Quick Reference Guide

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Chapter 9 – Installing Windows

Window and Rough Opening Preparation	1. Unpack windows (strapping, etc.) and check for proper size & damage a. Identify type & size (double-hung/sliding/grids) & proper location of windows b. Report any damage 2. Measure the rough opening dimensions and check for obstructions a. If dimensions exceed specs >⅝" consider corrections b. Any changes must maintain adequate nailing surface and maintain window top uniformity for proper siding look.
Prepare Rough Opening	3. Check sill level/determine shimming needs (at least 1/8" thick) 4. Cut shims a. One for each end, one for middle (or under individual styles) if >36" b. Cut to fit inside sill pan lip 5. Run continuous bead of caulk on sill surface and 2-3" up the side ½" from external edge of sill framing (not foamboard) 6. Run continuous bead of caulk on foamboard <u>below</u> window opening and 6" up both sides. Hold caulk **¼" or less** from edge 7. Install sill pans in opening, flat to sill. Caulk joint of two sill pans 8. Run continuous bead of caulk on foamboard sides and top (outside of window opening, **¼" or less** from edge 9. Set shims at ends under end frame and middle for windows >36" wide 10. Check level, adjust shims as required
Position, Temporarily Secure Window	11. Locate top of window—labels, weep holes (in bottom) 12. Set window in opening, center left/right, up/down (**hold for safety**) 13. Check shims are in place, if not pry up window and replace 14. Open window, check/adjust level on bottom window <u>frame</u> (**hold for safety**) 15. Nail bottom corners w/ 2½" roofing nails (protect window edge) **NOTE: Pound nails in straight—slightly angled nails can distort frame. Hold putty knife, shim, flat pry bar against frame to protect it while hammering.** 16. <u>Tack</u> top corners (for safety), centered in slot (for adjustment) 17. Open sash slightly, check reveal at top & bottom (double-hung), sides (sliders) 18. Rack window if required to equalize reveal (install shims to hold) 19. Complete nailing top corners
Permanently Secure Window	20. Verify flange Is straight (by eye or place a level against <u>inside frame</u>, not <u>flange</u>)/adjust as needed 21. Make mark on foamboard next to center holes each side 22. Nail center of flange snugly to hold –all four sides 23. Recheck reveal, window operation 24. Finish nailing (hold to center quality marks/protect window edge) 25. Remove shims installed in Step 18 above
Weatherize the Window	26. Tape sill pan to foam (Weathermate™ Construction Tape) **not bottom flange to sill pan.** 27. Tape sides (Weathermate™ Construction Tape) 28. Tape top (Weathermate™ Straight Flashing Tape)

Quality Points

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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