

Installation Instructions

for Sitrine® Wood/Clad Wood Double-Hung Sash Pack (JII-90013W)



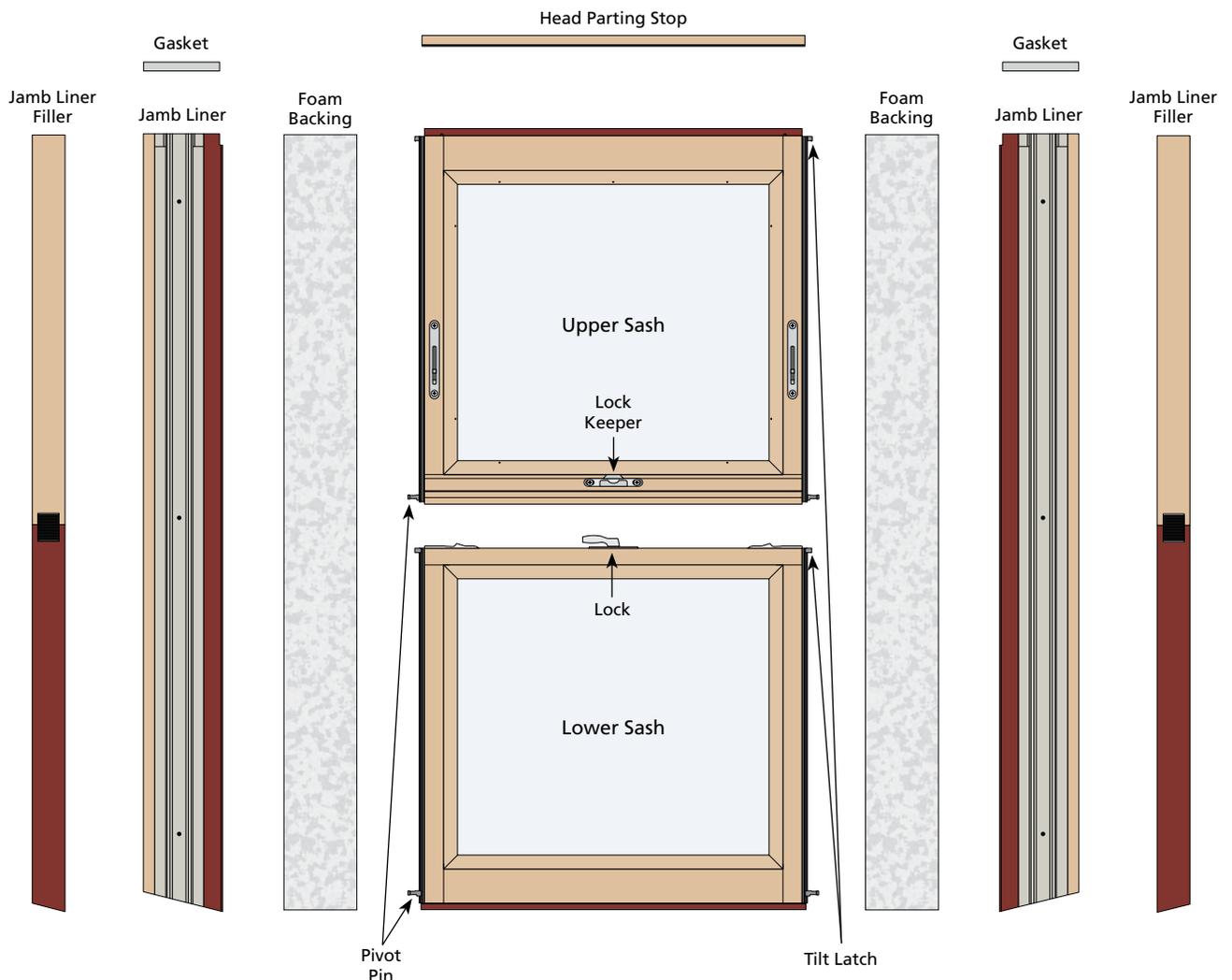
Thank you for selecting JELD-WEN products. Attached are JELD-WEN's recommended installation instructions for Sitrine Double-Hung Sash Pack, designed to be installed into an existing window frame. Replacement sashes are installed from the interior, and interior detail work is needed to complete the installation. Consult your local building department for applicable building codes and regulations (particularly regarding minimum egress requirements). Local building code requirements supersede recommended installation instructions. JELD-WEN does not endorse the installation of our products into a barrier type install system unless a sill pan is present, incorporated with through-wall flashing and can drain to the exterior (along with other "required" components). Failure to do so may result in the denial of any warranty claims. Areas such as Florida and the Texas TDI region have different anchoring requirements based on product certification. For information on specific products, visit www.floridabuilding.org or www.tdi.texas.gov and follow the anchoring schedule given in the drawings for the product instead of the anchoring schedule in this document.

Finishing

NOTICE

Finish any exposed wood surfaces before or immediately after installation.

To finish your sash, please see our document **JCM003, Care and Maintenance for Wood Windows and Patio Doors**, located in the Product Support Section at jeld-wen.com.



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JELD-WEN does not endorse the installation of our products into a barrier type install system unless a sill pan is present, incorporated with through-wall flashing and can drain to the exterior (along with other “required” components). Failure to do so may result in the denial of any warranty claims.

PLEASE NOTE: The installation of a Sitrine Sash Pack will not eliminate installation or maintenance problems with an existing window. Problems such as wood decay and water leaks around the existing frame must be investigated and fixed prior to installing the Sitrine Sash Pack. An installation where the window sill is higher than 35 feet above ground level or any window installation into a condition not specifically addressed in these instructions must be designed by an architect or structural engineer. Failure to install into a square, level and plumb condition could result in denial of warranty claims for operational or performance problems.

NOTE TO INSTALLER: Provide a copy of these instructions to the building owner. By installing this product, you acknowledge the terms and conditions of the limited product warranty as part of the terms of the sale.

Read these installation instructions thoroughly before beginning. They are designed to work in most existing applications. However, existing conditions may require changes to these instructions. If changes are needed, they are made at the installer’s risk. For installations other than indicated in these instructions, contact a building professional.

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NOTICE

JELD-WEN advises against product installation in high interior water exposure environments such as showers, steam rooms and enclosed pool areas. These areas are beyond the tested/certified design intent of the window and any related warranty claims could be denied on that basis.

Glossary

Balance System

A system of ropes and pulleys (older) or springs (newer) used to counterbalance the weight of a sash.

Clutch

A part of the balance system into which the pivot pins are inserted or engaged.

Head Jamb

The horizontal frame element at the top of the window.

Jamb Liner

An assembly of vinyl and various types of springs that fit inside the side jambs of the frame and allows the sash to operate.

Pivot Pin

The pin on the bottom corners of the sash that engages the balance system and allows the sash to pivot for easy removal and installation.

Sash

An assembly comprised of stiles (vertical pieces), rails (horizontal pieces) and the window’s glass.

Sash Lock

The primary lock on the sash that secures the window opening.

Side Jambs

The vertical frame elements on either side of the window.

Sill

The horizontal frame element at the bottom of the window.

Stop

A molding used to hold, position or separate window parts. Can also be called a trim stop or parting stop and can be located on any side within the frame.

Window Frame

The outer assembly (side jambs, head jamb and sill) that contains the sash(es) and attaches to the rough opening.

MATERIALS AND TOOLS

Included Parts

- Upper and lower sash.
- Wood head parting stop with weatherstrip.
- Two Jamb liners.
- Foam backing material (two) for use behind the jamb liners.
- Screws.
- Two gaskets.

Needed Materials

- Finish nails.
- Spray Adhesive.
- Sealant.

Needed Tools

- Hammer
- Putty knife or pry bar
- Nail set
- Utility knife
- Tape measure
- Level
- Drill/Driver and Phillips Head Bit
- Hand Saw (Fine Tooth)
- Rubber mallet (non-scuffing)

SAFETY AND HANDLING

Safety

- Read and fully understand **ALL** manufacturer's instructions before beginning. Failure to follow proper installation instructions may result in the denial of warranty claims for operational or performance problems.
- **DO NOT** work alone. **Two or more people are required.** Use safe lifting techniques.
- Use caution when handling glass. Broken or cracked glass can cause serious injury.
- Wear protective gear (e.g., safety glasses, gloves, ear protection, etc.).
- Operate hand/power tools safely and follow the manufacturer's operating instructions.
- Use caution when working at elevated heights.
- If disturbing existing paint, take proper precautions if lead paint is suspected (commonly used before 1979). Your regional EPA (www.epa.gov/lead) or Consumer Product Safety Commission offices provide information regarding regulations and lead protection.

⚠️ WARNING

Drilling, sawing, sanding or machining wood products can expose you to wood dust, a substance known to the State of California to cause cancer. Avoid inhaling wood dust or use a dust mask or other safeguards for personal protection. For more information, go to www.P65Warnings.ca.gov/wood.

Window and Materials Handling

- Heed material manufacturer's handling and application instructions.
- Protect adhesive surfaces from dirt, moisture, direct sunlight and folding over onto themselves.
- Handle in a vertical position; **DO NOT** drag on the floor.
- **DO NOT** put stress on joints, corners or frames.
- Store in a vertical, leaning position to allow air circulation; **DO NOT** stack horizontally.
- Ensure the storage area is dry, well-ventilated and **protected from exposure to direct sunlight.**
- Protect from exposure to direct sunlight during storage.
- Only install into vertical walls when the conditions and sheathing are dry.

IF INJURY OCCURS, IMMEDIATELY SEEK MEDICAL ATTENTION!

1

INSPECT PRODUCT

Remove Packaging

Remove shipping materials such as corner covers, shipping blocks or pads. If there is a protective film on the glass, **DO NOT** remove it until installation and construction are complete.

NOTE: The foam backing material is to be used during the installation process. DO NOT discard!

Inspect Window

- Cosmetic damage and/or shipping damage.
- Included parts.
- Correct product (size, color, grid pattern, glass type and energy-efficiency requirements, etc.).
- Manufacturing abnormalities (e.g., warp, bow, squareness).

If any of the above represents a concern, **BEFORE** installing, contact your dealer or distributor for recommendations.

2

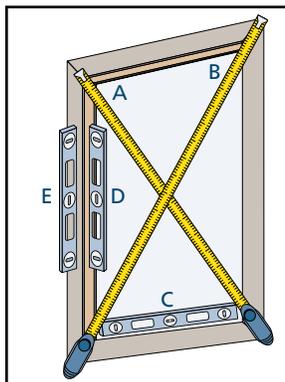
REMOVE EXISTING SASH AND PREPARE OPENING

Inspect Existing Window Frame

NOTICE

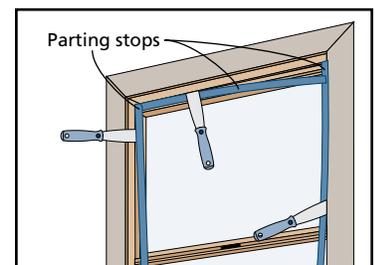
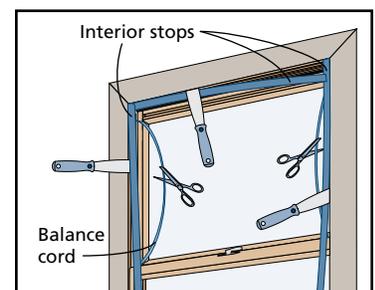
This sash pack is designed to be installed into a structurally sound, plumb, level and square opening. Failure to do so will negatively impact the fit and performance of this product.

- Verify and correct any problems with the existing frame such as wood decay and water leaks prior to installing replacement sashes.
- Verify the existing window frame is square. The (A) and (B) measurements should be the same. Maximum allowable deviation from square is 1/8".
- Verify the existing window frame is level and plumb (C, E and D). The maximum allowable deviation is 1/16" for every 2' of rough opening (not to exceed 1/8"). Add filler material (e.g., veneer strips) to window to correct frame dimensions.
- The interior face of the existing window frame must be in a single plane (E) with less than 1/8" twist from corner to corner.



Remove Existing Balance System and Sashes

1. Remove any interior trim stops at head or sides flush with jambs. Interior trim stops may be reused if not damaged.
2. Remove existing lower sash and balance system. If the balance system has balance cords, cut cords and gently lower weights into frame.
3. Remove existing head and jamb parting stops. Remove the upper sash in the same manner as the lower sash.
4. Unscrew pulleys and remove or tap into the frame until flush with the jamb. Fill any holes left by the balance system with an insulating material (e.g., low-expansion window and door foam).
NOTE: Reverse steps if installing from the exterior.



Disposal

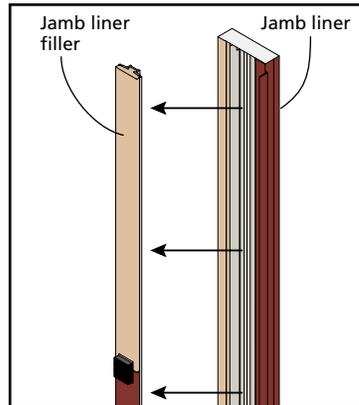
After removing the old window, contact your local waste management entities for proper disposal or recycling of products being removed.

DO NOT install the new sash pack unless the existing window frame meets the above conditions. Professional assistance may be necessary to correct problems before installation.

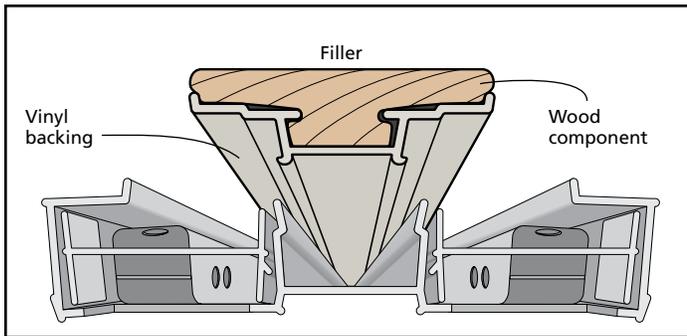
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INSTALL JAMB LINERS

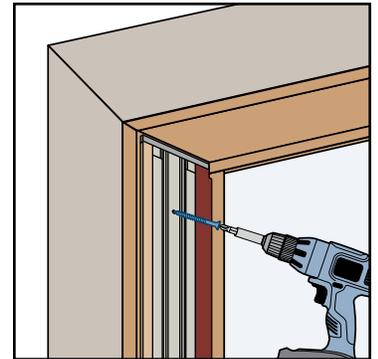
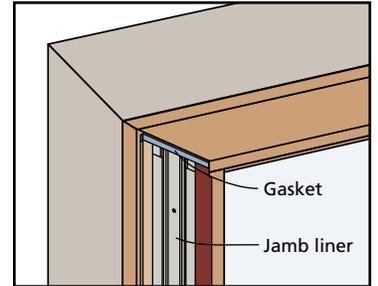
1. Remove the jamb liner filler and set it aside.
2. Remove the backing paper off the gasket and install on the top of the jamb liner.



NOTE: The jamb liner filler is a two-piece component. To avoid damage to the wood component, remove filler by grabbing/prying on the vinyl backing.



3. Align and install the jamb liner into the side of the window frame while pressing down against the window sill.
4. Ensure jamb liner is flush with interior/exterior stop and sill of the window frame. Drive a screw through the top pre-drilled hole and tighten until snug. Repeat for all other pre-drilled fastener holes. **NOTE:** Over tightening of jamb liner screws may cause distortion.
5. Press jamb liner filler into place within jamb liner.
6. Repeat steps for the opposite jamb liner.



4

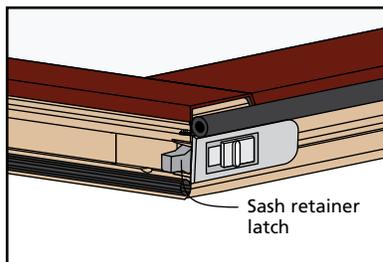
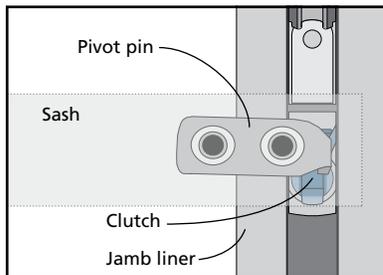
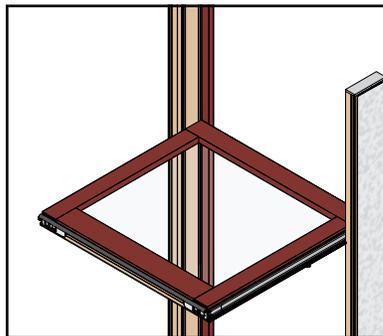
INSTALL SASHES

⚠️ WARNING

Some sashes may be very heavy, use at least two people to install.

Sash Installation

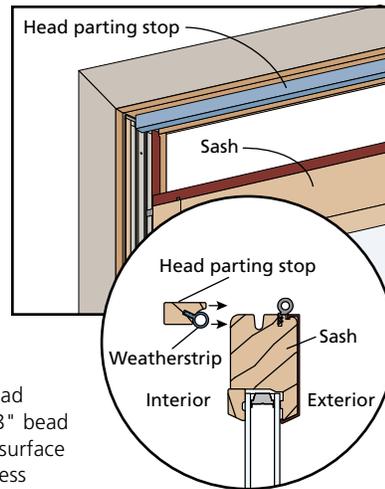
1. Install the upper sash (sash with lock keeper) first. Hold the sash horizontally with the right side slightly lower than the left side. Insert the right pivot pin on the sash into the jamb liner track nearest the exterior and above the clutch.
2. Insert the left pivot pin into the opposing clutch. Support the sash and gently tap both corners to ensure the pins are fully seated into the clutch.
3. Retract the tilt latches. Tilt the sash into the upright position and release the tilt latches to secure the sash into the jamb liner.
4. Make sure the head of the sash is positioned on the same track as the pivot pins.
5. Repeat steps to install the lower sash in the interior track.



6. Test the sash for operation. Check the recommended reveals between the jamb liner and the edge of the sash for any daylight. Shim behind the jamb liner as needed (removal of the interior/exterior stop or jamb liner may be required to apply the shim).

Install Head Parting Stop

1. Position the head parting stop horizontally between the two jamb liners and near the head jamb. The weatherstripping on the head parting stop should slightly compress against the wood interior surface of the upper sash when fully closed.
2. Evaluate the fit of the head parting stop. Mark and trim as needed.
3. After making any necessary adjustments, remove the head parting stop and apply a 1/8" bead of sealant across the upper surface of the head parting stop. Press the head parting stop in position against the head jamb and secure with finishing nails.
4. Secure the interior/exterior stops with finish nails.



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COMPLETE INSTALLATION

- Close both sashes and test the lock to make sure both sashes are in the correct alignment.
- Apply sealant between the interior stop and jamb liner.
- Apply sealant to the interior/exterior stops for weatherproofing and a finished look.
- Remove the label from the glass within 30 days.
- Remove protective film (if applicable) on the glass within six months and **immediately** from the cladding.
- Protect recently installed units from damage from plaster, paint, etc.
- Reinstall the original interior/exterior trim or replace it with new millwork.
- Finish any exposed wood surfaces before or immediately after installation. Aluminum cladding does not require additional finishing.

Please visit jeld-wen.com for warranty and care and maintenance information.

Thank you for choosing

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