

HOW TO REPLACE A WINDOW BALANCE SHOE

Materials Required

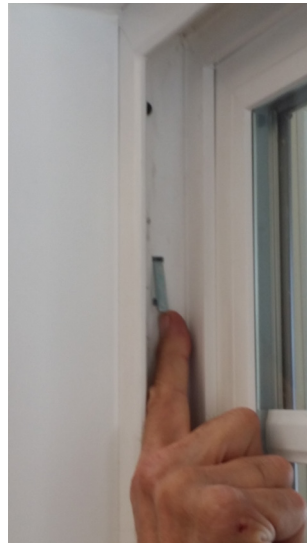
Phillips
screwdriver

Flat head screw
driver or putty
knife

New window
balance shoe

The window balance shoe helps guide the window up and down. These instructions will walk you through how to replace a Milgard® window balance shoe.

1. Start by locating the silver take-out clips on either side of the jamb.



2. Using a putty knife or flat head screw driver, pop out the clips from underneath at a 45 degree angle.

3. Locate the sash stops. These two stops prevent the window from disengaging.



4. Use a screwdriver to remove the sash stop.

NOTE: Excessive force is not needed.

Safety Precautions

This activity is appropriate for individuals with an understanding of how to use simple hand tools. Remember to wear eye protection and to make sure that pets and small children are not present when performing these activities.

For questions, please contact us:

1.800.MILGARD

milgard.com

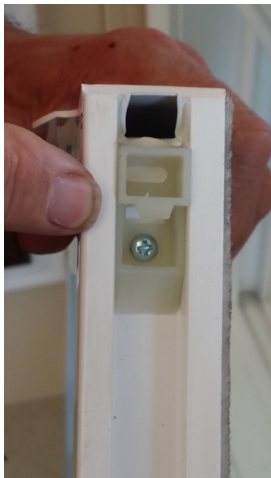
5. Slide the sash up until you feel it disengage. Make sure both sides catch on the take out-clips. When they catch, you will see the bottom of the spring loaded balancers.



6. Slide the sash to one side to remove.



7. Turn the sash on its side to locate the balance shoe.



8. Using a Phillips screwdriver, remove the screw holding the shoe.



9. Align the new screw hole with the pre-drilled hole. Fasten the shoe with the screw.



10. Do not over-torque screw.

11. Re-insert the sash into the window.

12. Place sash above the bottom of the balancer, line up and push it in.

13. Balance it back and forth until you feel both tops catch.

14. Slide the sash down an inch or two. NOTE: Make sure you do not see any metal on either side of the spring. This means both balancers are engaged.

15. Push in the take-out clips and close the sash.

16. Re-install the sash stops.