VINYL WINDOWS AND DOORS
Manufactured by Pella Corporation

Questions? Call 1 (800) 374-4758

SERVICE INSTRUCTION
Lock and Keeper Replacement—Sliding and Single-Hung Window

These instructions apply to:

Pella® 150 Series 2020 - Current
Centera by Pella™ 02/2007 - 2011
ThermaStar by Pella® 2003 - 01/2022
Encompass by Pella® 02/2008 - Current

Tools Required:

- Hand Phillips screwdriver
- Putty knife or chisel



Supplies Needed:

- Number of lock, keepers, and screws required to perform work. Must specify color and (handing for sliding window only).

SINGLE-HUNG: 2 LOCKS AND KEEPERS ARE REQUIRED FOR UNITS WITH FRAME WIDTH ≥ 29-1/2".

TWO OR MORE PEOPLE WILL BE REQUIRED FOR THE FOLLOWING INSTRUCTION!

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 Replacing The Lock And Keeper:

A. Unlock the damaged lock and remove both screws with a Phillips screwdriver.

B. Clean off the residue around the screw holes with a putty knife or chisel. (Be careful not to scratch the surrounding vinyl.)

C. Mark the location of the existing keeper with a pencil and remove the screws. Clean off the residue around the screw holes with a putty knife or chisel. (Be careful not to scratch the surrounding vinyl.)

D. Using a Phillips screwdriver, loosely attach new keeper.

E. Check alignment of keeper to mark. Loosen and adjust the keeper as necessary to align with mark. Using a Phillips screwdriver, re-tighten screws to secure keeper. (Do not over tighten screws.)

F. Using a Phillips screwdriver, install the new lock. (DO NOT over tighten screws.)

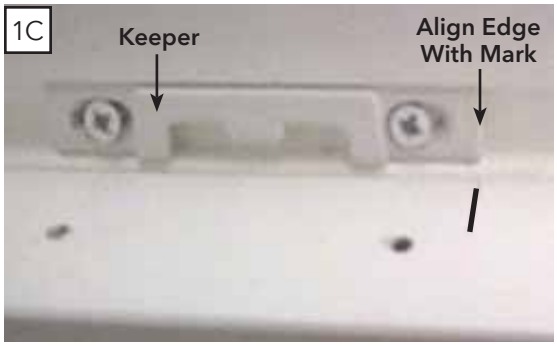
G. Open and close the sash and engage the lock several times to ensure proper alignment and operation.

NOTE: Occasionally, the screw holes for the lock or keeper may become oversized and cause the screws to no longer hold. A larger diameter (oversized screw) can be used to remedy the situation. The standard screw is a #6 x 3/4". A #8 x 3/4" can be substituted.

1A



1C



1F



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