SERVICE INSTRUCTION

Tilt Latch Replacement — Single-Hung and Double-Hung

Tools Required:

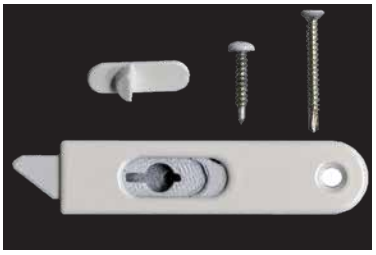
- Flat-head screwdriver
- Hand Phillips screwdriver
- Rubber mallet

Supplies Needed:

- Tilt latch replacement kit



Standard Tilt Latch for Upper & Lower Sash



Performance Upgrade Tilt Latch – Lower Sash only

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..

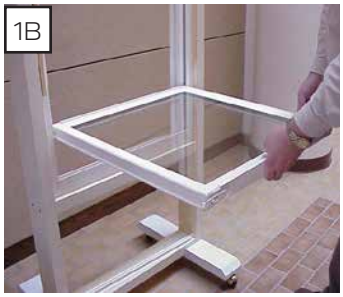
1 Standard Latch Replacement, Single-Hung Lower, Double-Hung Lower & Upper Sash:

A. Unlock the window and raise the lower sash approximately 4 to 5 inches. Slide the tilt release tabs inward, these are located at the top of the sash.

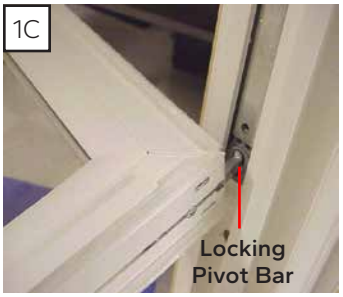
B. Pull the top of the sash toward you until the sash is perpendicular to the frame.

CAUTION!
Sash may be heavy.





C. Grasp the sash near the frame, and lift straight up on one side until the locking pivot bar of the sash can be released from 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 is released from the opposite side of the sash and can be removed from the bottom of the balance. Lift the sash up and out of the widow frame, place in on a safe work surface.





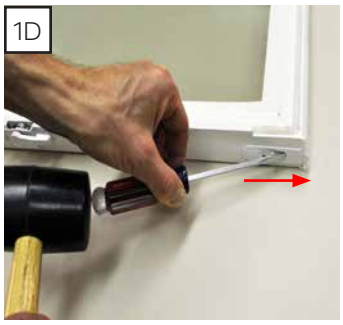
Note: Follow the same process to remove the double-hung top sash. The top sash should be lowered to a comfortable working height before tilting and removing the sash.

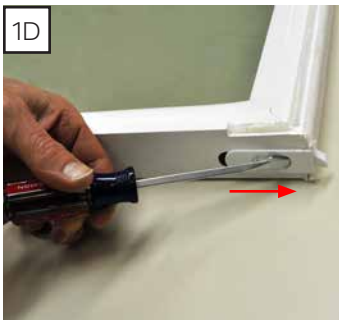
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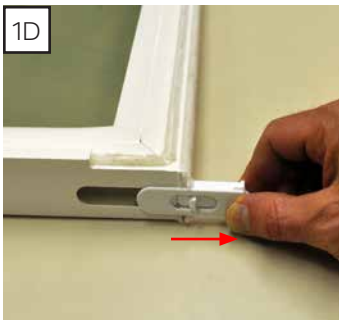
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1 Standard Latch Replacement, Single-Hung Lower, Double-Hung Lower & Upper Sash (continued):

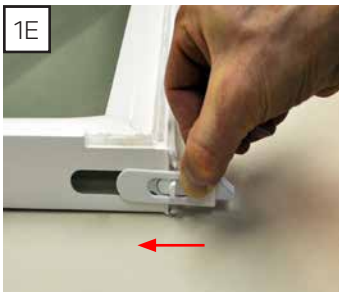
D. Use a mallet to gently tap a flat blade screwdriver to loosen the latch from the sash. Once loosened, remove the tilt latch.







E. Insert the tilt latch into the sash with the tapered side of the retractable tab toward the exterior. Use a rubber mallet to tap into place.









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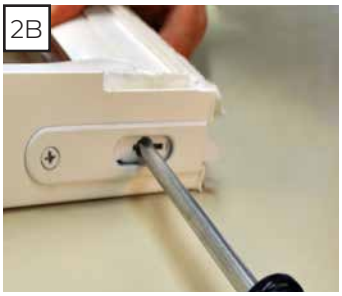
2 Performance Upgrade Latch Replacement, Double-Hung Lower Sash Only:

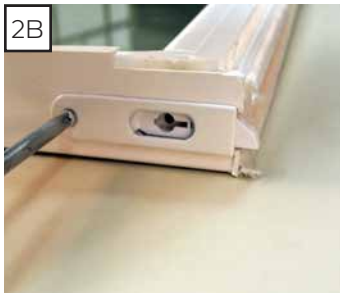
A. Use a flat blade screwdriver to pry up the latch lever.



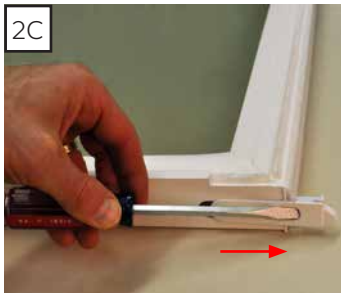


B. Use a Phillips screwdriver to first remove the screw on the inside of the tilt latch and then the end screw.

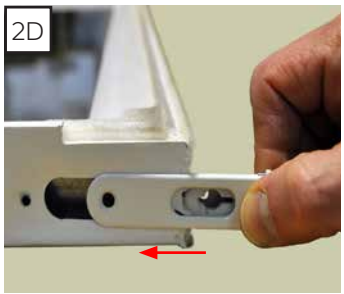


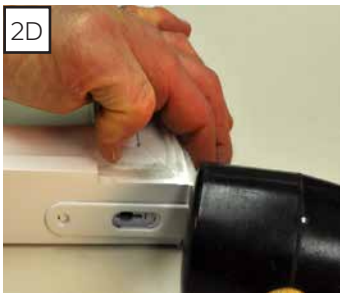


C. Use a mallet to gently tap a flat blade screwdriver to loosen the latch from the sash. Once loosened, remove the tilt latch.



D. Insert the tilt latch into the sash with the tapered side of the retractable tab toward the exterior. Use a rubber mallet to tap into place.







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2 Performance Upgrade Latch Replacement, Double-Hung Lower Sash Only (continued):

E. Push in the end of the tilt latch to expose the screw hole and insert the screw inside the tilt latch into the steel bar inside the checkrail. Tighten screw.



F. Insert and tighten the end screw



G. Insert the latch lever by placing it into position with the raised flat part of the latch lever towards the tapered end of the latch. Press down to seat it into place.





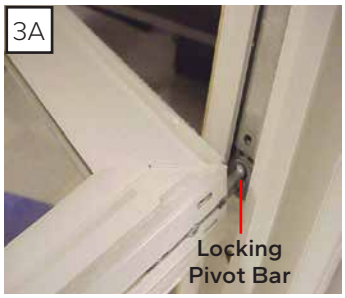


H. Repeat 2A-2G on other lower sash tilt latch, if needed.

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3 Install the Sash:

A. Grasp the sash with the exterior side facing up, and insert the sash locking pivot bar into the bottom of the window where the balance is the lowest.





B. Insert the other sash locking pivot bar into the balance on the opposite side of the window and push the sash downward until the sash is perpendicular to the frame.



C. Tilt the sash upward and engage the tilt locks located at the top of the sash.

D. Raise and lower the sash a few times to make sure it operates correctly. Close and lock the window.

TROUBLESHOOTING – TILT LATCH REPLACEMENT

Issue: Tilt latch tab does not extend.

Cause: The retention tab on the bottom of the tilt latch has not completely cleared the edge of the vinyl which can cause the bottom of the latch to bow preventing the tab from extending or moving freely.





Fix: Press on the retention tab with a flat blade screw driver to make sure it clears the edge of the vinyl and allows the tilt latch tab to extend and move freely.







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