SERVICE INSTRUCTION

Balance Pocket Plugs—Double-Hung

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:

- Soap / water
- Clean towel

Supplies Needed:

- Balance pocket foam plugs (2) Non-handed

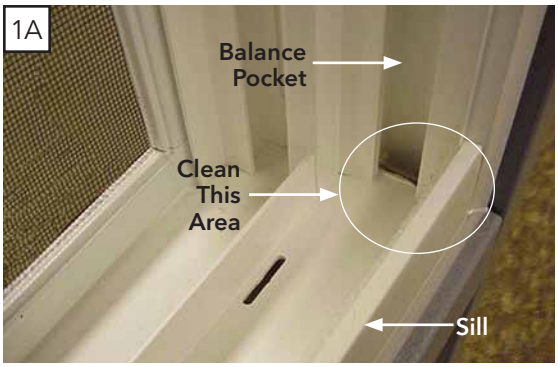


NOTE: Two or more people will be required for the following instruction!

1 Replacing The Balance Pocket Plugs:

A. Unlock the window and raise the lower sash to the fully open position.

B. At both ends of the sill, clean the area shown.

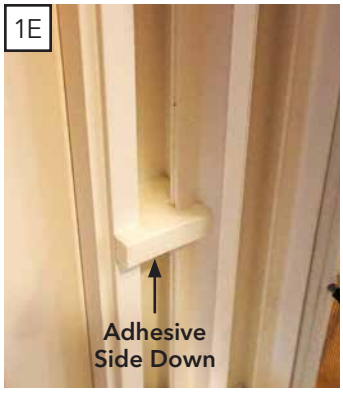


C. Peel the release paper off the adhesive on the balance pocket foam plug.

D. Place a balance pocket foam plug in the lower balance pocket so the adhesive is toward the exterior of the window.

E. Turn the balance pocket foam plug 90 degrees so the adhesive is facing down.

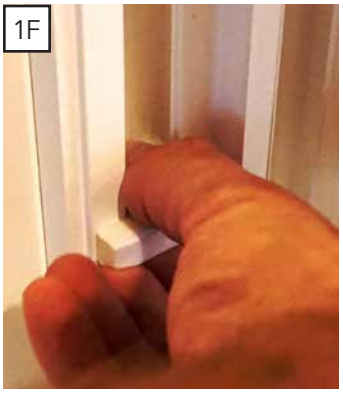


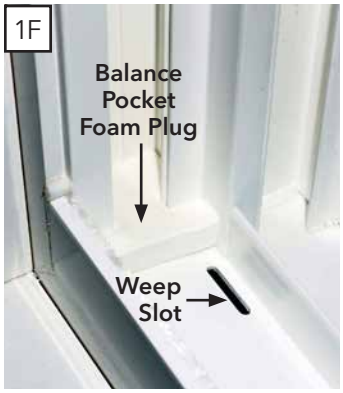


F. Slide the balance pocket foam plug down to the bottom of the window, and press down to adhere the plug to the sill of the window.

G. Repeat steps C-F for the other balance pocket foam plug.

H. Close the bottom sash and lock the window.





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