

Tilt Sash Removal Instructions

1. SASH 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.

