Vinyl Windows and Doors
Manufactured by Pella Corporation

Part Number: V784322

INSTALLATION INSTRUCTION - INSTRUCCIONES DE INSTALACIÓN FOR GARDEN WINDOW

Lea las instrucciones en español en el reverso.

Installation Instructions for Typical Wood Frame Construction.

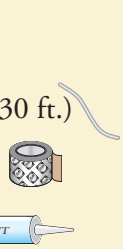
These instructions were developed and tested for use with typical wood frame wall construction in a wall system designed to manage water. **These instructions are not to be used with any other construction method.** Installation instructions for use with other construction methods may be obtained from 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. Determining the appropriate installation method is the responsibility of you, your architect, or construction professional.

Handling and Storage:

Provide full support under the framework while storing, moving and installing the product. DO NOT lift the product by the head member only. Remove the plastic shipping material prior to storing or installing the product. Do not store in direct sunlight. Allow sufficient spacing between products for ventilation.

YOU WILL NEED TO SUPPLY:

- Cedar shims/spacers (12 to 20)
- 2" galvanized roofing nails (1/4 lb.)
- 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)

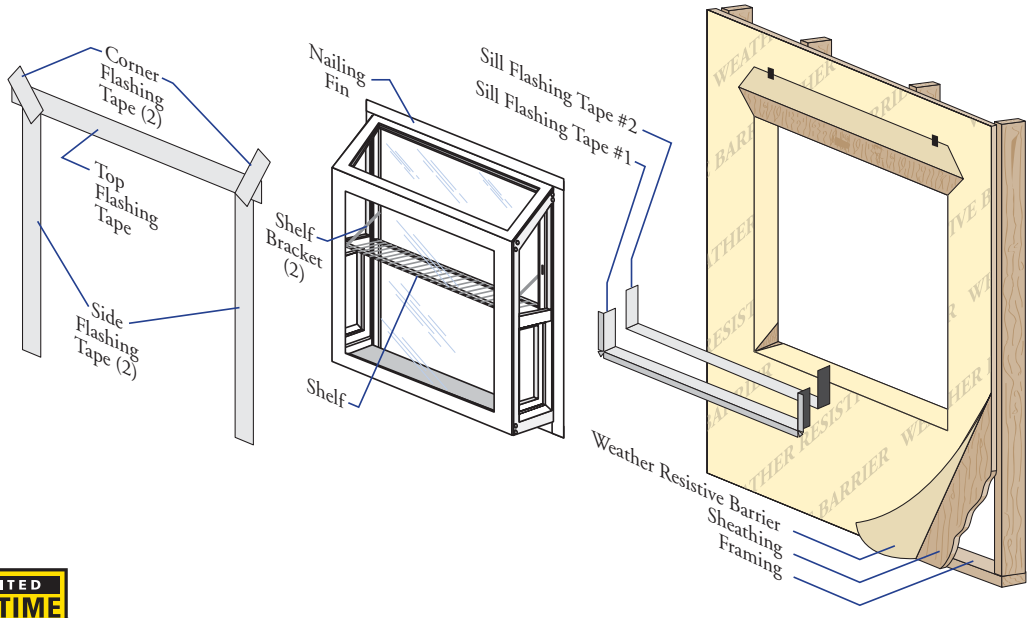


TOOLS REQUIRED:

- Tape measure
- Level
- Square
- Hammer
- Stapler
- Scissors or utility knife
- Flat blade screwdrivers
- Sealant gun

Installation will require (2) or more persons for safety reasons.

REMEMBER TO USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.

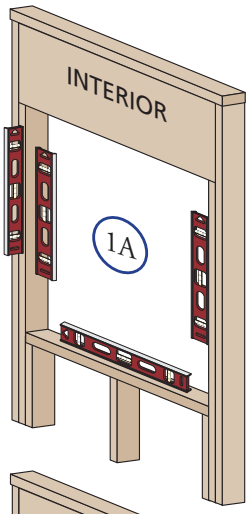


LIMITED LIFETIME WARRANTY

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***.

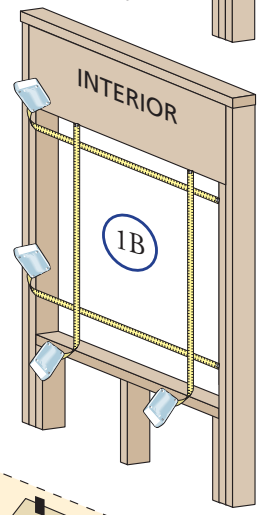
NEW CONSTRUCTION INSTALLATION

1 ROUGH OPENING PREPARATION

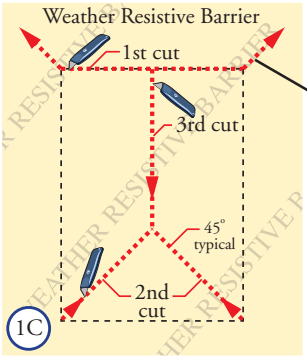


A. **Verify the opening is plumb, level and square.** Ensure the bottom of the rough opening does not slope toward the interior.
Note: Do not install in out-of-square opening or on a surface that is not level. If shimming at the bottom is required, install a continuous shim (shaped to level the opening) across the bottom of the rough opening.

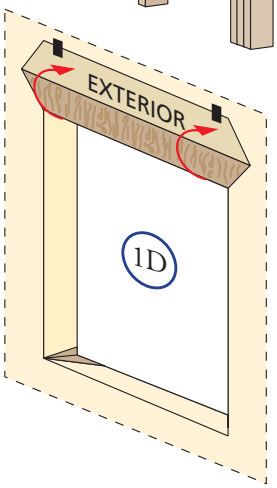
B. **Verify the window will fit the opening.** Measure all four sides of the opening to make sure it is the same size as the call-out size in both width and height. On larger openings measure the width and height in several places to ensure the header or studs are not bowed.
Note: 2-1/2" or more of solid wood blocking is required on each side of the opening and 1-1/2" or more on top and bottom of the opening. Fix any problems with the rough opening before proceeding.



C. **Cut the weather resistive barrier** (1C).

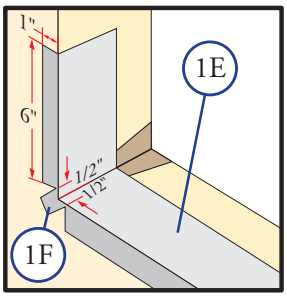


4th cut:
Make a 6" cut up from each top corner at a 45° angle to allow the weather barrier to be lapped over the fin at the head of the window.



D. **Fold the weather resistive barrier** (1D). Fold side and bottom flaps into the opening and staple to inside wall. Fold top flap up and temporarily fasten with flashing tape.

E. **Apply sill flashing tape.** Cut a piece of flashing tape 12" longer than the opening width. Apply at the bottom of the opening as shown (1E) so it overhangs 1" to the exterior.
Note: The tape is cut 12" longer than the width so that it will extend 6" up each side of the opening.



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

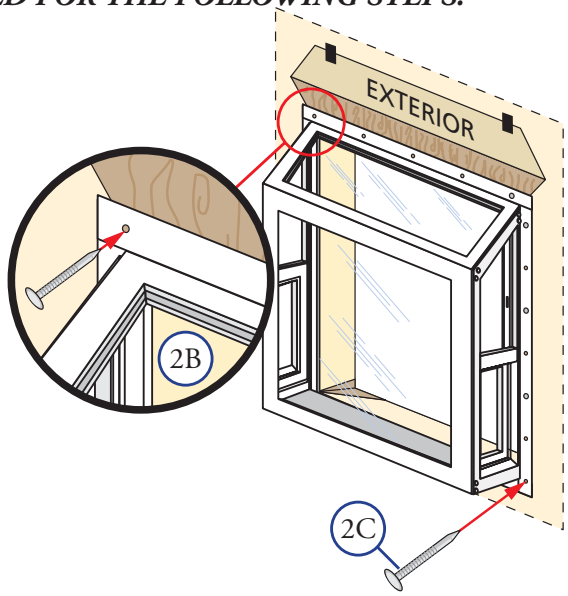
FOR REMODEL OR RETROFIT INSTALLATIONS:
If the weather resistive barrier is not being used, apply the flashing tape to the existing wall sheathing or existing window trim.

2 SETTING AND FASTENING THE WINDOW

A. **Remove plastic wrap and cardboard packaging from window.** Inspect the unit for any crack or penetration in the frame. **DO NOT install damaged units.**
Note: Remove the shelf/bracket package(s) and set aside in a safe location.

TWO OR MORE PEOPLE WILL BE REQUIRED FOR THE FOLLOWING STEPS.

B. **Carefully raise the window to the opening,** resting the window on the sill setting lip. Center the window between the sides of the opening and insert one roofing nail in the first hole from the corner on each end of the top nailing fin. These are used to hold the window in place while ensuring the window is plumb, level and square.



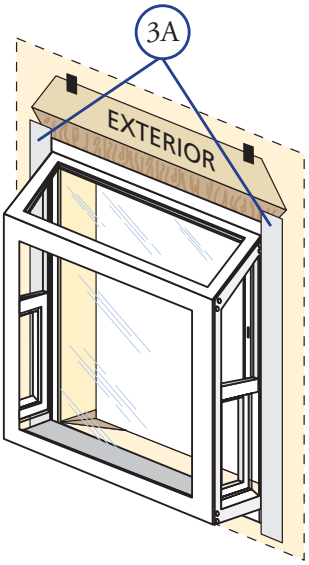
C. F**asten the window to opening** by driving 2" galvanized roofing nails into every other pre-punched hole in the nailing fin. Drive nails until the head contacts the fin, however do not sink the head. This allows for movement of building materials.
Note: Head bar must be level and free from twist for proper operation. Garden windows extend beyond the structural support of your building. Overloading the window or failure to properly install window plumb, level, square and secure, could result in the window becoming dislodged from the building.

D. **Check that vents operate smoothly.** If they do not operate smoothly, check for plumb, level and square. Correct any problems with the window or opening before proceeding.

3 INTEGRATING THE WINDOW TO THE WEATHER RESISTIVE BARRIER

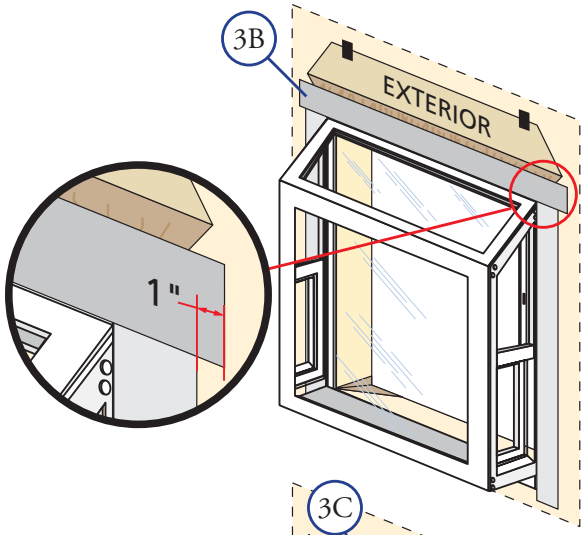
Note: For remodel or retrofit installations, if the weather resistive barrier is not being used, apply the flashing tape to the existing wall sheathing or existing window trim.

A. **Apply side flashing tape.** Cut 2 pieces of flashing tape 4" longer than the frame height of the window. Apply one piece to each side over the nailing fin and onto the weather resistive barrier. The tape should extend 2" above the top of the window and 2" below the bottom of the window. Press the tape down firmly.



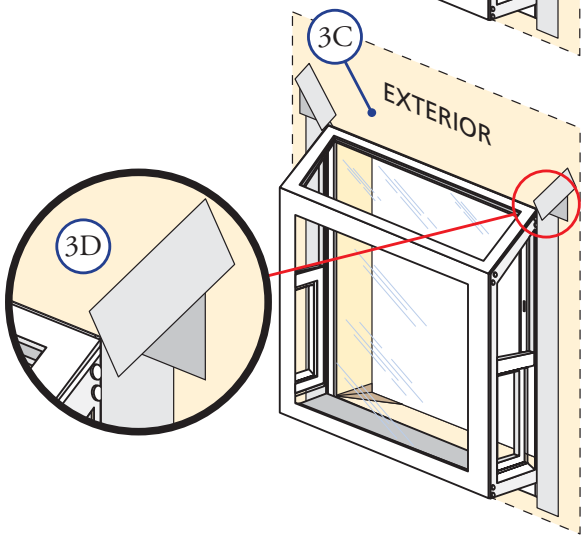
3 INTEGRATING THE WINDOW TO THE WEATHER RESISTIVE BARRIER (continued)

B. **Apply top flashing tape.** Cut a piece of flashing tape long enough to go across the top of the window and extend at least 1" past the side flashing tape on both sides. Apply the tape over the top nailing fin as shown. Press the tape down firmly.
Note: DO NOT tape or seal the bottom nailing fin.



C. **Fold down top flap of weather resistive barrier** (3C). The flap should cover the top flashing tape, but not lap onto the window frame. Trim the flap if necessary.

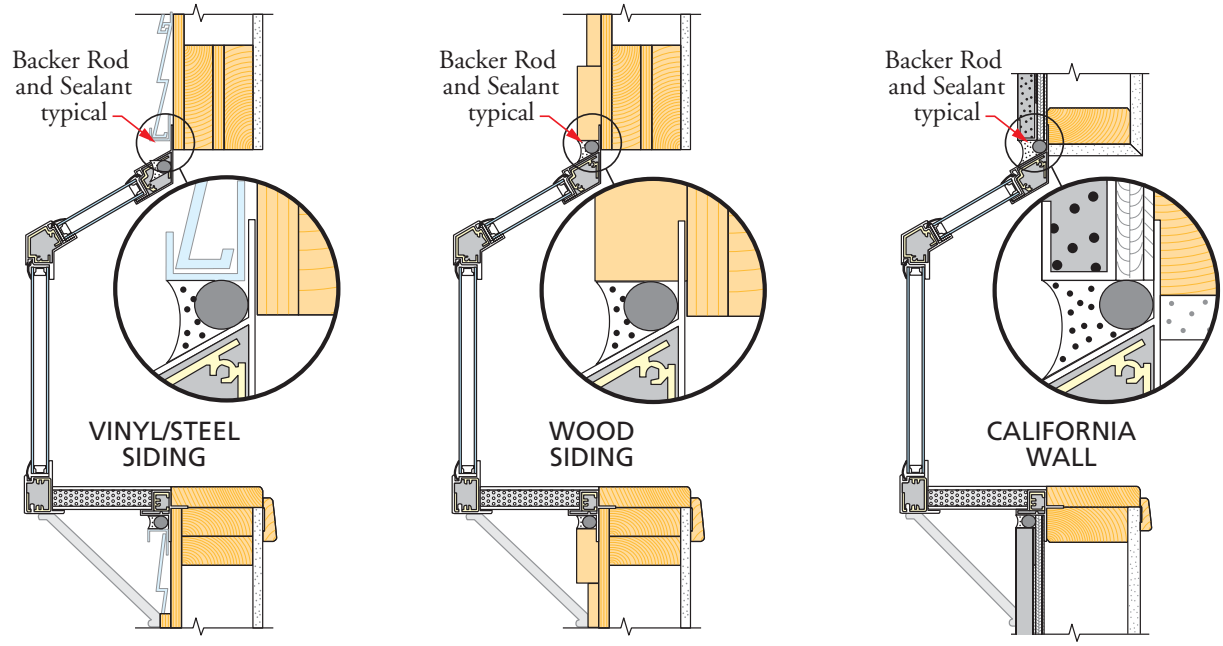
D. **Apply flashing tape to diagonal cuts.** Cut pieces of flashing tape at least 1" longer than the diagonal cuts in the weather resistive barrier. Apply the tape, covering the entire diagonal cut in the weather resistive barrier at both upper corners of the window. Press the tape down firmly.
Note: Be sure to overlap the top corners (3D).



ALL GARDEN WINDOWS must be supported at the bottom with a minimum of two braces (not included) toward each end on 3' and 4' wide windows with an additional third support at the center required for 5'and 6' wide windows.

4 SEALING THE WINDOW TO THE EXTERIOR WALL CLADDING

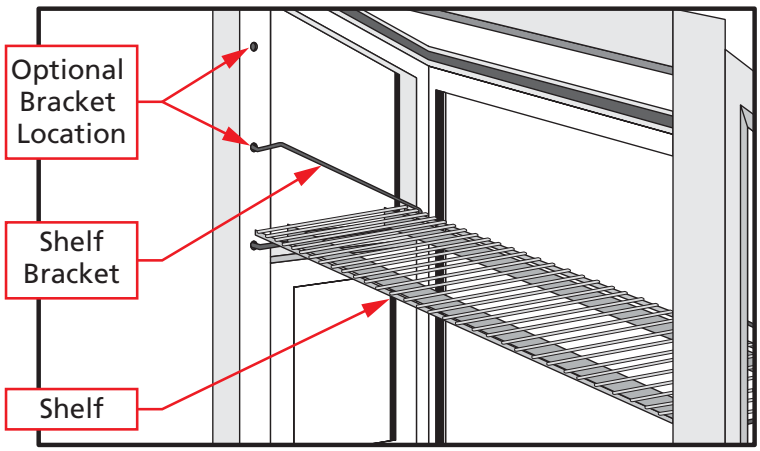
Note: When applying siding, brick veneer or other exterior finish materials, leave adequate space between the window frame and the material for sealant. Refer to the illustration that corresponds to your finish material. Not allowing adequate space may cause the sealant to break down prematurely and allow water to infiltrate.



A. **Apply a bead of high quality exterior grade sealant** to the entire perimeter of the window. ***Note: Refer to the sealant manufacturer's label to verify compatibility with vinyl and the adjoining building components and priming requirements.***

B. **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.

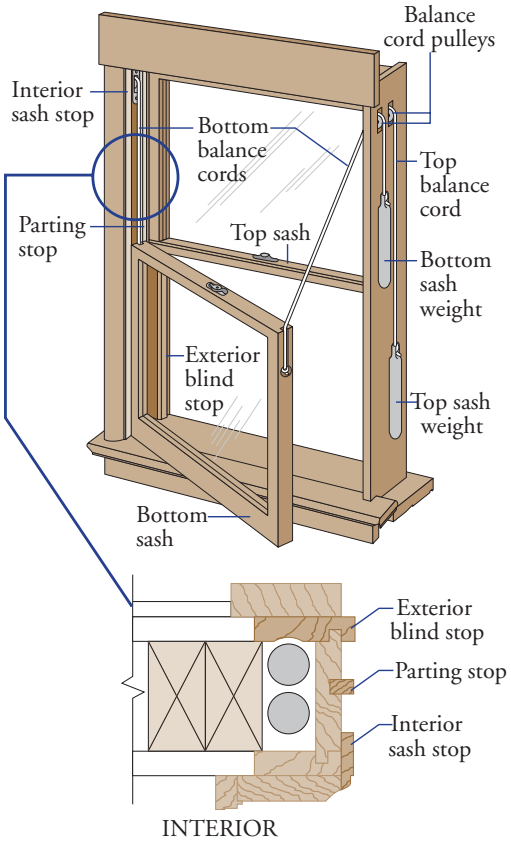
C. **After installation,** make sure that vents operate smoothly and install shelf-brackets and shelf.



1 REMOVING EXISTING SASH

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. Use appropriate personal protective equipment.

DOUBLE-HUNG:



A. **Score paint or varnish** along interior sash stops with a sharp utility knife. Remove interior sash stops at jambs (sides) and head (top) using putty knife and prybar.

B. **Cut the balance cords** on the bottom sash and lift out the sash. Allow weights to fall to the bottom of the weight pocket.

C. **Remove the parting stops.** There may be a small wedge of wood at the bottom of the upper sash that is next to the parting stops. To make it easier to remove the parting stop, use a chisel to knock off the wedge.

D. **Lower the top sash and cut the balance cords** allowing the balance weights to fall into the weight pocket. Remove the top sash and exterior blind stop.

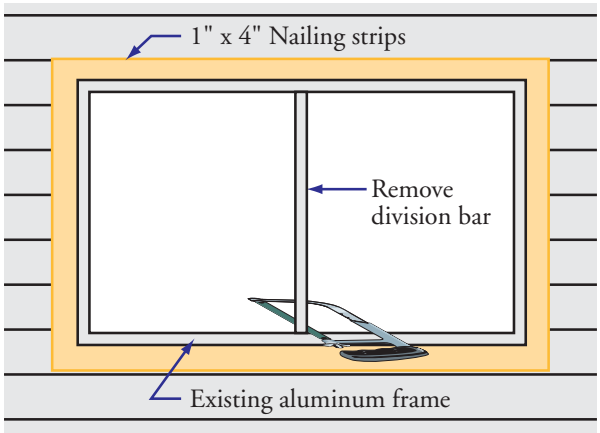
E. **Unscrew and remove balance cord pulleys.**

F. **Inspect the existing window frame** and repair or replace any defective or rotted wood parts.

G. **Use at least 1" x 4" nailing strips around the perimeter of the opening,** if the exterior surface does not provide a flat surface for nailing fin.

H. **Insulate the weight pocket** with loose fill insulation.
Note: Use of expanding/aerosol foam insulation is not recommended.

SLIDING WINDOW:



A. **Use 1" x 4" nailing strips** around the perimeter of the existing window. Seal with a good grade of caulking.

B. Remove the vent panel, fixed panel and screen from the old window.

C. Remove the division bar by unscrewing the fasteners that hold it to the frame. If the screws are not accessible, then use a hack saw to cut the division bar off at the head and sill flush with the old window frame.

D. Caulk any holes that are left in the frame from the removal of the division bar.

2 OPENING PREPARATION

A. **If applicable,** install pre-finished metal flashing or trim to cover existing frame sill and the exterior trim at the head and jambs.

B. Clean the opening of any dirt, debris, or excess old paint before proceeding. Make sure that the weep holes are open and clear.

C. Ensure existing sill is level.
Note: If shimming of the sill is necessary, use a continuous shim that extends across the entire width of the sill.

TO COMPLETE, PROCEED TO STEP 1E OF THE NEW CONSTRUCTION INSTALLATION.

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 door tracks clear of dirt and debris. Keep weep holes open and clear of obstructions.

CARE AND MAINTENANCE

Care and maintenance information is available by contacting your local Pella retailer. This information is also available at www.thermastar.com.

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 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.