SERVICE INSTRUCTION

Locking Pivot Bar Replacement — Double-Hung and Single-Hung

Supplies Needed:

- Locking Pivot Bar Assembly Package

Tools Required:

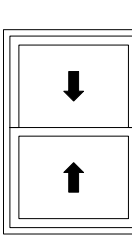
- Flat-head screwdriver
- Rubber mallet
- Pliers
- Phillips screwdriver

WARNING All 07/2025 - Current Pivot bars will have a horizontal line ID mark on the end. This version pivot bar **MUST** be used with all replacement constant force balances.



Pivot Bar Head Length Decision Tree

Constant Force Balance
07/2025 – Current

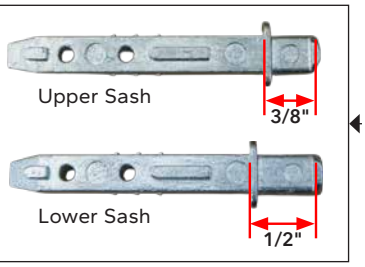


Double-Hung

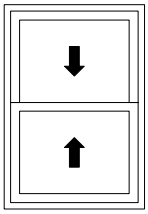




Pivot bar horizontal line ID mark

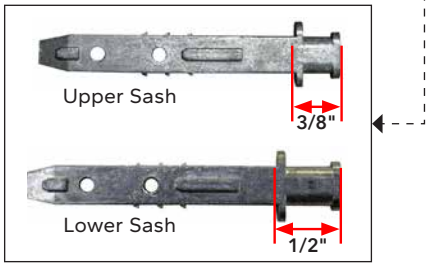


Constant Force Balance
2014 – 07/2025

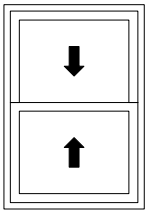


Double-Hung



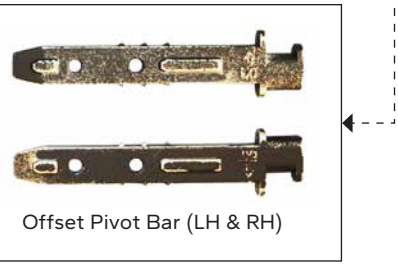


Block and Tackle Balance
Pre-2014



Double-Hung

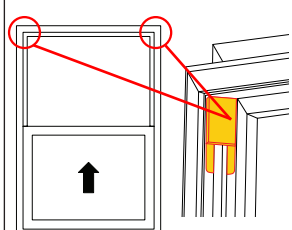




Offset Pivot Bar (LH & RH)

Constant Force Balance
07/2025 – Current

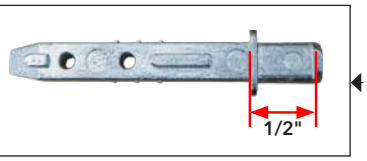




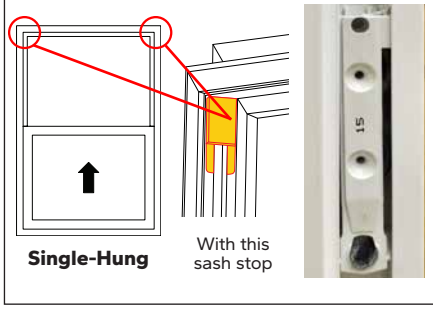
Single-Hung

With this sash stop



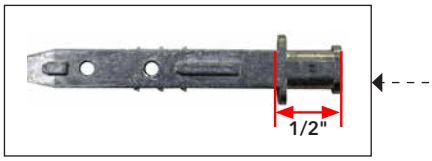


Constant Force Balance
2014 – 07/2025



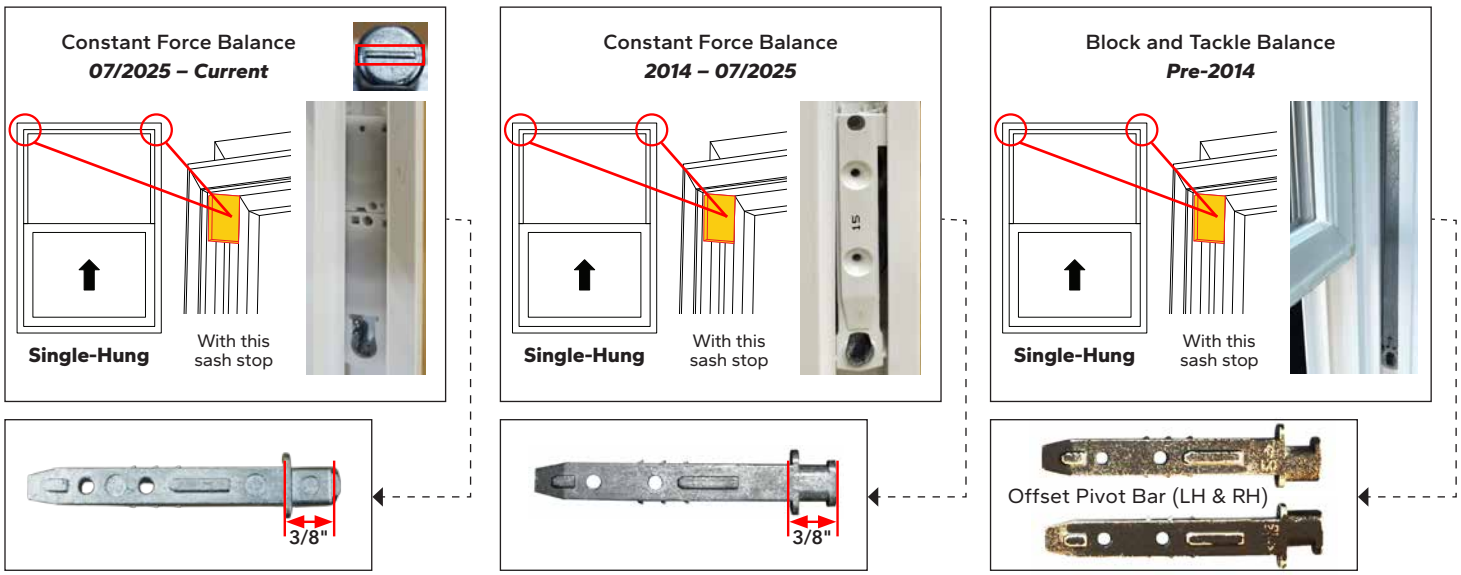
Single-Hung

With this sash stop



Decision tree continued on next page.

Pivot Bar Head Length Decision Tree (continued)



Be sure to read and understand all the steps in this instruction before beginning replacement.

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 sash must be removed to access the locking pivot bars.

Note: All replacement locking pivot bars require no screws.

1 Sash Removal:

A. **Raise the lower sash 3-4 inches,** slide the tilt latches in toward the center of the sash and pull the top of the sash to the interior until it is perpendicular to the window.





B. **Lift one side of the sash straight up until the sash locking pivot bar can be released from the balance shoe in the bottom of the sash balance.** Lift the locking pivot bar out of the sash balance and continue to lift the sash up until the locking pivot bar on the opposite side of the sash is removed from the balance shoe in bottom of the balance. Lift the sash up and out of the window frame and set it aside in a safe location.

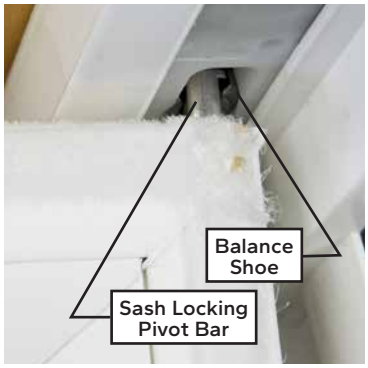


C. **To remove the Double-Hung upper sash,** lower the upper sash 3-4 inches and repeat the removal steps listed in steps 1A-1B.

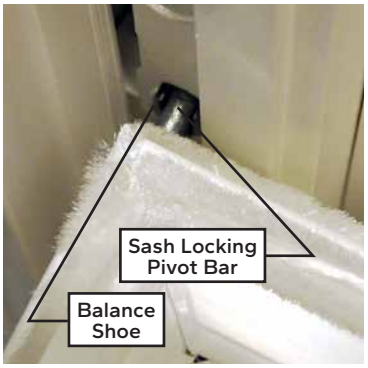
***Repeat steps in reverse to re-install sash after Step 3.**



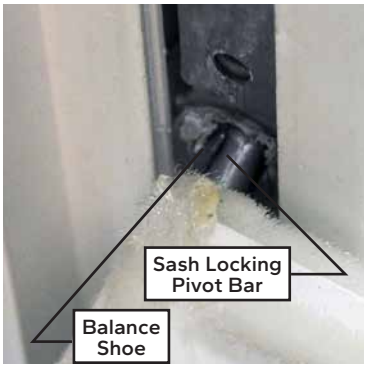
07/2025 - Current with Constant Force Balance



07/2025 - Current with a Field Replaced Constant Force Balance



2015 – 07/2025 with Constant Force Balance



2003 – 12/2014 with Block and Tackle Balance

2 Lower and Upper Sash Locking Pivot Bar Removal:

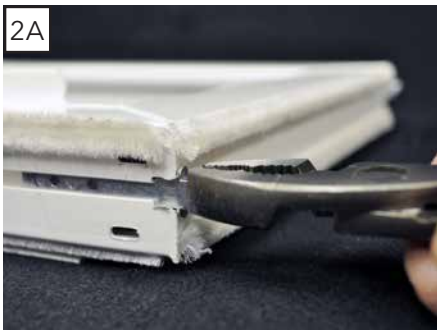
Note: All locking pivot bars may be removed in a similar manner, either by tapping on the end of the pivot bar with a flat blade screwdriver or pulling it out with a pliers.

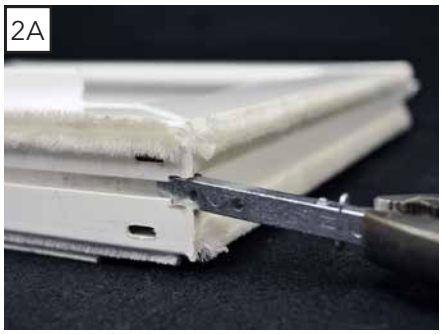
A. **Place a flat head screwdriver against the end of the pivot bar** as shown and tap the end of the screwdriver or pull the pivot bar out with pliers to remove the pivot bar from the bottom of the sash.













B. **Models with locking bar attachment screw:** Use a Phillips screwdriver to remove the pivot bar attachment screw from the bottom of the sash. Then remove the pivot bar using a flat head screwdriver as shown in 2A.



3 Lower and Upper Sash Locking Pivot Bar Installation:



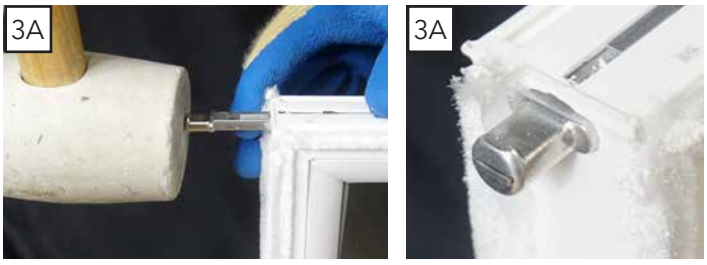
⚠ WARNING **All 07/2025 - Current Pivot bars will have a horizontal line ID mark on the end. This version pivot bar MUST be used with all replacement constant force balances.**



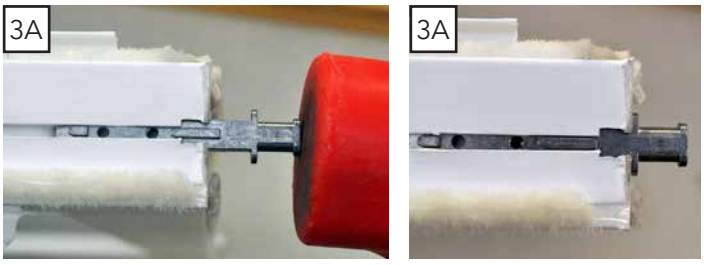
All Hung units with this constant force balance MUST use the Pivot Bar with the horizontal ID Mark installed in the sash.

A. **See Pivot Bar Decision Tree to confirm correct pivot bar usage.**

B. **Insert the locking pivot bar into the slot on the bottom of the sash,** with the raised tabs on the wider flat surface aligned with the slot in the bottom sash. Tap the pivot bar into the slot until the stops are flush with the edge of the sash. Repeat on other locking pivot bars as necessary.



07/2025 - Current Lower Sash 3/8" Pivot Bar Installation



12/2014 - 07/2025 Lower Sash 1/2" Pivot Bar Installation



Single-Hung Lower Sash Locking Pivot Bar – Pre-12/2014 with Block and Tackle Balance

Note: To ensure correct Locking Pivot bar orientation in the bottom of the sash; see the markings indicating up or down on the flat side of each bar indicating the side of the bar which is to be pointing towards the sash exterior. Make sure the arrow points to the exterior when inserting pivot bar.



Double-Hung 07/2025 - Current Lower Sash Installation Shown; Upper Sash Installation Similar

4 Sash Installation:

A. **Re-install the sash; return to Step 1 and reverse removal steps.** If a Double-Hung upper sash was removed; install the upper sash first.