SERVICE INSTRUCTION

Screen, Screen Spring Clip and Screen Handle/Corner Key Replacement— Double-Hung, Single-Hung and Sliding Window

Tools Required:

- Putty knife or screen roller



Screen Handle/ Corner Key

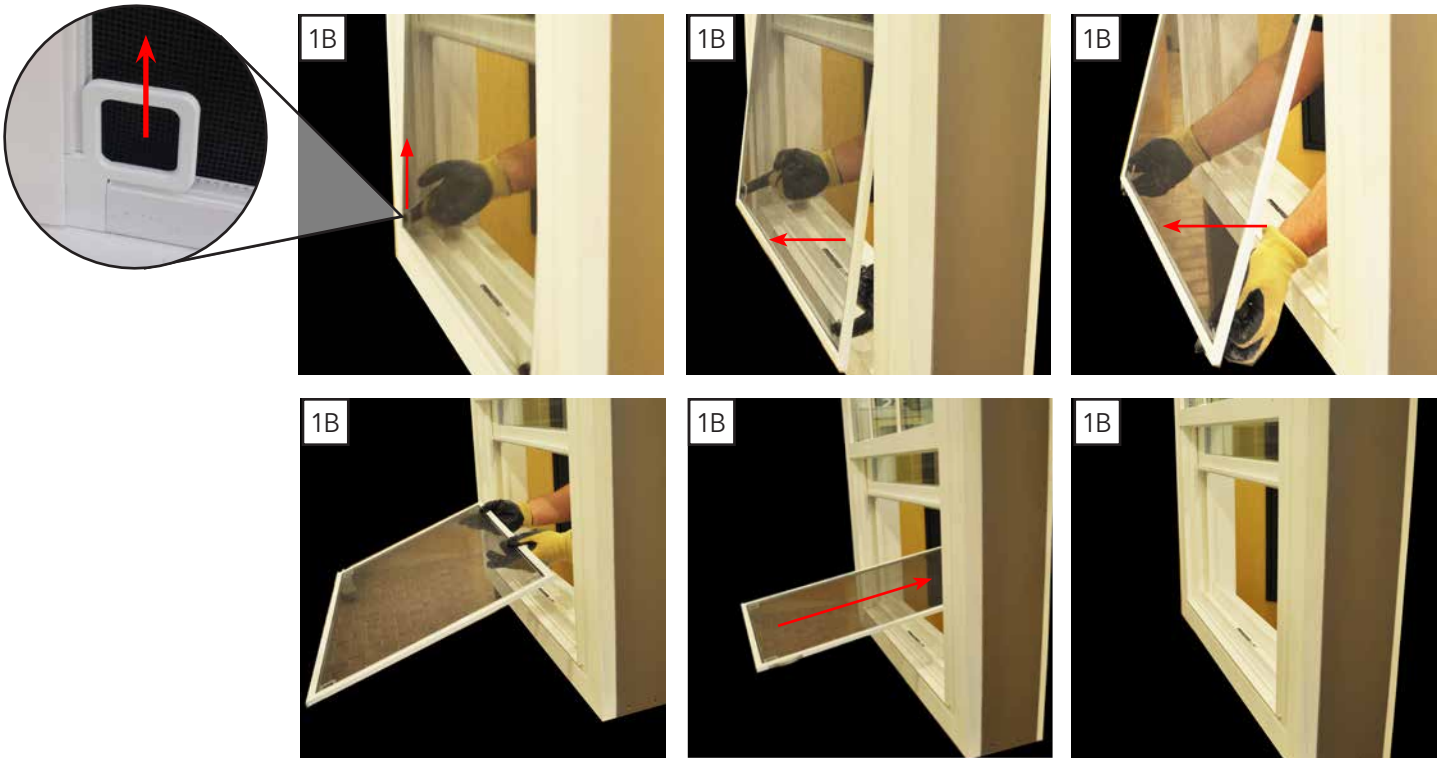
Note: Remember to work safely while doing any maintenance or repair. This includes wearing safety glasses and using safe work practices. Make sure your work area is unobstructed and clear of window coverings, etc..

1 Single-Hung and Sliding Window Screen Removal:

Note: Single-Hung screen removal shown, sliding window screen removal is similar.

A. Unlock the window and open the venting sash.

B. Grasp the screen handles/corner keys and pull the screen toward the lock(s) and then push the screen out until the opposite side of the screen with the springs clears the opening. Rotate the screen and carefully pass it through the sash opening. Place the screen on a flat surface to replace the spring clip.



© 2025 Pella Corporation

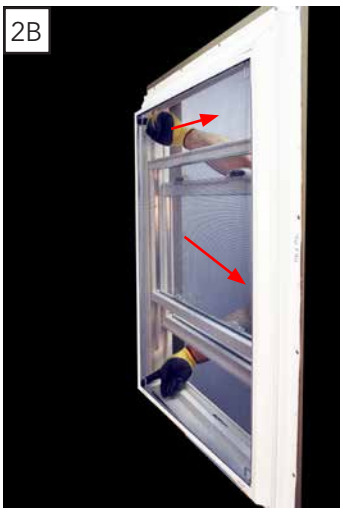
GIF-000003077- Part Number: V986032

2 Double-Hung Screen Removal:

A. Unlock the window and raise the lower sash 8"-10" and lower the upper sash 4'-6" to access the screen handles/corner keys in the screen corners.

B. Grasp the screen handles/corner keys in the screen corners on one side of the screen and pull the screen toward the opposite side of the window frame until the side clears the frame. Pull the screen out of the frame until the opposite side with the springs clears the opening.

Note: The screen springs are on only one side of the screen, if needed - grasp screen from other side to remove.

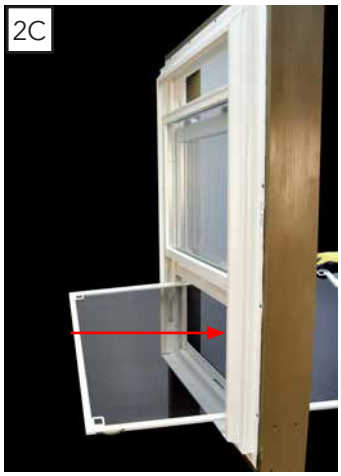




C. Rotate the screen and carefully pass it through the sash opening. Place the screen on a flat surface to replace the spring clip or screen handle/corner key.



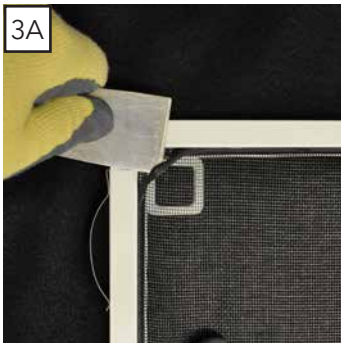


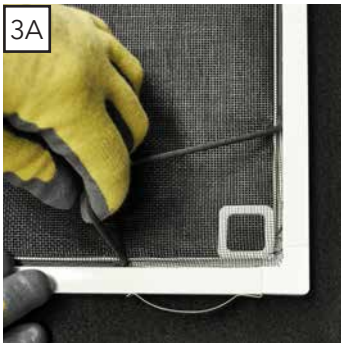


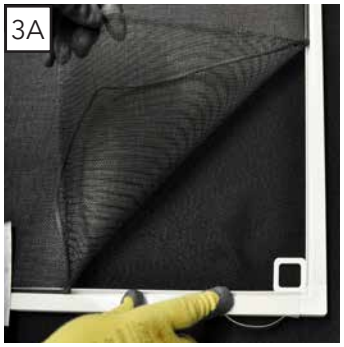
© 2025 Pella Corporation

3 Screen Clip Replacement:

A. Insert a thin putty knife under screen spline (black rubber material) near the corner. Pry up spline to about 1/2 the length of the screen in each direction.

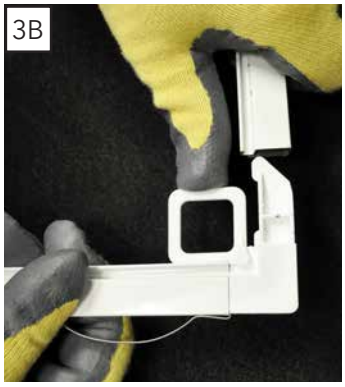


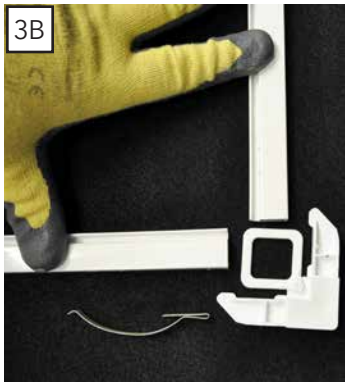




B. Remove the screen handle/corner key from the screen leg.

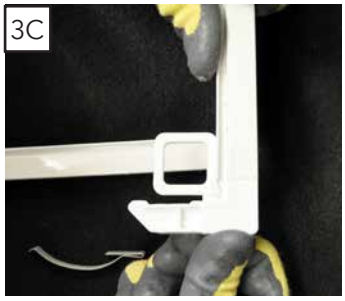
Remove spring.





C. Install new spring. Reinsert screen handle/corner key or install a new screen handle/corner key.

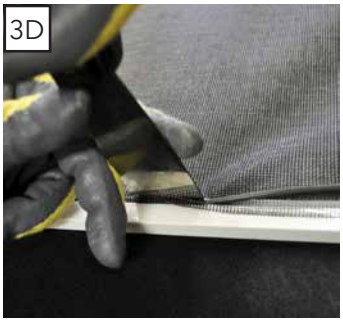




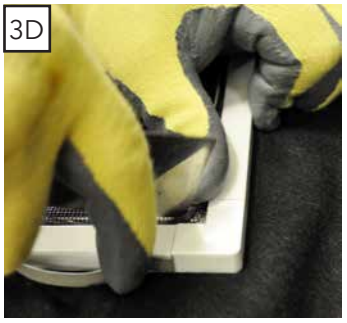


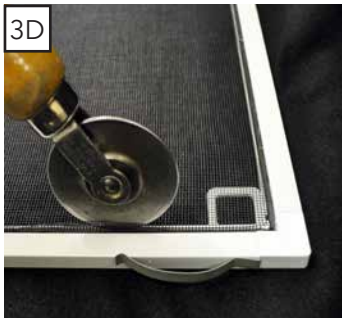


D. Pull screen tight. Reinsert screen spline using putty knife or screen roller. Work from center of screen leg to corner. If necessary use a putty knife to insert the screen spline in the corner.









E. Reinstall screen by performing removal steps in reverse.

© 2025 Pella Corporation

GIF-000003077- Part Number: V986032