SERVICE INSTRUCTION

Double-Hung Upper Vent Stop Replacement

These instructions apply to:

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

Tools Required:

- Hammer
- Putty knife

Supplies Needed:

- Upper vent stop

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.

There are two designs of Upper Vent Stop, however the process for replacement is similar. The two Upper Vent Stops on the same sash must be the same design.



04/2007 - Current



2003 - 03/2007

1 Removing The Upper Vent Stop:

A. Position a putty knife blade against the sash at the top of the Upper Vent Stop.

B. Gently strike the top of the putty knife with a hammer to drive the putty knife blade between the sash and Upper Vent Stop.

C. Pry the top of the Upper Vent Stop out of the sash stile with the blade of the putty knife.

D. With the putty knife still in position, press the release button to open the upper vent stop, then tilt the top of the Upper Vent Stop as shown, and pull the stop up and out of the sash.









2 Installing The Upper Vent Stop:

Vintage 04/2007 - Current: Position the Vent Stop with the release button at the bottom, and insert the stop into the sash. Press on the Vent Stop until it snaps into position.

Vintage 2003 - 03/2007: Position the stop with the release button at the top, and insert the Vent Stop into the sash. Press on the Vent Stop until it snaps into position.





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