Fixed Panel and Sidelight Replacement for Entry Door

Service Instruction

These instructions apply to:

Pella® Entry Doors 7/2011-02/2020
Architect Series® Entry Doors 2011-02/2020

Tools Required:

- FEIN cutter with HSS circular blade
- Flat-head screwdriver
- Staple gun with 1/2" long staples
- Hammer
- Drill
- Rubber mallet
- Tape measure
- Flashlight
- Putty knife
- Pliers
- Brush, broom, or vacuum

Parts Needed:

- Clip pack (includes screws)
- Replacement weatherstrip pack
- Replacement panel

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.

Note: The following photos depict an in-swing sidelight replacement, fixed panel replacement steps will be similar.

Note: Before beginning, confirm all replacement parts are present - new panel/sidelight with continuous route on edges, clips with screws, panel sill spacers and bottom weatherstrips.

1 Fixed Panel or Sidelight Removal:

Table 1a. Jamb Screw Locations

Measure from Top of Panel	
Inswing	Outswing
16"	13.5"
34"	22.5"
52"	31.5"
70"	40.5"
88"	49.5"
	58.5"
	67.5"
	76.5"
	85.5"

Table 1b. Head Screw Locations

Measure from Outside edge of Frame	
Inswing	Outswing
3" Mid-point of fixed panel	4.5"

A. Mark the locations of the screws according to Table 1a and Table 1b on the panel or sidelight to be replaced. The jamb screws are measured from the top of the panel and the head screws are measured from each outside edge of the frame.





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1 Fixed Panel or Sidelight Removal (continued):

B. Cut through each screw at the marked locations using the FEIN cutter.

Note: It is recommended to use a FEIN cutter with a HSS circular blade. A stiff putty knife and hammer can also be used to cut the screws.







C. Push the panel out from the interior if an out-swing unit and from the exterior if an in-swing unit.

CAUTION!
Panel may be heavy.





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2 Frame Preparation:

A. Remove the continuous spacer from the jambs and head. Use a putty knife to pry the spacer and then pull to remove.





B. Remove the weatherstrip from the jambs and head using the putty knife or flat head screw driver to pry it out.









C. Tap in the screws which were cut and tap in and hammer flush or pull out staples.



D. Clean up the sill with a broom, brush, or vacuum.



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2 Frame Preparation (continued):

E. Mark clip locations on the frame according to the locations given in Table 2a and Table 2b. For in-swing units, the edge of the clip will be 11/16" from the interior edge of the frame; for out-swing units, the edge of the clip will be 13/16" from the exterior edge of the frame. Mark the distance from the edge of the frame twice within the length of the clip (6") to ensure the clip is vertical.

Location of clips shown in images below.





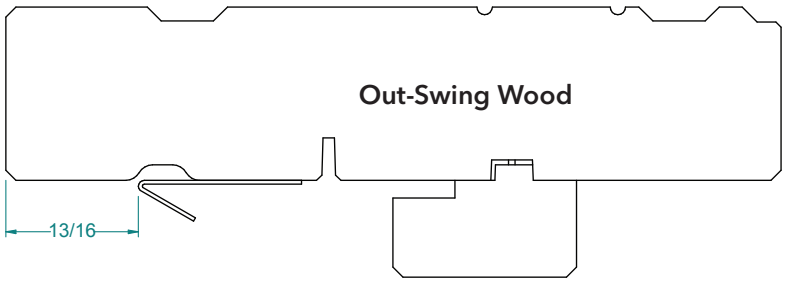


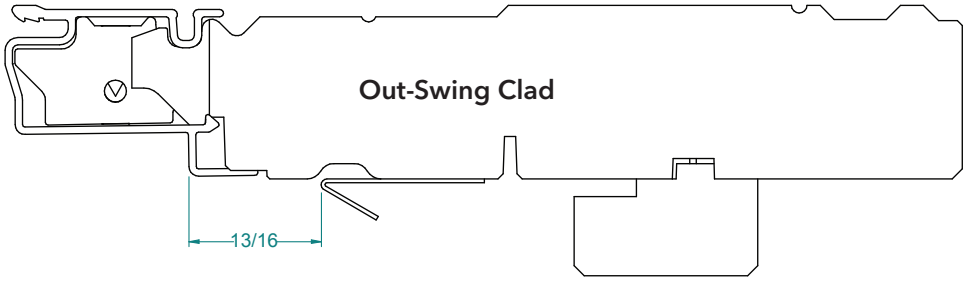
Table 2a. Jamb Clip Locations

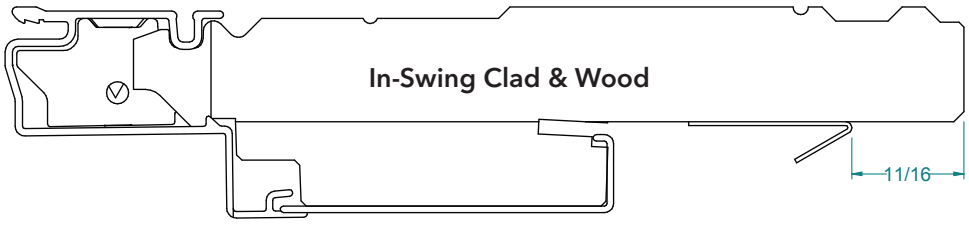
Top of Clip measured from Bottom of Head	
Sidelight	Panel
9"	9"
33"	21"
57"	27"
81"	33"
	45"
	57"
	69"
	75"
	81"

Table 2b. Head Clip Locations

Sidelights do not require a clip	
Side of Clip Measured from Left Jamb	
Width of Panel	Clip Locations
2'8"	6" and 20"
3'	8" and 22"
3'6"	8", 18" and 28"







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2 Frame Preparation (continued):

F. Install the clips with the provided screws.





G. Install the new weatherstrip; starting with the head weatherstrip.



H. Insert each jamb weatherstrip at the head first, then insert at the sill, make sure the end of the weatherstrip is between the sill ledge and the jamb.





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2 Frame Preparation (continued):

I. Use a flat-blade screwdriver or stiff putty knife and make sure the weatherstrip is completely seated into the frame kerf around the perimeter of the frame.







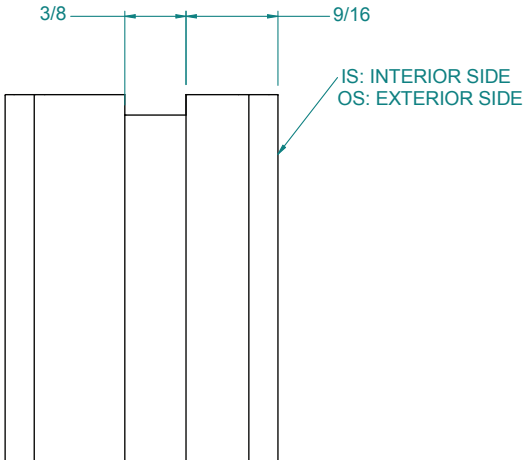
J. Staple each piece of weatherstrip with one staple, 2" from each end of the weatherstrip.

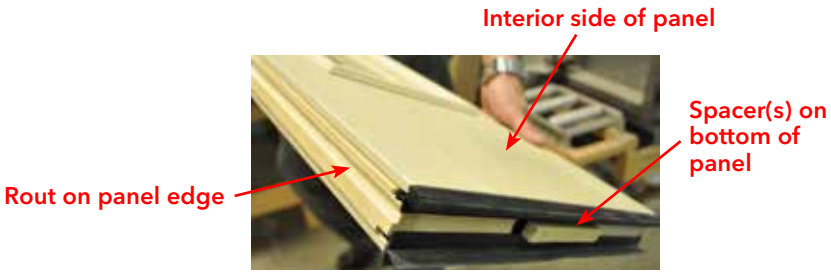
Note: DO NOT staple through the weatherstrip bulb.





3 Panel or Sidelight Installation:





A. With the top of the panel tipped to the interior for an in-swing panel and to the exterior for an out-swing panel, set the panel bottom on the sill. Make sure the bottom weatherstrip makes good contact with the threshold



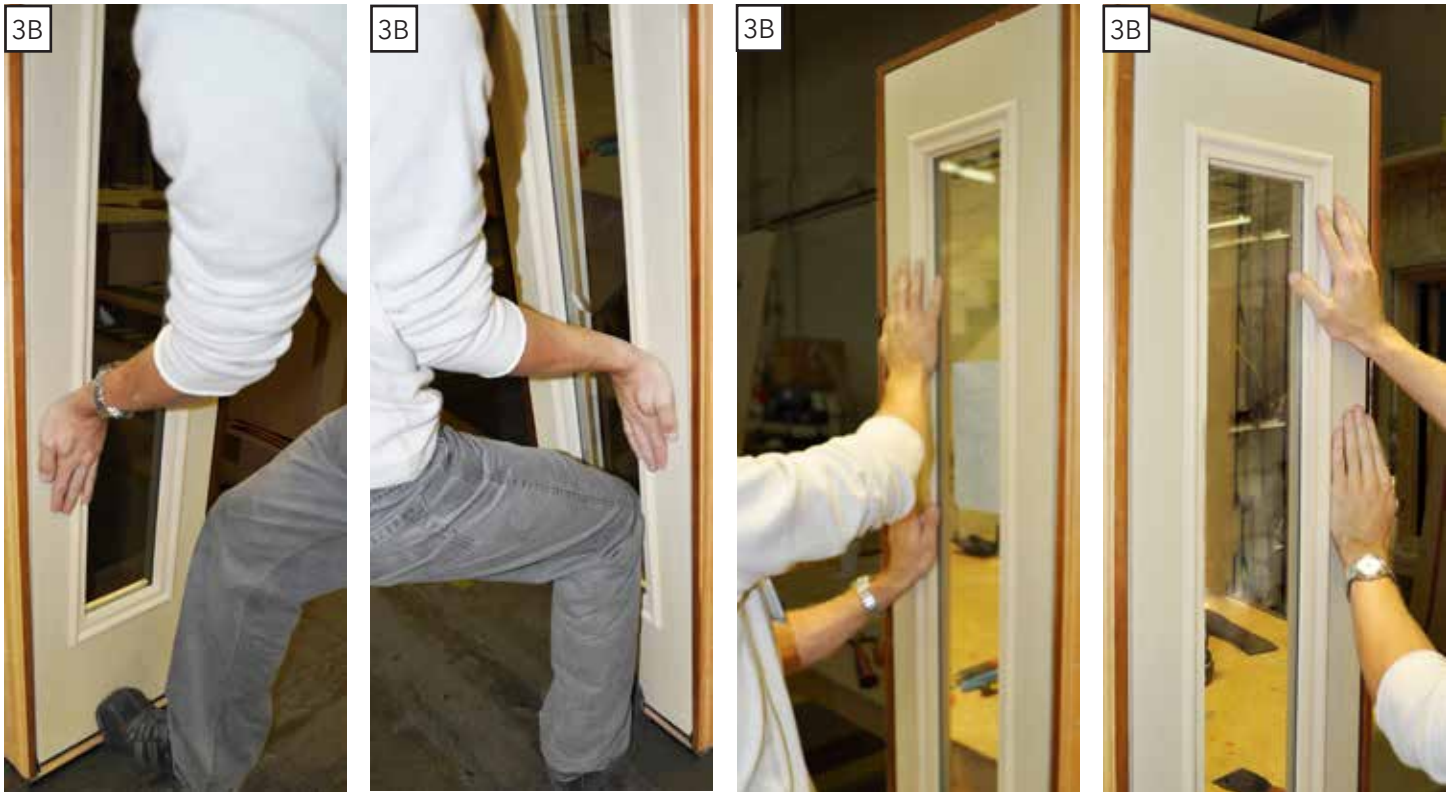


3 Panel or Sidelight Installation (continued):

B. Keep a foot on the bottom of the panel and tilt the panel into the frame. Push firmly on both panel stiles at the location of the clips to engage each clip into the continuous rout on the panel edge.

Note: Take care not to scuff the panel with your foot.





C. Using the flashlight, check between the panel and frame to ensure all the clips are engaged in the rout pocket on the edge of the panel. If not, apply pressure to the panel where the clip is not fully engaged. Use a putty knife or flat-head screwdriver to make sure the panel is centered in the frame with equal reveal on each side of the panel.

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