

## Quick Reference Guide

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### Chapter 9 – Installing Windows

Window and Rough Opening Preparation	<ol style="list-style-type: none"> <li>1. Unpack windows (strapping, etc.) and check for proper size &amp; damage             <ol style="list-style-type: none"> <li>a. Identify type &amp; size (double-hung/sliding/grids) &amp; proper location of windows</li> <li>b. Report any damage</li> </ol> </li> <li>2. Measure the rough opening dimensions and check for obstructions             <ol style="list-style-type: none"> <li>a. If dimensions exceed specs <math>&gt; \frac{5}{8}</math>" consider corrections</li> <li>b. Any changes must maintain adequate nailing surface and maintain window top uniformity for proper siding look.</li> </ol> </li> </ol>
Prepare Rough Opening	<ol style="list-style-type: none"> <li>3. Check sill level/determine shimming needs (at least 1/8" thick)</li> <li>4. Cut shims             <ol style="list-style-type: none"> <li>a. One for each end, one for middle (or under individual styles) if <math>&gt; 36</math>"</li> <li>b. Cut to fit inside sill pan lip</li> </ol> </li> <li>5. Run continuous bead of caulk on sill surface and 2-3" up the side <math>\frac{1}{2}</math>" from external edge of sill framing (not foamboard)</li> <li>6. Run continuous bead of caulk on foamboard <u>below</u> window opening and 6" up both sides. Hold caulk <math>\frac{1}{4}</math>" <b>or less</b> from edge</li> <li>7. Install sill pans in opening, flat to sill. Caulk joint of two sill pans</li> <li>8. Run continuous bead of caulk on foamboard sides and top (outside of window opening, <math>\frac{1}{4}</math>" <b>or less</b> from edge)</li> <li>9. Set shims at ends under end frame and middle for windows <math>&gt; 36</math>" wide</li> <li>10. Check level, adjust shims as required</li> </ol>
Position, Temporarily Secure Window	<ol style="list-style-type: none"> <li>11. Locate top of window—labels, weep holes (in bottom)</li> <li>12. Set window in opening, center left/right, up/down (<b>hold for safety</b>)</li> <li>13. Check shims are in place, if not pry up window and replace</li> <li>14. Open window, check/adjust level on bottom window <u>frame</u> (<b>hold for safety</b>)</li> <li>15. Nail bottom corners w/ <math>2\frac{1}{2}</math>" roofing nails (protect window edge) <b>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.</b></li> <li>16. <u>Tack</u> top corners (for safety), centered in slot (for adjustment)</li> <li>17. Open sash slightly, check reveal at top &amp; bottom (double-hung), sides (sliders)</li> <li>18. Rack window if required to equalize reveal (install shims to hold)</li> <li>19. Complete nailing top corners</li> </ol>
Permanently Secure Window	<ol style="list-style-type: none"> <li>20. Verify flange is straight (by eye or place a level against <u>inside frame</u>, not <u>flange</u>)/adjust as needed</li> <li>21. Make mark on foamboard next to center holes each side</li> <li>22. Nail center of flange snugly to hold –all four sides</li> <li>23. Recheck reveal, window operation</li> <li>24. Finish nailing (hold to center quality marks/protect window edge)</li> <li>25. Remove shims installed in Step 18 above</li> </ol>
Weatherize the Window	<ol style="list-style-type: none"> <li>26. Tape sill pan to foam (Weathermate™ Construction Tape) <b>not bottom flange to sill pan.</b></li> <li>27. Tape sides (Weathermate™ Construction Tape)</li> <li>28. Tape top (Weathermate™ Straight Flashing Tape)</li> </ol>

## 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