



TECHNICAL GUIDE  
**window installation**

Handling glass is dangerous. Always use appropriate safety equipment (goggles, heavy duty gloves and steel toe capped shoes recommended) when undertaking any DIY job. Ensure that any tools, particularly electrical items etc. are safe to use and EEC compliant.

## **TOOLS REQUIRED:**

- HD Gloves and Goggles
- Tape Measure (metric)
- Pencil
- Light Hammer
- Masonry Chisel
- Philips Screwdriver
- Spirit Level
- Hand Drill (electric or cordless)
- Hammer Drill
- Drill Bits
  - 3mm Pilot Drill
  - 8mm HSS drill
  - 8mm Masonry drill
  - 5mm clearance
- Skeleton gun (for silicon application)
- Spatula
- Tyre Lever—nail bar
- Crosscut saw
- Plastic bin

## **BEFORE YOU START**

1. As PVCu windows are not designed to be load bearing, a lintel may be required above the window. If you are unsure, please consult a qualified fitter/surveyor.
2. Check size, style and handing against your order.

3. Before removing the existing window, check opening sized, remember that the new window should be approximately 10mm smaller in height and width than the brick opening.
4. Clear around site of window, curtains/blinds/ornaments etc.

### **REMOVAL OF EXISTING WINDOW:**

1. Cover immediate site with durable dustsheets inside and out.
2. Using screwdriver/nail bar, remove all opening sashes.
3. To remove glass in remaining window fixed lights (wear heavy duty gloves and goggles) carefully crack glass with the aid of a screwdriver/punch and light hammer. Always start at the top corner from inside the window, remove cracked shards and deposit into a plastic bin. Once all glass has been carefully removed you are ready for the next step.
4. With the aid of a Stanley Knife on inside of window, break plaster seal around periphery of window frame.
5. Using crosscut saw, cut through the remaining vertical (mullion) and horizontal (transom) frame members and remove.
6. Paying attention to minimise damage to plaster, brickwork and damp proof membrane, cut through the outer frame jambs head and cill of the window frame.
7. With careful application of the nail bar, it should now be possible to lever the framework away from the plaster line with minimum disturbance.
8. Remove any projecting cement accumulations with your masonry chisel and clean away any debris around the opening.

### **FITTING THE NEW WINDOW:**

**Please note—Some windows are shipped with the sealed glazing units in place. If this is the case, remove all glazing beads and take out the glazed units before you start the fitting procedure.**

1. Cill: Position the cill profile onto the brickwork, such that the top stand is snug against the plaster line of the jambs (it may be necessary to trim the ‘horns’ to fit around the brickwork).
2. Using plastic packers, level the cill with approximately 5mm clearance between it and the brickwork.

3. Secure the cill to the brickwork using 8 x 100 fixing bolts positioned approximately 150mm from each end and at 600mm centres thereafter. Check for level and do not over tighten the fixing bolts.
4. Run a bead of silicon along the back edge of the cill upstand.
5. Using silicon or superglue, secure the end caps into position. They may need trimming to size if the cill horns have been cut to size around the brickwork.
6. Remove all glazing beads from the window frame, marking them accordingly to ensure they can be replaced into their original position
7. Offer the new window into position, with the base snug against the cill upstand, ensuring a tight seal into the bead of silicon. Clean off any excess silicon which might occur. With spirit level, ensure the new window is positioned vertically and where appropriate hard up against the plaster line.
8. Wedge the window into position using plastic packers.
9. Do not bend the window framework by 'over packing'.
10. Open the vents of the window to enable access to the outer frame jambs. Using appropriate screws, secure the bottom of the window to the cill, 150mm from each corner and at +/- 600mm centres thereafter.
11. Secure the window jambs into the brickwork surround using 8 x 100mm fixing bolts again, 150mm from each corner and +/- 600mm centres thereafter.
12. In all cases ensure that the screw heads are not standing proud as this may interfere with the glass positioning.

**Note: It is not advisable to attempt bolt fixing in the head of the window as this may permanently damage the structural lintel of your window, the best solution for fixing the head is to use expanding foam available upon request.**

13. Close and lock all opening sashes, check for squareness within the outer frame.
14. GLAZING: Prior to locating the glass sealed units into the appropriate aperture, it is necessary to ensure that the glazing bridge packers are in position. If necessary, a dab of silicon should be applied to the packers to retain their position in preparation for the next step.
15. Offer the appropriate glass sealed unit into the aperture, resting squarely on the glazing packers, ensuring the glass is central within the opening. Push the glass back into the rebate as far as it will go without using undue pressure.

NOTE: In the case of opening vents, it may be necessary to use additional packers to ensure that the glass is packed tight around the aperture of the vent and thus ensuring that the vent does not 'drop'.

16. Gently unlock and open the sashes to check that no binding occurs within the locking system and no movement occurs between the glass and frame, minor glass packer adjustments may be necessary to achieve perfect squareness.
17. Clip back the pre-marked glazing beads into the original position in the following order 1) Top, 2) Bottom, 3) Sides.
18. Carefully gun a bead of silicon between the outside masonry and the window frame periphery, wiping off any excess.
19. Similarly, gun a thin bead of acrylic between the inside plaster and window from the periphery. Allow this to skin over (1 hour)
20. Remove all protective tape from the faces of the window frame, clean where necessary with clean soapy water.