SERVICE INSTRUCTION

Take-Out Clip Replacement—Single-Hung

These instructions apply to:

Pella® 150 Series 2021 - Current
Centera by Pella™ 02/2007 - 2011
ThermaStar by Pella® 2003 - 01/2022
Encompass by Pella® 02/2008 - Current

Tools Required:

- Pliers

Supplies Needed:

- Two take-out clips per window



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..

1 Removing the Clip:

A. Locate the damaged take-out clip in the upper half of the side of the frame.



B. Remove the clip with the pliers. Pry out the top of the clip first, then lift out the bottom.



C. Install the new take-out clip by inserting the bottom curved portion of the new take-out clip in the lower slot.



D. Push the top of the clip into the upper hole until it snaps flat against the window frame.



Note: The clip should be placed in the closed position. It should only be placed in the open position to remove sash or sash balances.

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