How to Measure for Replacement Sashes

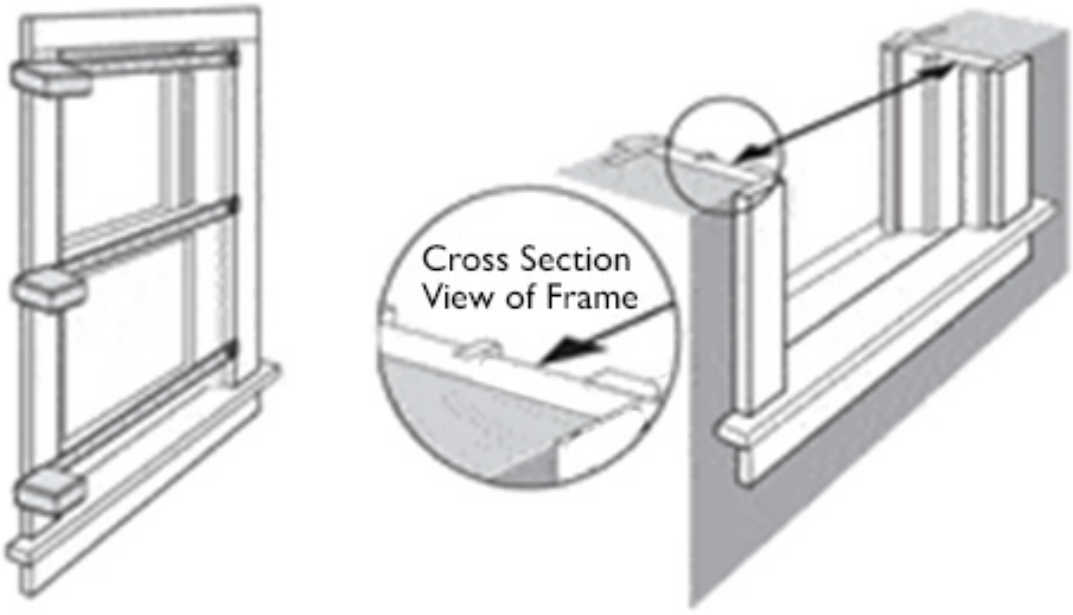
Measure window width

Measure the width of the existing window in three places—at the bottom, at the middle, and at the top. When measuring for width, position the tape measure against the window jamb on both sides. The jamb is the vertical board along which the outer frame of the window (sash) slides when you open and close the window.

- **For the bottom measurement, slide the window up and measure from jamb to jamb at the lowest point.**
- **For the middle measurement, slide the window all the way open and measure from jamb to jamb as close to the middle as possible.**
- **To take the top measurement, close the window and measure from jamb to jamb at the highest point.**

Record each measurement, and then circle or otherwise highlight the shortest measurement.

Interior View



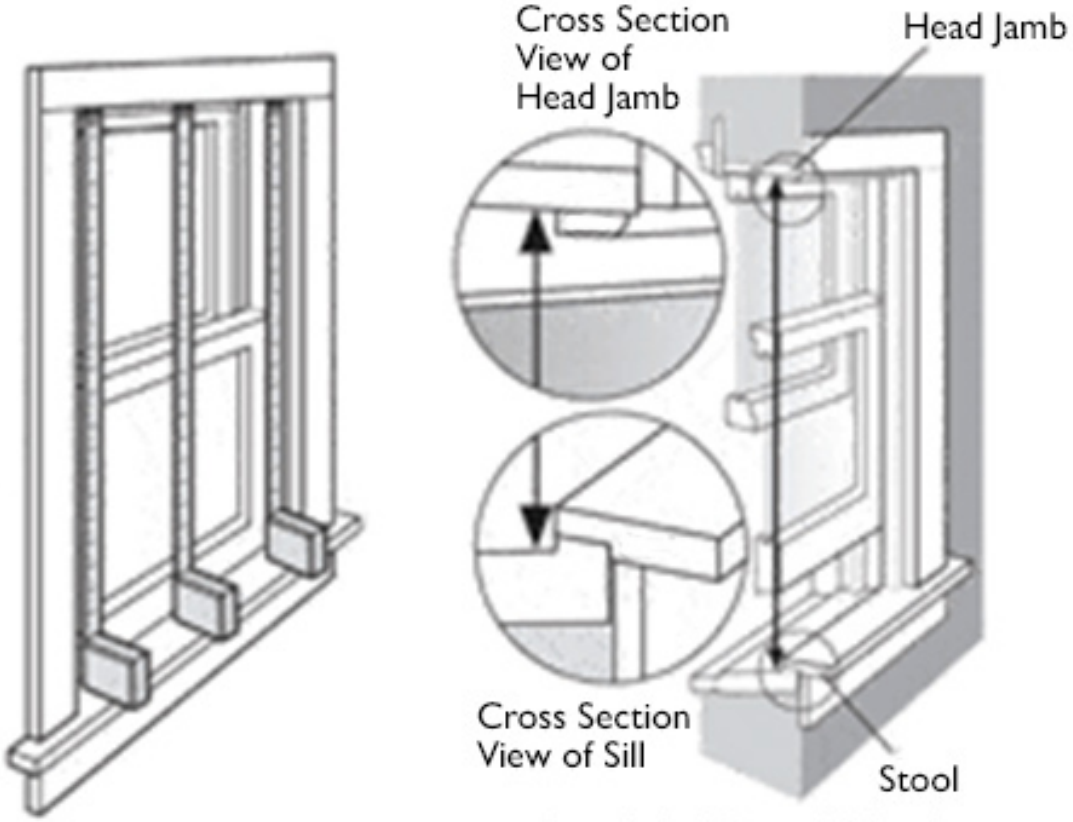
Measure window height

Measuring to determine the correct height for the replacement window is similar to measuring the width. Again, you'll need to take three measurements, each extending from the top horizontal board above the window (head jamb) to the bottom sill. Take one measurement on the far left, one on the far right, and one in the middle of the window.

To measure correctly, understand that the sill is the horizontal board that the bottom of the window sash rests on when the window is closed. The sill is not the horizontal trim board that extends into the room. While many call that board the "windowsill," it's actually the "stool" of the window. You'll have to open the window in order to access the actual sill.

Again, record all three measurements and circle or otherwise highlight the shortest one.

Interior View



Double Hung Window

Sash Pack Installation Instructions

Remove old sashes

The removal of you old sashes will vary from window to window. The type of window you have installed in your house will determine the process you will follow to remove your old sashes. Below are steps one would typically take to remove the old sashes.

1. Remove the side and head parting stops. DO NOT DISCARD THESE STOPS!!! YOU WILL USE THEM ONCE THE NEW SASH PACK HAS BEEN INSTALLED.

2. Remove existing sashes and jambliners (tracks). DO NOT DISCARD THE OLD SASHES AND JAMB LINERS UNTIL THE INSTALLATION OF THE NEW "SASH PACK" IS COMPLETE!!!
3. Remove any staples, nails, or screws from the jamb and repair the jamb as needed.
4. The window is now ready to have the "Sash Pack" installed.

Prepare for new sash pack installation

1. The left and right vinyl jambliners are to be installed between the outside and inside stops.
2. The jambliners should be touching the window sill and the flange side of the jambliner touching the outside blind stop.
3. The jambliners are held in place using the supplied wood screws. Install the screws into the jambliners through the predetermined screw holes.

4. Be careful not to tighten the screws too tight as this will cause the jambliner to over-compress.
5. Before installing your new sashes, check the horizontal dimension of the opening at the top, middle, and bottom. The three dimensions should be virtually the same if the opening is square and plumb. Variances up to 3/8" are acceptable and will be compensated with the compression of the new jambliners.

Installing the new sashes

1. Install the top sash first.
2. Hold the sash so the outside surface of the sash is facing up and the pivot pins at the end of the sash are closest to the window.
3. Insert the pivot pins into the outer friction shoes. In one swift move, tilt the sash up and push outward to fully install the sash.
4. Repeat step three to install the bottom sash.
5. Move both sashes up and down to insure they have been properly installed.
6. Close the sashes and engage all sash locks. If you have difficulty locking the unit, DO NOT FORCE THE LOCK. Make sure the top and bottom sashes are fully installed in the proper channel on the jambliner. Make sure the top sash is secure against the top jamb and the bottom sash is secure against the window sill.
7. Replace the existing interior stops (removed during step 1) using small brads or finish nails.
8. Check the new sashes for proper operation and tiltage.

Congratulations, your installation is complete!

Post-installation notes

- Painting your new sashes should be done with the sashes removed from the unit.
- Do not get paint on the jambliners, stops, or weatherstrip. If the sashes are difficult to raise and lower, use spray silicone on a cloth and rub the jambliners up and down to lubricate the liners. Be careful! If you use too much silicone on the liners, the sashes will not stay in the open position. You may want to repeat this process in the future to insure ease of operation and to remove dust and debris from the liners.

- **Because the sash pack is being installed in an existing window opening of an older home, we cannot be responsible for openings that are not plumb and out of square.**