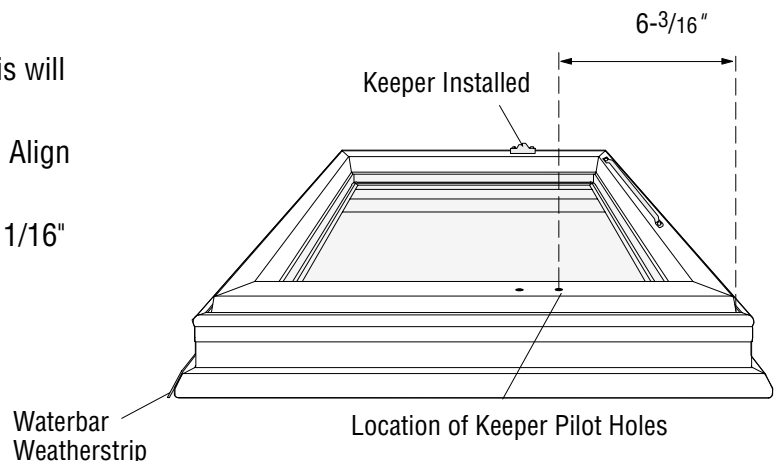
## 6. Reapply Operator Rod

- On the removed sash, measure in from short side along the *Lower Stile* to the screw hole locations of the *Operator Rod*. Make note of measurements.
- Mark location of new *Operator Rod* screw holes on the *Replacement Sash* with pencil.
- Place *Operator Rod* on *Sash* aligning screw holes with pencil mark on *Sash*. Using *Operator Rod* as a guide, pilot drill  $3/32$ " holes  $1/16$ " deep, just through sash vinyl.
- Secure *Operator Rod* using previously removed screws.



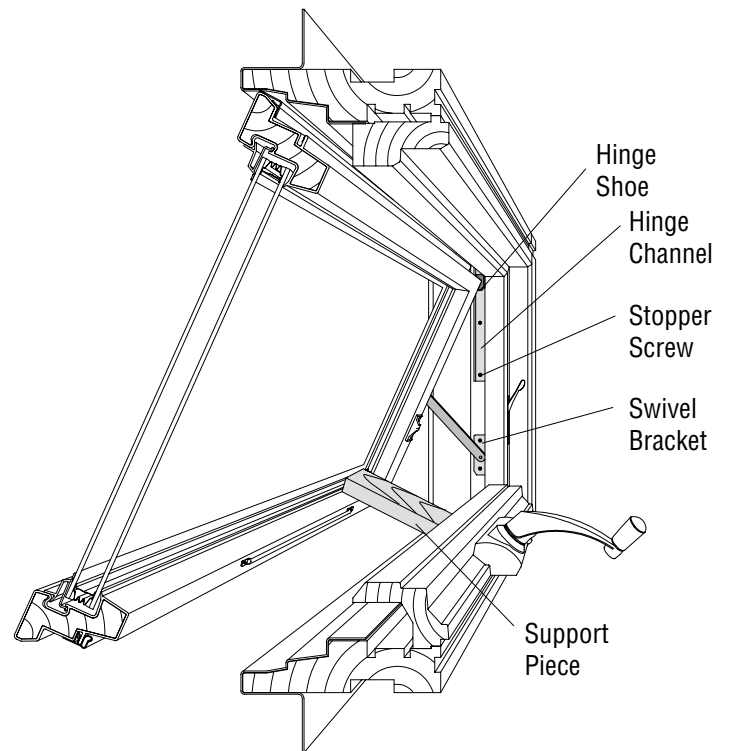
## 7. Reapply Keepers

- Measuring along one of the side stiles starting at bottom of sash place a pencil mark at  $6-3/16$ ". This will be the location of the lower screw on the *Keeper*.
- Place *Keeper* for that side of unit on the side stile. Align lower hole of *Keeper* with pencil mark.
- Using *Keeper* as a template, pilot drill  $3/32$ " holes  $1/16$ " deep.
- Repeat above procedure for opposite side.
- Apply *Keepers* using previously removed screws.



## 8. Install the Sash

- Position the *Sash* in the opening.
- Slide the *Hinge Shoes* up into the left and right *Hinge Channels* just past the *Stopper Screw* location.
- Place support piece (i.e. piece of wood) between Sill and bottom of Sash.
- While supporting the *Sash*, install the *Stopper Screw* to the left and right *Hinge Channels*.
- Attach the hinge arm *Swivel Brackets* to the frame (same location) with previously used screws.



## 9. Engage Operator

- Open *Operator Arm* and reattach *Operator Shoe* to *Operator Rod* on Sash.
- Check the operation of the *Sash* and *Sash Locks* for smooth operation.
- *Hinge Channels* can be lubricated with white grease if necessary. Use light oil to lubricate *Swivel Bracket* and *Hinge Arm* pivot point.

