



# Vinyl Window Glass Replacement and Reglazing Instructions

**Tools Needed: Putty knife or wide slot screwdriver, Phillips screwdriver, razor knife.**

## 1. PREPARATION (FOR SASH GLASS REMOVAL)

- A. Unlock window.
- B. Raise sash slightly.
- C. Pull in both tilt latches at one time and tilt sash to a horizontal position. This will lock the balance shoes in positions.

**IMPORTANT:** The balance shoes should remain "locked" throughout this entire procedure. If the balance shoes are allowed to fly up they can damage the balances. A balance shoe that has become "unlocked" may be relocked by inserting a slot screwdriver where the pivot bar goes, pulling the shoe into position and rotating the screwdriver.

- D. Grasping one corner near the pivot bar and bracing the other corner with a hand, slowly force one corner upward until the pivot bar disengages from the balance shoe.
- E. Pull the sash out of the other balance shoe and set the sash on a level work area.

## 2. PREPARATION (FOR FIXED GLASS REMOVAL)

If sash removal was skipped, tilt sash out of the way.  
If the window is an interior glazed unit (glazing beads that hold in the glass are on the interior side), then remove the lock keeper(s) by unscrewing the two mounting screws. This will aid in removal of the glass.

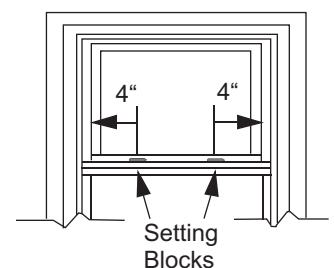
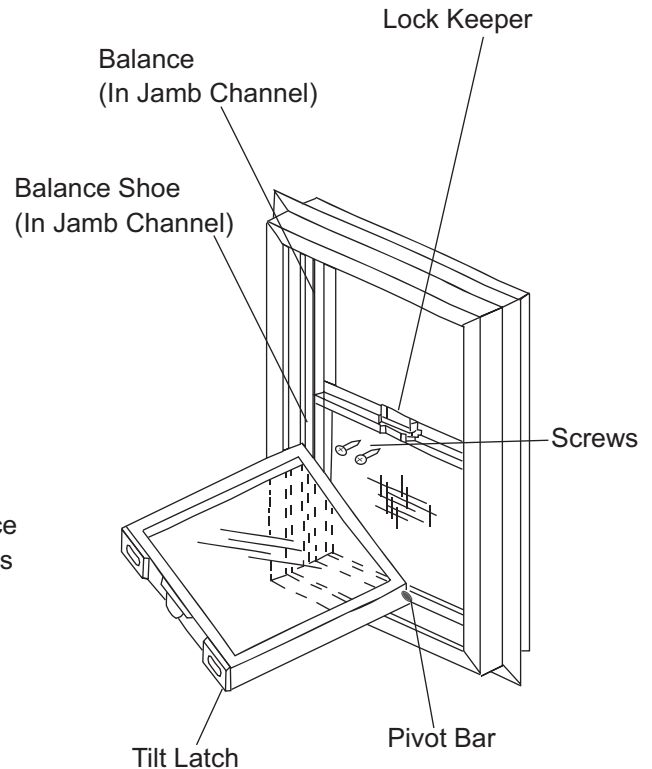
## 3. GLASS & GLAZING REMOVAL

- A. Remove glazing beads by prying between the frame and glazing beads with a putty knife or wide screwdriver.
- B. Carefully remove glass by cutting glazing tape with a razor knife.
- C. Scrape old tape residue off frame with a putty knife or wide slot screwdriver.

## 4. GLASS REPLACEMENT

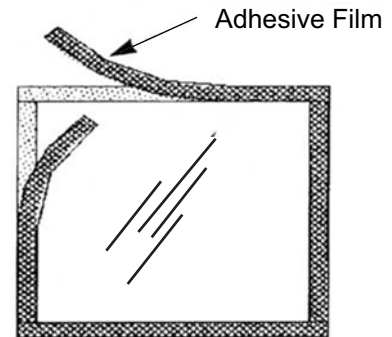
Reposition the two setting blocks for the glass. The blocks should be placed approximately 4" in from the corners where glass will sit, or a quarter of the way in (whichever is less)

**DO NOT ALLOW BLOCKS TO COVER WEEP HOLES.**



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- B. **IMPORTANT:** Peel the adhesive film away from the glazing tape on all four sides. (The glass should already have this adhesive tape applied at the perimeter.)
- C. Rest the glass on the setting blocks and center it in the opening. Then press the glass firmly in place (applying pressure along the entire length of each side).

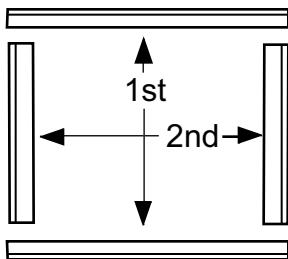


## 5. REGLAZING

### *INTERIOR GLAZED*

Glazing beads are square cut on both ends.

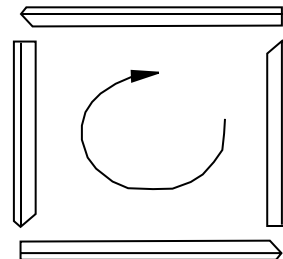
Snap in the full length pieces at top and bottom first and the foreshortened pieces at the sides second.



### *EXTERIOR GLAZED*

Glazing beads are coped on one end and square cut on the other.

Start anywhere. Continue around the frame in the direction of the square cut ends so that the coped end of each piece will overlap the square cut of the previous piece.



The final piece needs to have its square cut end tucked under the first piece's coped end prior to snapping in place.

## 6. REASSEMBLY

- A. Reinsert screen.
- B. Refasten the lock keeper(s) if removed.
- C. Reinsert sash by reversing removal procedure.

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## PLANT LOCATIONS

Selinsgrove, PA  
Chester, SC  
Clarksville, TX  
Elkhart, IN  
Stayton, OR