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## HOW TO REMOVE AND REINSERT A DOUBLE HUNG SASH

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DIFFICULTY



Easy

TIME REQUIREMENT

5 Minutes



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### Materials Required:

- Safety glasses and gloves
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For a list of window terms please go to [Milgard.com/How-To-Speak-Window](https://www.milgard.com/How-To-Speak-Window)

### 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.

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### Instructions:

#### **Removal of Lower Sash**

1. Open Sash by lifting up on handle or turning spoon
2. If there is a Window Opening Control Device, disable it.
3. Slide lower sash up four inches. (Image 1) Lower sash has handle or spoon on top.
4. Press both tilt latch buttons on top of sash until they click. (Image 2)
5. Rotate sash towards inside of home until it is perpendicular to wall (Image 3)
6. Lift up on one side two inches, then repeat on other side.
7. Make sure pivot bars are not connected to balance shoe
8. Lift one side to rotate sash out of frames



Image 1



Image 2



Image 3

#### **Removal of Upper Sash**

1. Lower sash must be removed before removing upper sash

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2. Slide upper sash down to about six inches above sill. (Image 4)
3. Press both tilt latch buttons on top of sash until they click
4. Rotate sash towards inside of home until it is perpendicular to wall. (Image 5)
5. Lift up on one side two inches, then repeat on other side.
6. Make sure pivot bars are not connected to balance shoe
7. Lift one side to rotate sash out of frames



Image 4



Image 5

### **Reinserting Upper Sash**

1. Hold upper sash perpendicular to wall.
2. Place one pivot bar into one outermost balance shoe. (Image 6)
3. Rotate second pivot bar into other outermost balance shoe. (Image 6)
4. Make sure pivot bars are fully seated into shoes. Damage will result to the window if the bars are not fully seated.
5. If you feel the sash bind, they are not seated in all the way, give a little pat.
6. Rotate sash upward. Make sure one side does not drop. (Image 7)
7. Rotate sash up until it contacts frame
8. Make sure tilt latch is working. Try pulling sash away from frame at top. If tilt latches are working, sash will not pull away from frame.
9. If tilt latch is not working, try pushing it against frame again.
10. Slide sash up and down to check full range of



Image 6



Image 7

Continued on next page

## HOW TO REMOVE AND REINSERT A DOUBLE HUNG SASH

motion

11. Replacement of upper sash is now complete

### **Reinserting Lower Sash**

1. Hold lower sash perpendicular to wall

2. Place one pivot bar into one innermost balance shoe. (Image 8)



Image 8

3. Rotate second pivot bar into other innermost balance shoe. (Image 9)

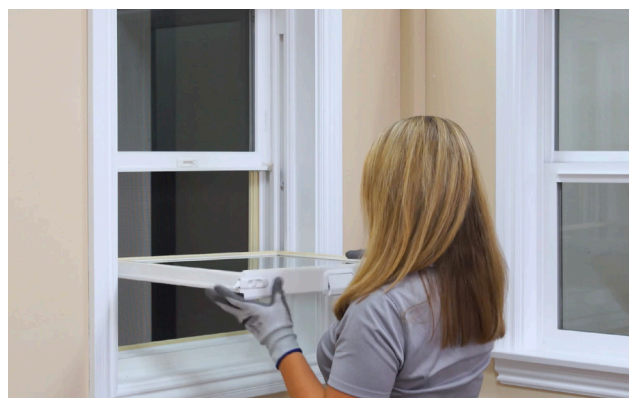


Image 9

4. Make sure pivot bars are fully seated into shoes. Damage will result to the window if the bars are not fully seated.

5. If you feel the sash bind, they are not seated in all the way, give a little pat.

6. Rotate sash upward. Make sure one side does not drop.

7. Rotate sash up until it contacts frame. (Image 10)



Image 10

8. Make sure tilt latch is working. Try pulling sash away from frame at top. If tilt latches are working, sash will not pull away from frame.

9. If tilt latch is not working, try pushing it against frame again. If it still doesn't work, the tilt latch needs servicing.

10. Slide sash up and down to check full range of motion

11. Check operation of handle or spoon

12. If hardware does not engage, make sure upper sash is all the way up and lower sash is all the way down

13. Replacement of lower sash is now complete

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