Sidelight Panel Replacement

Service Instruction

These instructions apply to:

Encompass Entry Door 02/2011-02/2020

Tools Required:

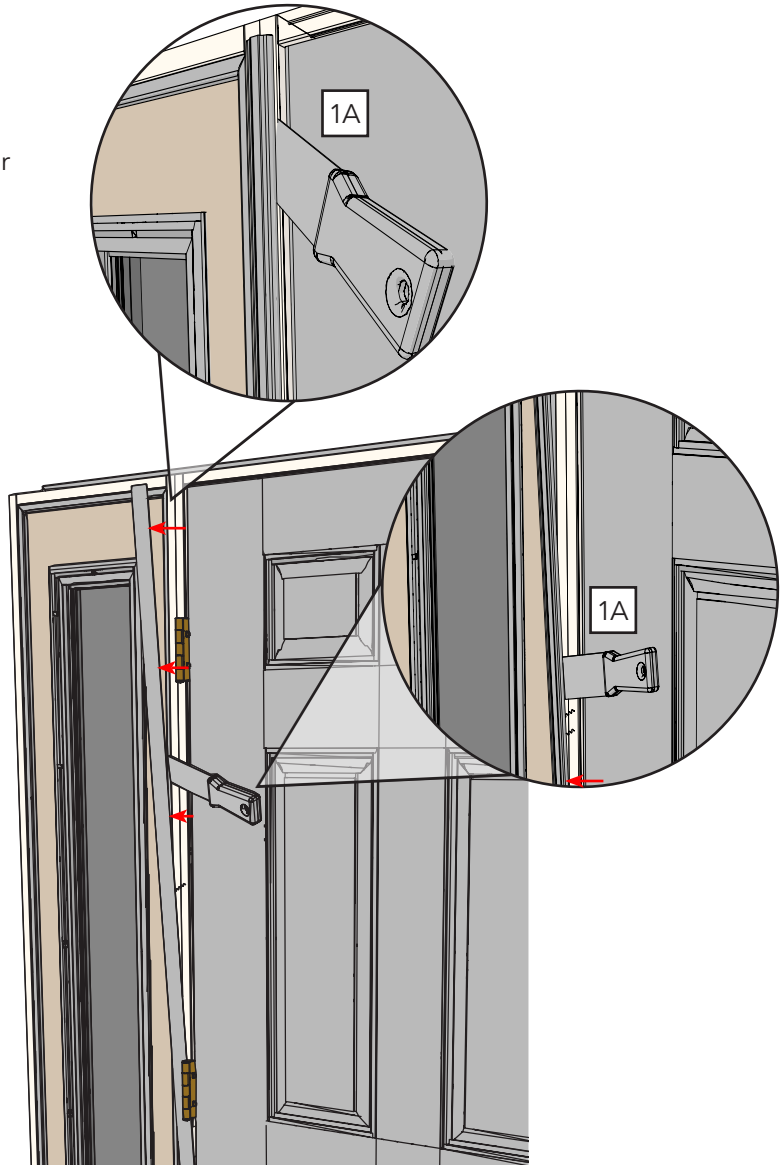
- Hammer
- Pry bar
- Stiff putty knife
- Drill with 1/8" Bit
- Reciprocating saw (thin-bladed metal cutting saw)
- Sealant gun with sealant
- Utility knife

NOTE: Remember to work safely while doing any maintenance or repair. This includes wearing safety glasses and using safe work practices. Make sure your work area is unobstructed and clear of window coverings, etc..

Use appropriate personal safety equipment. This instruction requires two people to perform.

1 SIDELIGHT PANEL REMOVAL:

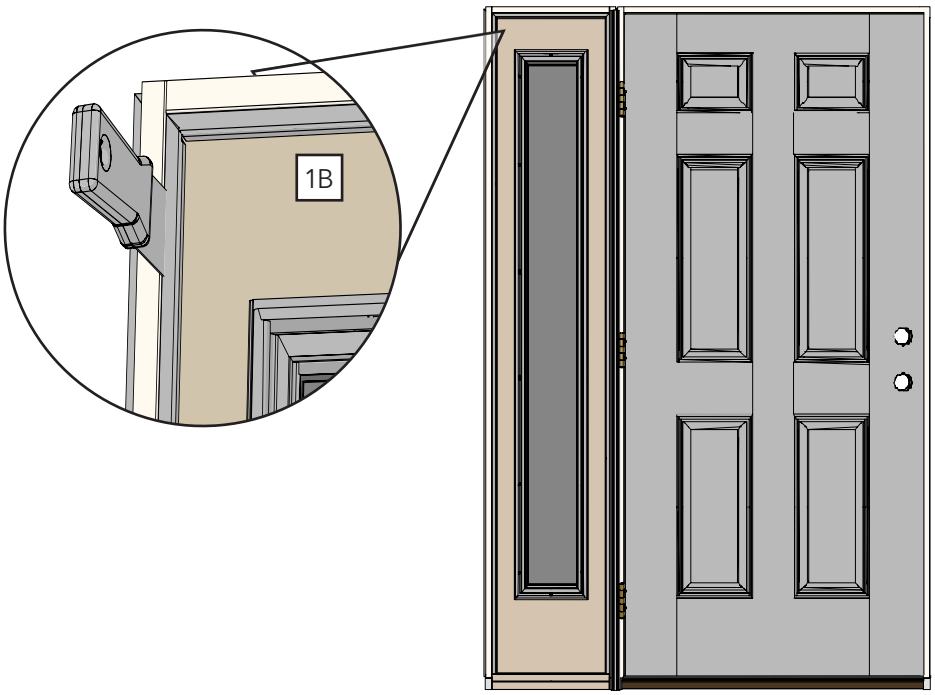
A. Remove the interior mullion cover between the door and sidelight. Use a small pry bar or stiff putty knife and hammer to carefully remove the cover. Cover is held on with nails, gently pry near each nail location using care so not to damage the cover so it can be re-installed. Work slowly along the length of the cover until it is removed. Once cover is off, remove any pulled through nails still in the frame.



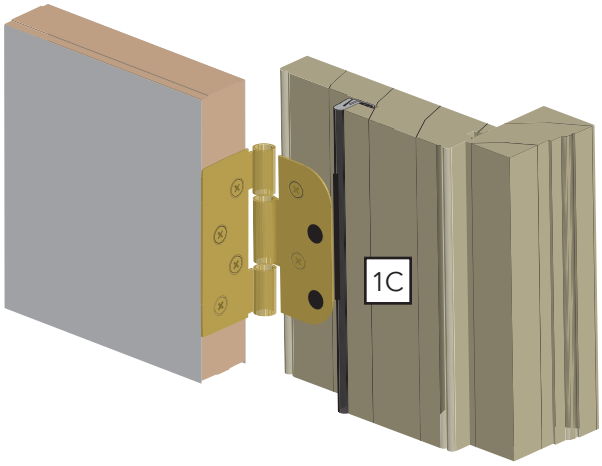
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1 SIDELIGHT PANEL REMOVAL (CONTINUED):

B. Remove the interior trim from the side opposite the mullion cover. Use a utility knife to cut the finish line between the stop and the frame before attempting removal. Use care while removing because the stop will be re-installed after the panel is replaced.

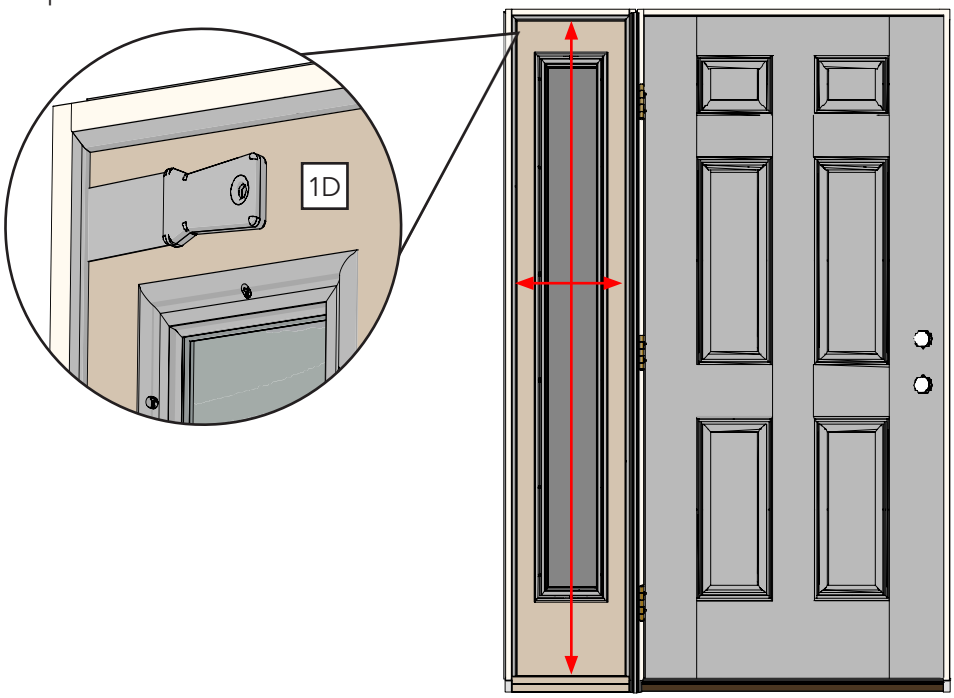


C. Open the door panel and remove the two exterior most screws from each frame hinge leaf as these go into the sidelight panel. Set screws aside to be reinstalled after the new sidelight panel is installed. Close door panel.

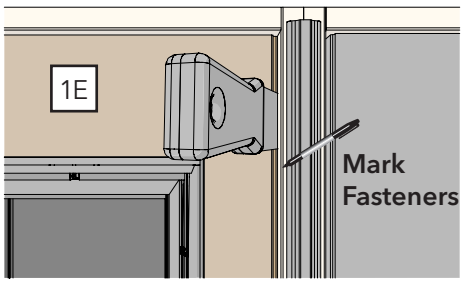


1 SIDELIGHT PANEL REMOVAL (CONTINUED):

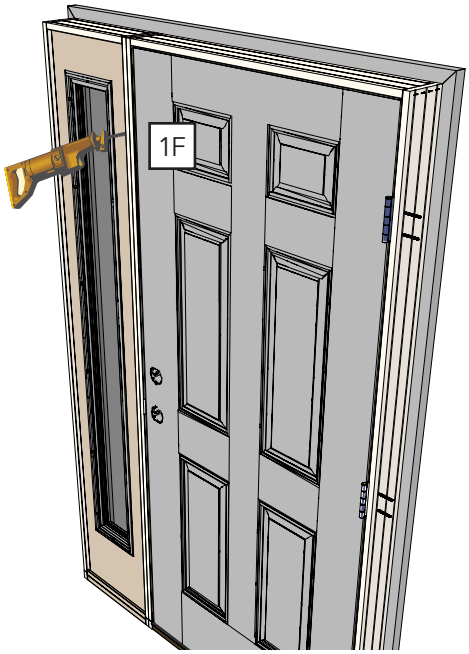
D. Remove the four sidelight stops. Use a stiff putty knife and hammer to gently pry off the stops from the sides and top of the sidelight.



E. Locate the fasteners by running a putty knife blade between the sidelight panel and the frame along the sides of the panel. There are no fasteners at the head or sill. Mark the locations for reference to cut the fasteners in the next step.

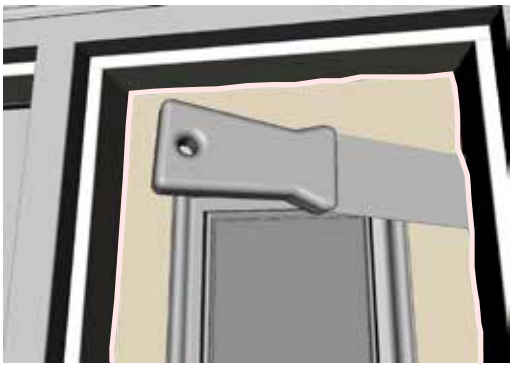


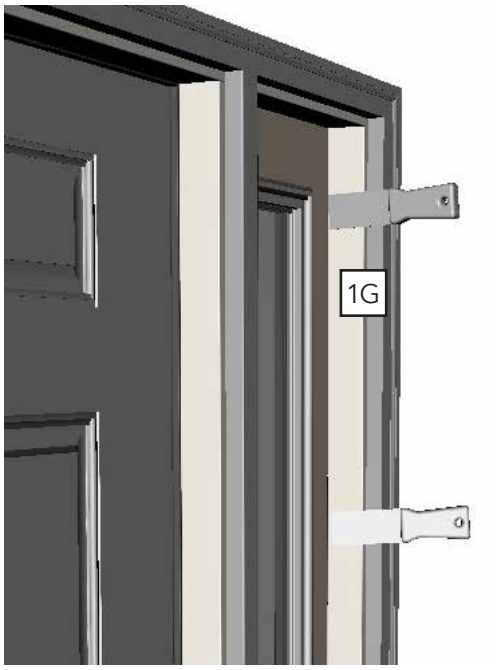
F. Cut the fasteners using a metal cutting blade. Run the blade along each side of the panel between the panel and frame. Use care as to not damage the frame when cutting the fasteners.



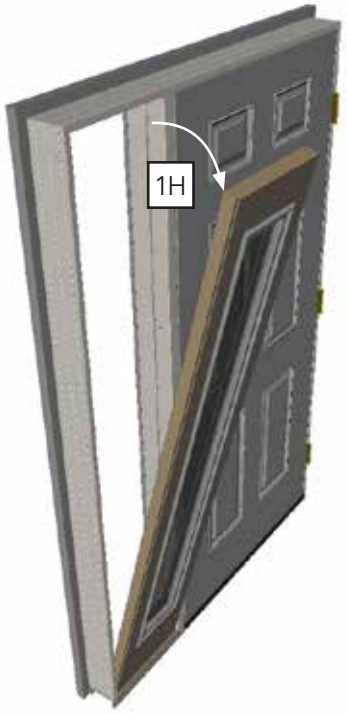
1 SIDELIGHT PANEL REMOVAL (CONTINUED):

G. Cut the sealant on the exterior. Run a stiff putty knife between the panel and frame along the sides and at the head of the panel.





H. Remove the sidelight panel. Push/ pry the sidelight from the exterior to the interior. It may be necessary to use a pry bar and continue to cut sealant as the panel is removed.

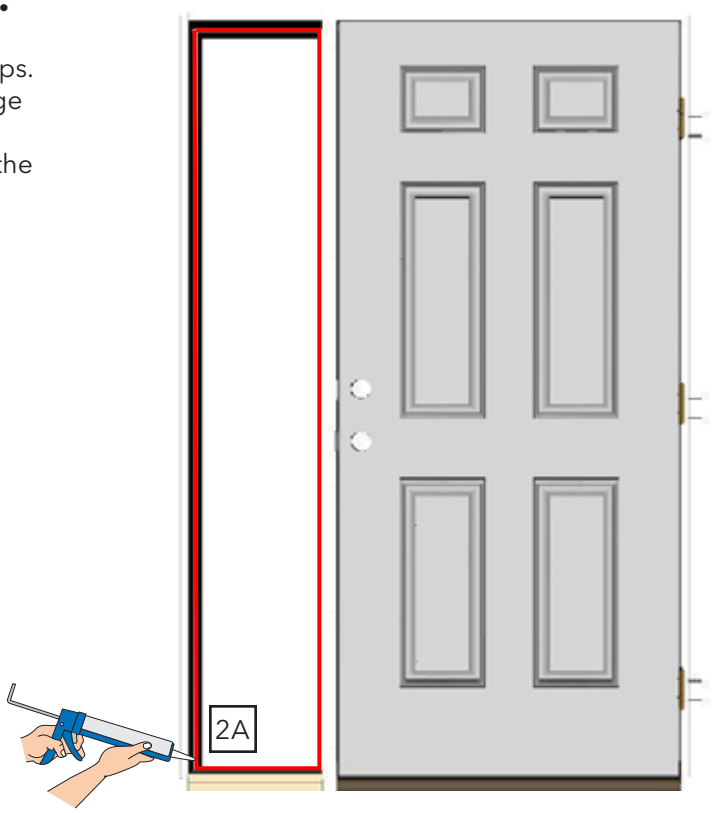


I. Clean and prep the frame. Remove all old sealant and debris from the frame and sill. Make sure all old fasteners are flush with the frame.

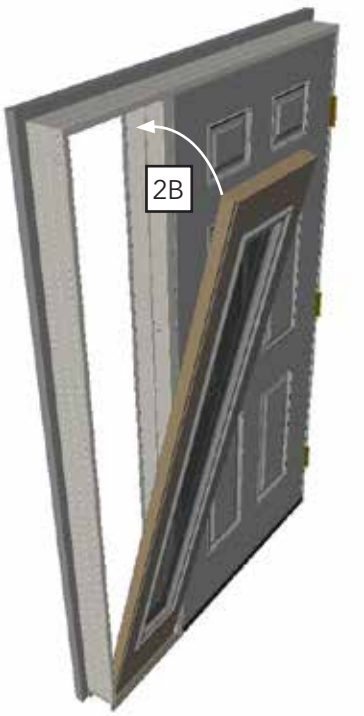


2 SIDELIGHT PANEL INSTALLATION:

A. Apply sealant on the sill, jamb stops and head stops. Place a 3/8" bead of sealant along he exterior edge of the sill and in each corner where the sill meets the jamb. Place a bead of sealant on the edge of the jamb and head frame stops.



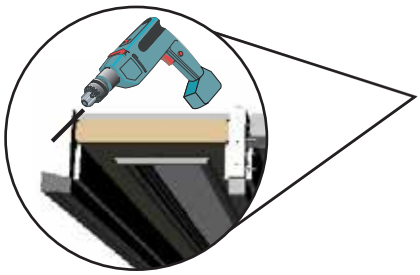
B. Install the sidelight panel. Place the bottom of the panel directly onto the top of the sill. DO NOT slide the bottom edge of the panel onto the sill as this will mess up the sealant line. Tilt the panel up into the frame and press it against the frame stops.

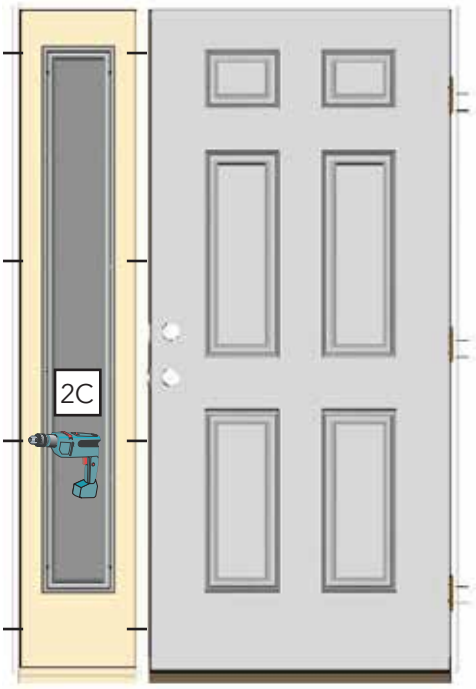


2 SIDELIGHT PANEL INSTALLATION (CONTINUED):

C. Drill four 1/8" screw pilot holes into each side of the panel (for 81-1/2" frame height panels). While holding the panel firmly against the frame stops, drill 1/8" diameter pilot holes at as steep as possible angle through the edge of the frame into the replacement panel. Make sure the holes are drilled in a location from where the trim or mullion cover was removed. The top and bottom holes should be approximately 4" from the end of the panel and then equally space the remaining pilot holes.

Note: 97-1/2" frame height panels will require 5 screw pilot holes on each side.





Interior

D. Install the attachment screws. While holding the panel firmly against the stops insert the provided attachment screws into each pilot hole.

E. Install the sidelight panel stops, mullion cover and any removed interior trim. Use finish nails to re-install the removed stops, cover and trim.

F. Open the door panel and install the two exterior most screws into each frame hinge leaf and into the sidelight panel. Close door panel.



