

Quick Reference Guide

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Version 2017.0

Chapter 9 – Installing Windows

Window Preparation	<ol style="list-style-type: none"> 1. Check window <ol style="list-style-type: none"> a. Measure rough opening b. Identify type & size (double-hung/sliding/grids) & proper location of windows c. Unpack (strapping, etc.) d. Check for/report damage
Prepare Rough Opening	<ol style="list-style-type: none"> 2. Check sill level/determine shimming needs (at least 1/8" thick) 3. Cut shims <ol style="list-style-type: none"> a. One for each end, one for middle (or under individual styles) if >36" b. Cut to fit inside sill pan lip 4. Run continuous bead of caulk on sill surface and 2-3" up the side 1/2" from external edge of sill framing (not foamboard) 5. Run continuous bead of caulk on foamboard <u>below</u> window opening and 6" up both sides. Hold caulk 1/4" or less from edge 6. Install sill pans in opening, flat to sill. Caulk joint of two sill pans 7. Run continuous bead of caulk on foamboard sides and top (outside of window opening, 1/4" or less from edge) 8. Set shims at ends (and center or individual styles if necessary) 9. Check level, adjust shims as required
Initial Installation	<ol style="list-style-type: none"> 10. Locate top of window—labels, weep holes (in bottom) 11. Set, center window left/right, up/down (hold for safety) 12. Open window, check/adjust level on bottom window frame (hold for safety) 13. Nail bottom corners w/ 2 1/2" roofing nails (protect window edge) 14. <u>Tack</u> top corners (for safety), centered in slot (for adjustment) 15. Open sash slightly, check reveal at top & bottom (double-hung), sides (sliders) 16. Rack window if required to equalize reveal (install shims to hold) 17. Complete nailing top corners
Secure the Window	<ol style="list-style-type: none"> 18. Verify flange is straight (by eye or place a level against <u>inside frame</u>, not <u>flange</u>)/adjust as needed 19. Make mark on foamboard next to center holes each side. 20. Nail center of flange to hold –all four sides 21. Recheck reveal, window operation 22. Finish nailing (hold to quality marks/protect window edge)
Weatherize the Window	<ol style="list-style-type: none"> 23. Tape sill pan to foam (Weathermate™ Construction Tape) not bottom flange to sill pan. 24. Tape sides (Weathermate™ Construction Tape) 25. Tape top (Weathermate™ Straight Flashing Tape)

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- Window is properly caulked
- Shims placed on top of sill pan and under corner of windows and in the center supports of larger windows
- Bottom frame of window is level, all reveals/margins are consistent
- Every slot in the window flange has a 2½” siding nail
- Side and top flanges taped with appropriate Weathermate Tape in “shingle” style
 - Side flanges taped with Weathermate Construction Tape
 - Top flange taped with Weathermate Flashing Tape
 - Sill pan IS taped to foamboard with Weathermate Construction Tape
 - BUT bottom flange of window IS NOT taped to sill pan.
 - Top tape fully overlaps/covers side tape
- Window operation:
 - Window sash(es) slides “easily” (using one or two fingers)
 - Window closes, locks and unlocks easily
 - Tilt-in type windows functions properly for easy cleaning