Re-Glazing
Service Instruction

These instructions apply to:

Encompass Entry Door 2/2011-02/2020
Pella & Architect Series® Entry Door 2011-02/2020
Entry Systems 2001-2/2012
Pella Entry Doors 03/2020-Current

Tools Required:

- Utility knife
- Putty knife
- Powered Screwdriver with #2 Phillips bit
- Small pry bar
- Suction cup(s)

Supplies Needed:

- Replacement glass (including screw plugs)

Re-glazing a door panel can be performed with the panel removed or installed in the frame. The following photos demonstrate re-glazing with the panel installed in the frame.

1 Glass Removal:

A. **Cut the finish.** Use a utility knife to carefully cut the finish between the glazing rim and the door panel.



B. **Remove the screw plugs.** Using a screw, carefully drive it into the center of each screw plug located along the perimeter of the glazing frame. The screw will provide a way for the plug to be removed.





C. **Loosen the screws.** Using a #2 Phillips screwdriver; loosen the glazing frame screws which are located beneath the screw plugs.



Note: The screws do not need to be completely removed from the frame, just loosened far enough to allow the frame to be removed from the panel.

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1 Glass Removal (continued):

D. **Remove the interior glazing frame.**



CAUTION!

Weight and size of glass may require two or more persons during removal and replacement process.

E. **Carefully pry the exterior frame from the panel** using a putty knife and small pry bar.

Note: A second person and suction cups are recommended for removing, handling and installing the glass.



1 Glass Removal (continued):

F. **Carefully remove the glass and the exterior glazing frame.** Dispose of glass properly.



G. **Clean panel.** Remove any remaining sealant residue left on the panel from under the exterior glazing frame.

2 Glass Installation:

A. **Place the glass into the panel.** Using suction cup(s) place the glass into position in the panel from the exterior so the sealant on the exterior glazing frame contacts the panel surface.







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2 Glass Installation (continued):

B. **Install the Interior Glazing Frame.** Position the interior glazing frame, aligning the screw holes of the interior glazing frame with the screw holes in the exterior glazing frame.





C. **Install the screws.** Insert and tighten the glazing frame attachment screws.







D. **Install the screw plugs.** Insert each plug in the correct orientation in the glazing frame and push into place.





