VINYL WINDOWS AND DOORS

Manufactured by Pella Corporation

Questions? Call 1 (800) 374-4758

SERVICE INSTRUCTION

Casement and Awning Keeper Replacement

These instructions apply to:

Pella® 250 Series Awning/Casement 4/2018-Current

Tools Required:

- Small flat-head screwdriver
- Phillips head screwdriver

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.

Casement with Sash Removal Process Shown, Awning Process is Similar.

1 Casement Sash Removal:

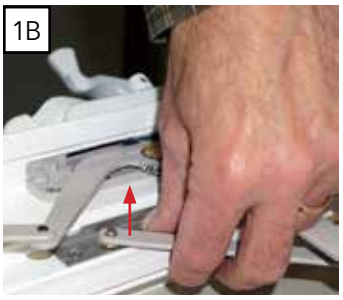
A. Remove the screen by disengaging the screen clips and lifting out of the frame. Unlock sash and open to its fully open position.





Note: If it is possible to access keeper from interior without sash removal, go to Step 2.

B. Lift up on the hinge arm to remove the hinge arm from the stud on the hinge slide.





C. Press down on the arm to remove it from the stud bracket on the sash.







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Part Number: V987382

1 Casement Sash Removal (continued):

D. Pull the operator arm down to remove it from the operator track.





E. Pull the hinge arm down to remove it from the hinge slide stud.





F. Remove the stop attachment screw located in the head hinge slide and then remove the stop.





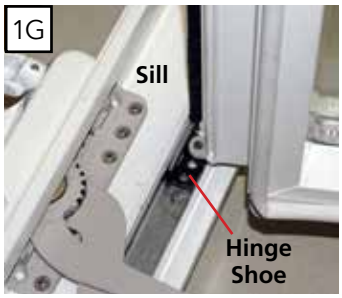


G. While securely holding the sash, slide the sash toward the center of the frame until the hinge shoes come out of the hinge slides.













1 Casement Sash Removal (continued):

H. Remove the sash from the frame towards the interior and place it on a smooth, flat, safe surface.







2 Casement Keeper Replacement:

A. Remove the keeper attachment screws and remove the keeper.





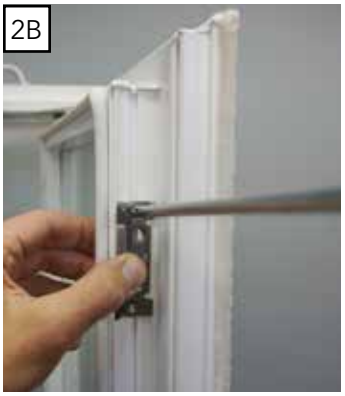






B. Position the keeper with the screw holes aligned with the holes on the sash edge. Insert and tighten the attachment screws.







3 Casement Sash Installation:

A. Pass the sash through the frame.





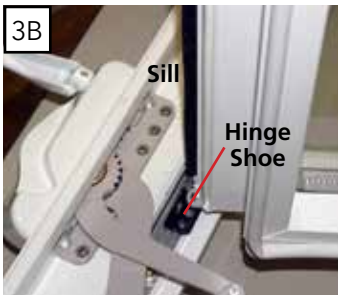


B. While securely holding the sash, slide the hinge shoes at the head and sill into the hinge slides.













C. Position the hinge arm over the hinge slide stud and press into place over the stud.





3 Casement Sash Installation (continued):

D. Press up on the folding arm to attach it to the stud bracket on the sash.





E. Push the arm to install it into the operator track.





F. Insert the stop into the head hinge slide; insert and tighten the attachment screw.







G. Crank window closed, fold down crank and engage lock.

Install the screen and engage the screen clips.

