

### **Installing lite lift balances With Balance cover**

1. Remove bottom sash.
2. Disengage Block and tackle balance.
3. Remove pan cover screw and pull down pan cover only enough to access the balance screw.
4. Pull down Block and tackle balance one at a time, careful not to damage the edge of the pan
5. Remove vinyl lip at the shoe removal slot at the bottom of the frame.
6. Change shoe to new shoe suited for the Lite –Lift.
7. Remove the sash stop block (the block that is installed on either side of the jamb that prevents the sash from going up and hitting the head jamb).
8. Install the new longer stop block, it has 2 sided tape on it and will be taped in place.
9. Drill a 1/2" hole in the vinyl where the screw holding the balance will be inserted, do not drill into the wood jamb. This will allow the metal rivet at the top of the balance set low enough to allow the balance cover to be reinstalled.
10. Insert the new balance and use a # 8 x 1 ¼" screw to secure the new balance.
11. Hook up new balance to shoes. The lite lift balance will be hooked in the center of the new shoe.
12. Before installing the sash, remove one of the tilt pins, install the sash and then reinstall the tilt pin, this is the only way to install the sash with the lite lift balance and lite lift balance shoe combination
13. Clean and lubricant all weather stripping and pan system.
14. Re- position the pan cover at the top of the frame. It will be necessary to apply a piece of 2 sided tape on the bottom part of the inside of the balance cover (sticking it to the balance) to keep it from sliding down, you will not be able to reinstall the balance cover screw because the balance will be in the way.