

## Quick Reference Guide

March 2025

Version 24.0

### Chapter 9 – Installing Windows

General Preparation	<ol style="list-style-type: none"> <li>1. Unpack windows (strapping, etc.) and check for proper size &amp; damage. Report any damage.</li> <li>2. Measure the rough opening dimensions and check for obstructions. If dimensions exceed specs <math>&gt; \frac{5}{8}</math>" consider corrections.</li> <li>3. Remove the screens and sashes and set aside for later installation. Trim any excess sheathing around the perimeter of the opening.</li> <li>4. Consult Construction Supervisor if sill pans or flashing tape are to be used</li> <li>5. Using longest level that fits within rough opening, check level to determine shimming needs (must be at least 1/8" thick).</li> <li>6. From trailer, obtain tapered shims, cardboard shims, <math>\frac{1}{4}</math>" x 1" and 1/8" x 1" variable-length shims.</li> <li>7. Cut variable-length shims 2-3" long for each end, one in middle for sliders and windows equal to or <math>&gt; 36</math>". None can extend past inside of window frame.</li> </ol>
SILL PROTECTION using Flashing Tape	<ol style="list-style-type: none"> <li>8. Cut a length of tape 8-10" longer than the width of the window rough opening.</li> <li>9. Lay on the sill with outside edge about 2½" down the outside of the sheathing and about 3" up each side (inside edge must be at least ½" inside window frame)</li> <li>10. Make 45° cut at each corner and fold tape down and out to the outside of frame.</li> <li>11. Cover cut corner completely with 2"x4" piece of flashing tape.</li> <li>12. Cover entire sill with more tape, overlapping first tape about 1"</li> </ol>
SILL PROTECTION using Sill Pans	<ol style="list-style-type: none"> <li>13. Run a continuous bead of air sealing caulk on the sill and about 3" up the sides, ~1/2" from edge of frame (not foamboard)</li> <li>14. Caulk outside foamboard under window, up ~6" each side, ~1/4" from edge</li> <li>15. Install ½ 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.</li> <li>16. Trim shims (if necessary) to ensure no pieces extend past the inside of the window frame and place within the pan, one at each end under end frame, at center if required</li> </ol>
Position, Temporarily Secure Window	<ol style="list-style-type: none"> <li>17. Run a continuous bead of air sealing caulk on foamboard <u>sides</u> and <u>top</u> (outside of window opening), <math>\frac{1}{4}</math>" <b>or less</b> from edge</li> <li>18. Set window frame in opening, add shims right/left corners to center <u>up/down</u>, then center <b>TOP</b> <u>left/right</u>, <b>(hold for safety)</b></li> <li>19. Place level on <u>top of</u> bottom window frame and level by adjusting shims as necessary.</li> <li>20. Nail bottom corners w/ 2½" roofing nails (protect window edge) <b>NOTE: Pound nails in straight. Hold putty knife, shim, flat pry bar against frame to protect it while hammering.</b></li> <li>21. <u>Tack</u> top corners (for safety), centered in slot (for adjustment)</li> <li>22. Hold frame from outside, carefully insert top/bottom frames.</li> <li>23. With <u>double hung</u> windows, open top and bottom sashes slightly, check both reveals.</li> <li>24. Use pry bar to rack top of window if required to equalize reveal (install shims to hold)</li> <li>25. With <u>sliders</u>, lift center frame using small pry bar.</li> <li>26. Complete nailing top corners</li> </ol>
Permanently Secure Window	<ol style="list-style-type: none"> <li>27. Using the longest level that will fit within the rough opening, check the sill for level. Assemble a minimum of 1/8" shims to provide drainage clearance on top of the sill</li> </ol>

	<p>protection until the window sill is level. Ensure that no shims extend past the inside of the window frame. Trim as required.</p> <p>28. Place level against outside or inside frame, verify all four sides are straight. Draw 4-5"-long line on foamboard above/below center holes each side</p> <p>29. Holding frame on line, nail center of flange snugly to hold –all four sides</p> <p>30. Recheck reveal, window operation</p> <p>31. Finish nailing (hold to center quality marks/protect window edge)</p> <p>32. Remove shims installed in Step 24 above</p>
Weatherize the Window	<p>33. If sill pan used, tape bottom edge of sill pan to foam with air sealing tape, (do NOT tape <b>bottom nailing flange of window to sill pan.</b>)</p> <p>34. Tape sides with air sealing tape, overlapping horizontal tape at the bottom</p> <p>35. Tape top with flashing tape, overlapping side air sealing tapes</p>

## Quality Points

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<ul style="list-style-type: none"> <li>• Window is properly caulked</li> <li>• Shims placed on top of sill pan or flashing tape are under corner of windows and in the center supports of larger windows</li> <li>• Bottom frame of window is level, all reveals/margins are consistent</li> <li>• Every slot in the window flange has a 2½" siding nail</li> <li>• All weep holes are open and clear</li> <li>• Side and top flanges taped with appropriate tape in "shingle" style <ul style="list-style-type: none"> <li>• Side flanges taped with air sealing tape</li> <li>• Top flange taped with flashing tape</li> <li>• Sill pan (if used) is taped to foamboard with air sealing tape</li> <li>• BOTTOM flange of window IS NOT taped to sill pan or flashing tape.</li> <li>• Top tape fully overlaps/covers side tape</li> </ul> </li> <li>• Window operation: <ul style="list-style-type: none"> <li>• Window sash(es) slides "easily" (using one or two fingers)</li> <li>• Window closes, locks and unlocks easily</li> <li>• Tilt-in type windows functions properly for easy cleaning</li> <li>•</li> <li>• Screens are installed</li> </ul> </li> </ul>
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