

Ultimate Double Hung Round Top Top Sash Removal and Installation

Clad shown for illustrative purposes.

YOU WILL NEED TO SUPPLY

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|-----------------------------------|---------------------------|
| Safety glasses | Tape measure |
| Flat screwdriver | Flexible putty knives (2) |
| Tape or pencil (to mark clutches) | |

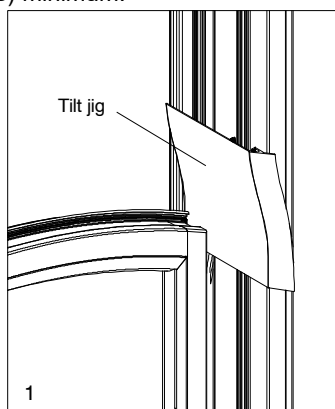
Sash Tilt and Removal

IMPORTANT! Tilt jigs are no longer available. Throughout this instruction where a tilt jig is used, instead place a flexible putty knife to retract the latch blade when lifting the sash.

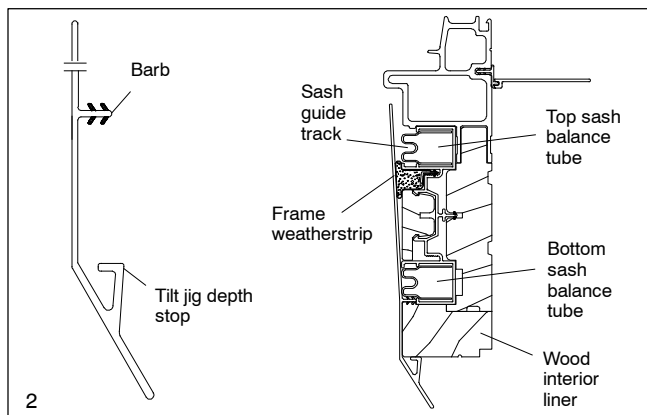
1. Raise bottom sash about 4" (102). Pull the tilt lever (nested in the sash lock base) until it clicks. Hold lever until locking blades clear the unit frame when tilting.
2. Ease top of sash toward you to a horizontal position (flat). **Important: Lift both sides of the sash upward 2"-3" (51-76)** (raising pivot pins out of each clutch).
3. Rotate the sash counterclockwise until pins clear the jambs and remove the sash.

4. Lower top sash 8" (203) minimum.

5. Place each tilt jig at an angle above the top sash. Insert the barb on the bottom of the tilt jig between the bottom sash balance tube and the interior wood jamb liner. Slide the jig down 1" (25) past the top of the sash. See illustration 1. Press the barb in the rest of the way up the jig.



6. The jig depth stop should fit snugly against the wood jamb liner to avoid damage to the sash weatherstrip. See illustration 2.



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7. Raise the top sash until the latch blades contact the tilt jig and fully retract into the sash.
8. Ease top of sash toward you to a horizontal position. **Lift both sides of the sash upward 2"-3"** (raising pivot pins out of each clutch).
9. Rotate the sash counterclockwise until pins clear the jambs and remove the sash.

Replacing Ultimate Double Hung Round Top Sash

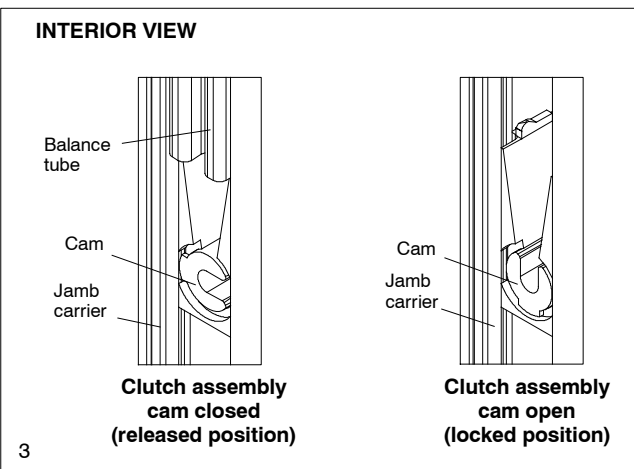
CAUTION: When replacing sash, both sash pins must be positioned above the balance clutch assembly located in the jamb carrier track.

NOTE: Should a balance clutch assembly slip upward toward the head jamb, the following procedures can be accomplished in order to properly reposition. Skip to step 10 if this does not apply. Measure the clutch dimension from sill for the opposing balance assembly (MUST be within 1/8") and temporarily mark that dimension on the jamb carrier that contains the released clutch.

CAUTION: Clutch is under severe spring tension.

Using a flat screwdriver, slowly rotate the balance clutch cam in the clutch assembly to the released position. See illustration 3. Hold the screwdriver firmly and slide the clutch assembly down the jamb carrier to the mark. Rotate the clutch cam to the locked position (cam opening up). See illustration 3. Release the screwdriver carefully from the clutch assembly (it must lock in place or damage will occur). Compare clutch heights from the sill for the sash affected. They MUST be within 1/8" (3) of each other or damage may occur when sash are reinstalled, adjust height as needed.

NOTE: If tilt jigs were removed measure the distance from the tilt pin to the locking blade on the top sash. Measure and temporarily mark this distance on the unit from the top sash clutch. Tilt jig should be centered vertically on this mark on the jamb. Refer to Step 5 for correct installation of tilt jig.



ROUNDTOP, TOP SASH REMOVAL AND REPLACEMENT

10. Hold the top sash in a horizontal position, top rail toward you, exterior face up. Sash pivot pins must be placed 2" -3" above the clutch assemblies when relocating in jamb carrier tracks. Pivot one side of the sash up to enable pivot pins to clear jamb carrier assemblies when aligning sash in tracks, pivot sash back to horizontal (flat) position. Lower sash pivot pins into balance clutch cams. **Check pins to ensure they are fully engaged in the clutch cams before proceeding.**
11. Tilt sash up and depress the locking blades until they clear the angled end of the tilt jigs. Locking blades will retract into sash when contacting tilt jigs. If locking blades do not contact tilt jig, remove top sash and reposition jigs.
12. When in place, lower the top sash until the locking blades are fully engaged in the sash guide track of jamb carrier assembly. Carefully remove tilt jigs and reinstall bottom sash.