



250 SERIES 1/2" STANDARD MULLION AND 1/2" ALUMINUM REINFORCED MULLION ASSEMBLY

Be sure to thoroughly read and understand all the steps before beginning the mullion assembly process. It is recommended this process be completed by a construction professional.

YOU WILL NEED TO SUPPLY:

- Pella Window and Door Installation Sealant or equivalent high quality, multi-purpose sealant
- Isopropyl Alcohol



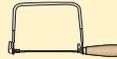
MULLION KIT, PARTS INCLUDED:

- 1/2" Mullion Stiffener
- Foam Tape
- Mullion Clip (2)
- Foam Plug (2)
- Mullion Truss Plate (2)
- 3/8" Flat Head Screws (16)
- Pella Color Matched Tape (14")
- 1/8" Closed-Cell Sponge Coil (Round Foam Weatherstrip)

REMEMBER TO USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.

TOOLS REQUIRED:

- Tape measure 
- Hammer 
- Sealant gun 
- Drill 
- 3/16" Drill bit 
- Clamps 
- 1/4" wide chisel 
- Utility knife 
- Scissors 
- Marker (fine point) or pencil 
- Rubber mallet 
- Coping Saw or Hacksaw 



FIELD MULLION RULES:

1. DO NOT mull more than 3 windows in one combination.
2. Horizontal and Vertical mullions are not permitted in the same combination.
3. Mull product combination cannot exceed:
 - 50 ft² for 1/2" mullion system.
4. The length of any mullion may not exceed 96".
5. Any window greater than 25 ft² may not be mull horizontally above a fixed 1-wide product.
6. 1/2" mullion not allowed on 5/8" or 2-1/4" flange frames.

FIXED UNDER MULLION RULES:

These rules apply AFTER all standard mullion rules are applied:

1. Any window < 20 ft² may be mull horizontally above a fixed 1-wide product.
2. Any window < 40 ft² may be mull horizontally above a fixed 2 or 3-wide product.
3. Max bottom unit FW must be < 48" for 1-wide bottom fixed, and < 96" for 2 or 3-wide bottom units.

Note: Step 1 is the same for 1/2" Standard Mullion and Aluminum Reinforced Mullion Assembly.

Aluminum Reinforcement is required when the mull length is $>53.5"$ and optional when mull length is $\leq 53.5"$. (Mull length is the frame dimension in the direction of the mullion).

1 Prepare the Windows:

NOTE: Before starting, verify the products when mullled together will fit the rough opening.

- A. **Remove the packing material from the windows.** Inspect product; DO NOT mull or install damaged windows.
- B. **Lay out the windows on a flat surface with exterior side up** in the intended mullion assembly position. Place a mark on the jamb on the sides to be combined. If windows have nail fins, the fins on these sides of the windows will be removed. If block frame windows with no fins, proceed to step 1H.
- C. **Score along the length of the nail fin** with a utility knife 2 to 3 times on the jambs of the fins to be removed.

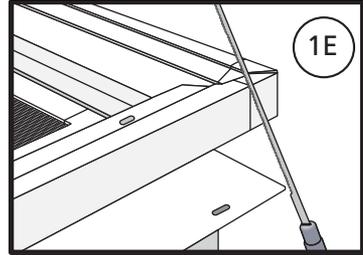


- D. **Bend the fin down and then up** to remove the fin from the frame.

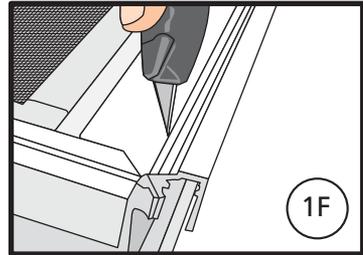


1 Prepare the Windows (continued):

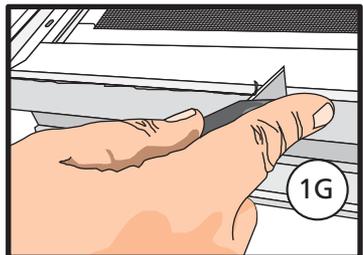
- E. **Remove the J-mould (if applicable)** from the surfaces that will be mull together. Lay the product (with the interior surface down) on a smooth clean surface. Using a coping saw, make a horizontal and a vertical cut that align with the point where the J-mould meets the exterior face of the product. Cut until the blade reaches the point where the vertical and horizontal J-mould meet. Bend and remove the cut out section of the J-mould corner.



- F. **Using a utility knife, score (3 times) the point where the J-mould attaches to the exterior face of the product.** Beginning at one end of the J-mould, grasp the J-mould with pliers and bend the J-mould toward the interior of the product. Continue along the entire length of the product until the J-mould is removed from the product.



- G. **Using a utility knife, cut off any excess material** that does not break off the accessory groove.



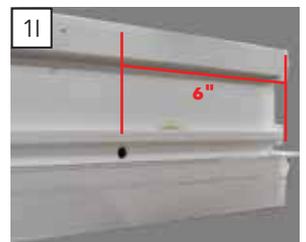
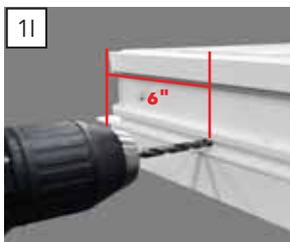
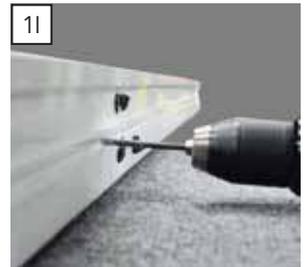
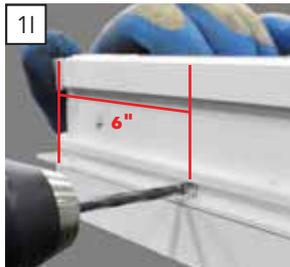
1 Prepare the Windows (continued):

H. **Clean excess vinyl weld from each corner.** Use a chisel to clean the corners adjacent to where the fin was removed. Excess vinyl must be removed so the structural mullion reinforcement and the end clip will fit flush against the frame.



I. HORIZONTAL MULLIONS ONLY:

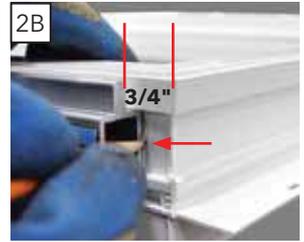
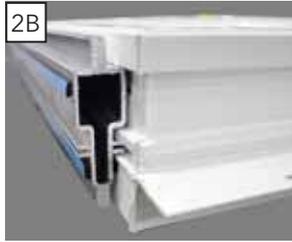
Drill three 3/16" diameter weep holes through the first outer vinyl layer of the frame on the top (head) of the bottom unit in the location shown. One 6" from each end and one in the center. Off set the center hole if mulling composite units.



**Note: For Aluminum Reinforced Mullion, proceed to Step 2.
FOR STANDARD MULLION GO TO STEP 4.**

2 Interior 2-Way Mullion Assembly, (1/2" Aluminum Reinforced Mullion):

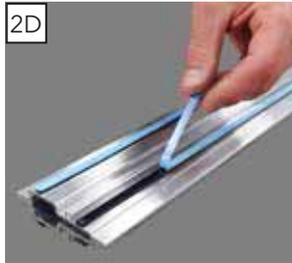
- A. Turn window units over so the interior side is up.
- B. Dry fit the mullion reinforcement; there should be 3/4" on each end. Mark one end for correct placement.



- C. If needed, trim any left over nail fin to allow the mullion reinforcement to fit flush against the frame. Clean frame sides to be mullied with Isopropyl prior to attaching the mullion.



- D. Remove the tape backing paper from both pieces of tape on the side of the mullion reinforcement to be placed against the frame.



- E. Place the mullion reinforcement against the window with one end aligned with the mark made in step 2B.

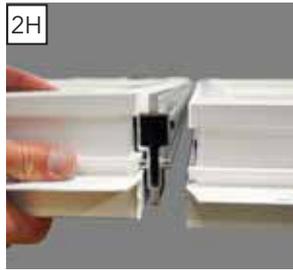


2 Interior 2-Way Mullion Assembly, (1/2" Aluminum Reinforced Mullion)(Continued):

- F. Dry fit the second window to the first window with the mullion reinforcement.
- G. Remove the tape backing paper from both pieces of tape on the mullion reinforcement.



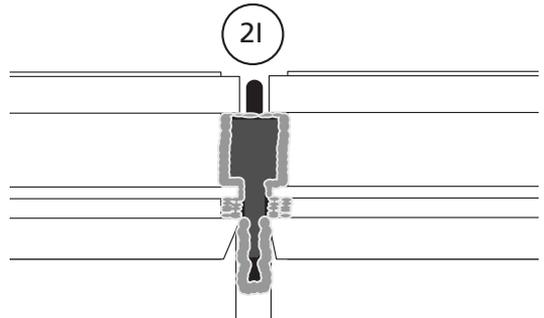
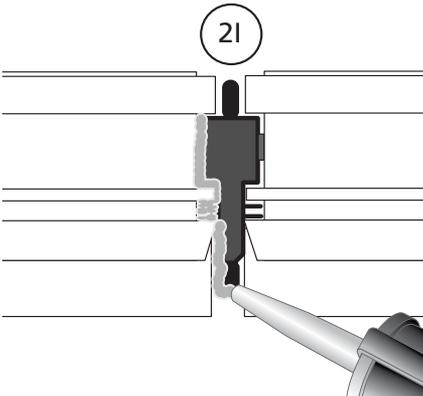
- H. Install the second window to the first window and the mullion reinforcement.



Note: Clamps may be used to help draw the windows together and ensure adequate tape adhesion.



- I. Outline each end of the mullion reinforcement with sealant.



2 Interior 2-Way Mullion Assembly, (1/2" Aluminum Reinforced Mullion)(Continued):

J. Install a foam plug on each end of the mullion against the sealant.



K. Place 4 six inch (6") lines of sealant on each end of the mullion. One line of sealant goes on each side of the mullion reinforcement and one in each of the window accessory grooves.



L. Install the mullion cover. Use a mallet to seat the cover into the window accessory grooves. Clamps may also be used to help draw the mullion joint together.



M. Clean any excess sealant squeeze-out with Isopropyl Alcohol and a rag.

3 Exterior 2-Way Mullion Assembly Completion, (1/2" Aluminum Reinforced Mullion):

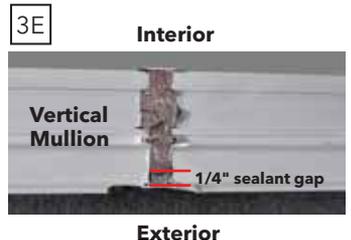
- A. Carefully turn the combination over so the exterior side is up.
- B. Place 4 six inch (6") lines of sealant on each end of the mullion. One line of sealant goes on each side of the mullion reinforcement and one in each of the window accessory grooves.



- C. Install the mullion cover. Use a mallet to seat the cover into the window accessory grooves.

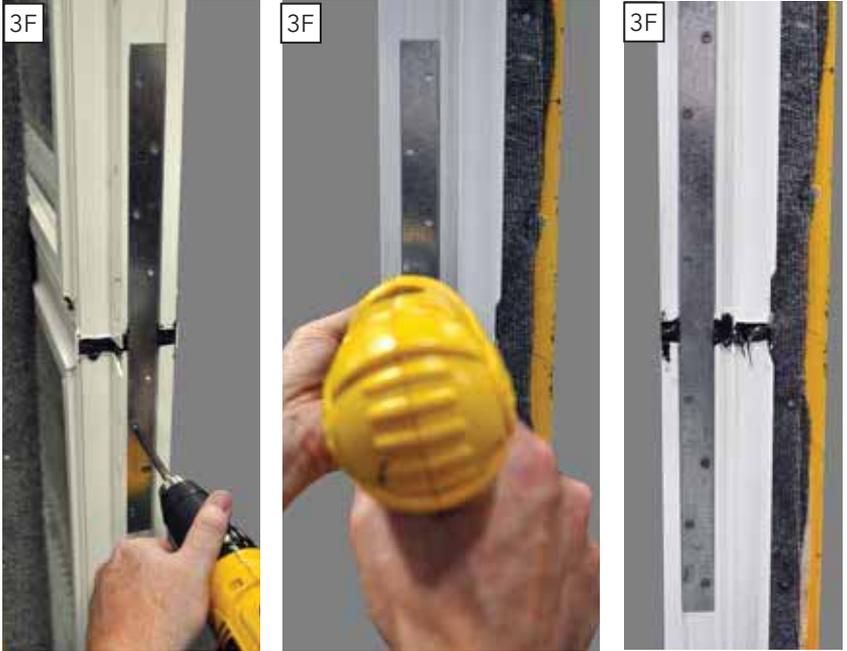


- D. Clean any excess sealant squeeze-out with Isopropyl Alcohol and a rag.
- E. Fill each end of the mullion with sealant. On Horizontal mullions completely fill each end with sealant. **Vertical Mullions only:** Leave a 1/4" gap in the sealant on the exterior side at the bottom of the window only to act as a weep for the mullion joint.

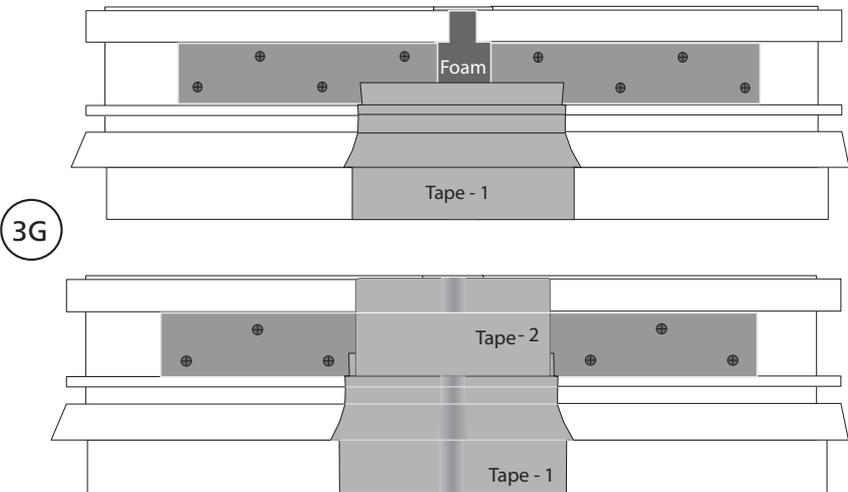


3 Exterior 2-Way Mullion Assembly Completion, (1/2" Aluminum Reinforced Mullion)(Cont.):

- F. Place a mullion truss plate centered on each end of the mullion and attach with the provided screws. Do Not over-tighten the screws.



- G. Apply two 6"-8" pieces of flashing tape over the sealant and end clip on each end of the mullion. Start one piece of tape flush with the exterior edge of the frames and overlap the clip. Start the other piece of tape flush with the interior edge of the frames and overlap the clip.



4 Exterior Mullion Assembly, 1/2" Standard Mullion:

- A. Insert the provided round foam weatherstrip into the exterior accessory grooves on the sides of the windows to be mullied.



- B. Place the windows to be mullied on a flat surface with the sides to be mullied approximately 1/2" apart.
- C. Place 2 six inch (6") lines of sealant on each end of the mullion. One line of sealant goes on top of the round foam weatherstrip in each of the window accessory grooves.



4 Exterior Mullion Assembly, 1/2" Standard Mullion (Continued):

- D. **Install the mullion cover.** Align the mullion cover with the accessory groove of each window and use a mallet to seat the cover into the window accessory grooves.



- E. **Clean any excess sealant** squeeze-out with Isopropyl Alcohol and a rag.



5 Interior Mullion Assembly, 1/2" Standard Mullion:

- A. **Carefully turn the combination** over so the interior side is up.
- B. **Insert the provided round foam weatherstrip** into the exterior accessory grooves on the sides of the windows to be mullied.
- C. **Place 2 six inch (6") lines of sealant** on each end of the mullion. One line of sealant goes on top of the round foam weatherstrip in each of the window accessory grooves.



5 Interior Mullion Assembly, 1/2" Standard Mullion (Continued):

D. **Install the mullion cover.** Align the mullion cover with the accessory groove of each window and use a mallet to seat the cover into the window accessory grooves.

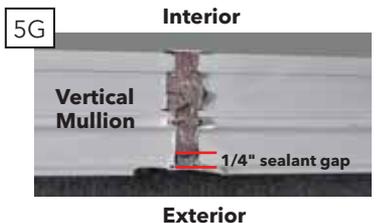


E. **Clean any excess sealant** squeeze-out with Isopropyl Alcohol and a rag.

F. **Install a foam plug on each end of the mullion,** insert the foam plug approximately 1/2" into the space between the windows.



G. **Fill each end of the mullion with sealant.** On Horizontal mullions completely fill each end with sealant. **Vertical Mullions only:** Leave a 1/4" gap in the sealant on the exterior side at the bottom only to act as a weep for the mullion joint.



5 Interior Mullion Assembly, 1/2" Standard Mullion (Continued):

- H. Apply two 6"-8" pieces of flashing tape over the sealant and end clip on each end of the mullion. Start one piece of tape flush with the exterior edge of the frames and overlap the clip. Start the other piece of tape flush with the interior edge of the frames and overlap the clip.

