

HOW TO PROPERLY REMOVE SINGLE HUNG WINDOW SASH

Materials Required

Flat head
screwdriver

Safety glasses

Gloves

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:

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1. Locate the silver takeout clip on either side of the jam. With the sash closed, use a flathead screw driver to pop the clips out at a 45 degree angle. Perform this action on take-out clips on both sides.



2. Remove the sash stops, which are located in the top corners of the window.



3. Slide the sash up until you feel it disengage. You'll want to make sure both sides catch on the take-out clips. Once they catch, you will want to be able to see the bottom of the spring-loaded balancers and you know you are past the engagement point.



4. Slide the sash to one side and remove.



5. To reinsert the sash, place it above the bottom of the balancer, line up the sash and push it in. Make sure you have a clearance on the other side and balance back and forth until you feel both tabs catch. Slide sash down about an inch or two. Make sure you do not see the balance or any metal on either side of screen.



6. Push in both of your takeout clips, bring down the sash and reinstall the sash stops.

