

Quick Reference Guide

March 2021

Version 21.0

Chapter 9 – Installing Windows

General Preparation	<ol style="list-style-type: none"> 1. Unpack windows (strapping, etc.) and check for proper size & damage <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> a. If dimensions exceed specs $> \frac{5}{8}$" consider corrections b. Any changes must maintain adequate nailing surface and maintain window top uniformity for proper siding look. c. Remove the screens and sashes and set aside for later installation d. Trim any excess sheathing around the perimeter of the opening to allow proper centering, horizontally and vertically 3. Consult Supervise if sill pans or flashing tape are to be used 4. Using the longest level possible, check level to determine shimming needs (must be at least $\frac{1}{8}$" thick) 5. Cut shims for each end, one in middle (or under individual styles) if > 36"
Prepare Rough Opening using Flashing Tape	<ol style="list-style-type: none"> 6. Cut a length of tape 8-10" longer than the width of the window frame. 7. Lay on the sill with inside edge about $2\frac{1}{2}$" from the outside of the sheathing (inside edge must be at least $\frac{1}{2}$" inside window frame) 8. At at each corner and fold tape down and out to the outside of frame 9. Place shims one at each end under end frame, at center if required
Prepare Rough Opening using Sill Pans	<ol style="list-style-type: none"> 10. Run a continuous bead of caulk on the sill and about 3" up the sides, $\sim \frac{1}{2}$" from edge of frame (not foamboard) 11. Caulk outside foamboard under window, up ~ 6" each side, $\sim \frac{1}{4}$" from edge 12. Install $\frac{1}{2}$ of sill pan, seated completely flat on sill. Caulk across the pan near end, install second pan on top and press both tight to the sill. 13. Trim shims (if necessary) to fit inside sill pan lip and place within the pan, one at each end under end frame, at center if required
Position, Temporarily Secure Window	<ol style="list-style-type: none"> 14. Run a continuous bead of caulk on foamboard <u>sides</u> and <u>top</u> (outside of window opening), $\frac{1}{4}$" or less from edge 15. Locate top of window frame—labels, weep holes (in bottom) 16. Set window frame in opening, center left/right, up/down (hold for safety) 17. Check shims are in place, if not pry up frame and replace 18. Insert sashes into frame and push into place. CAUTION: hold frame securely 19. Open window, check/adjust level on bottom window <u>frame</u> 20. Nail bottom corners w/ $2\frac{1}{2}$" roofing nails (protect window edge) NOTE: Pound nails in straight. Hold putty knife, shim, flat pry bar against frame to protect it while hammering. 21. <u>Tack</u> top corners (for safety), centered in slot (for adjustment) 22. With <u>double hung</u> windows, open top and bottom sashes slightly, check both reveals. 23. Rack top of window if required to equalize reveal (install shims to hold) 24. With <u>sliders</u>, lift center frame using small pry bar. 25. Complete nailing top corners
Permanently Secure Window	<ol style="list-style-type: none"> 26. Place level against outside or inside frame, verify all four sides are straight 27. Draw 4-5" line on foamboard above/below center holes each side 28. Holding frame on line, nail center of flange snugly to hold –all four sides 29. Recheck reveal, window operation 30. Finish nailing (hold to center quality marks/protect window edge) 31. Remove shims installed in Step 23 above
Weatherize the Window	<ol style="list-style-type: none"> 32. If sill pan used, tape bottom edge of sill pan to foam with air sealing tape, (do NOT tape bottom nailing flange of window to sill pan.) 33. Tape sides with air sealing tape, overlapping horizontal tape at the bottom 34. Tape top with flashing tape, overlapping side air sealing tapes

Quality Points

Chapter 9 – Installing Windows

- Window is properly caulked
- Shims placed on top of sill pan or flashing tape are 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 tape in “shingle” style
 - Side flanges taped with air sealing tape
 - Top flange taped with flashing tape
 - Sill pan (if used) is taped to foamboard with air sealing tape
 - BOTTOM flange of window IS NOT taped to sill pan or flashing tape.
 - 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
 -
 - Screens are installed