

**NORWOOD**  
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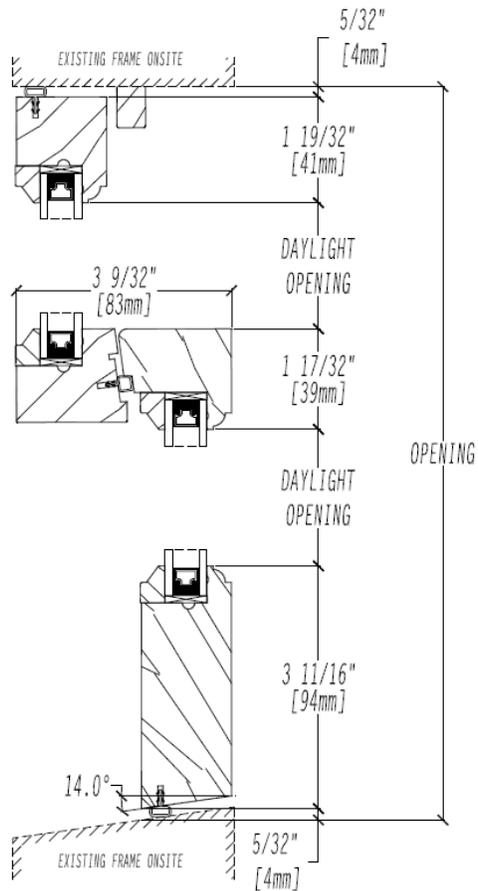
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*Sash Replacement kit manual*

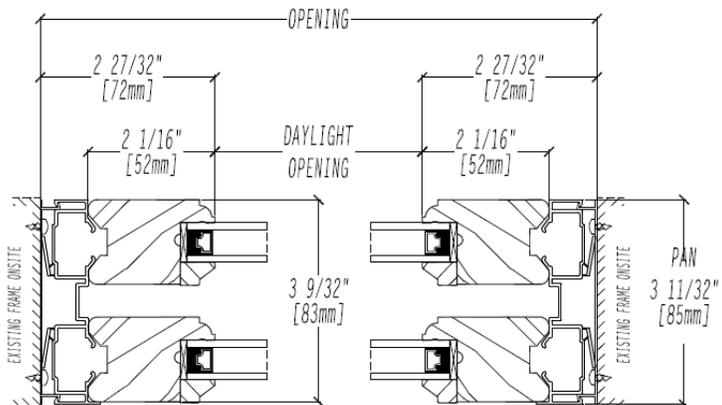
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## Section Details

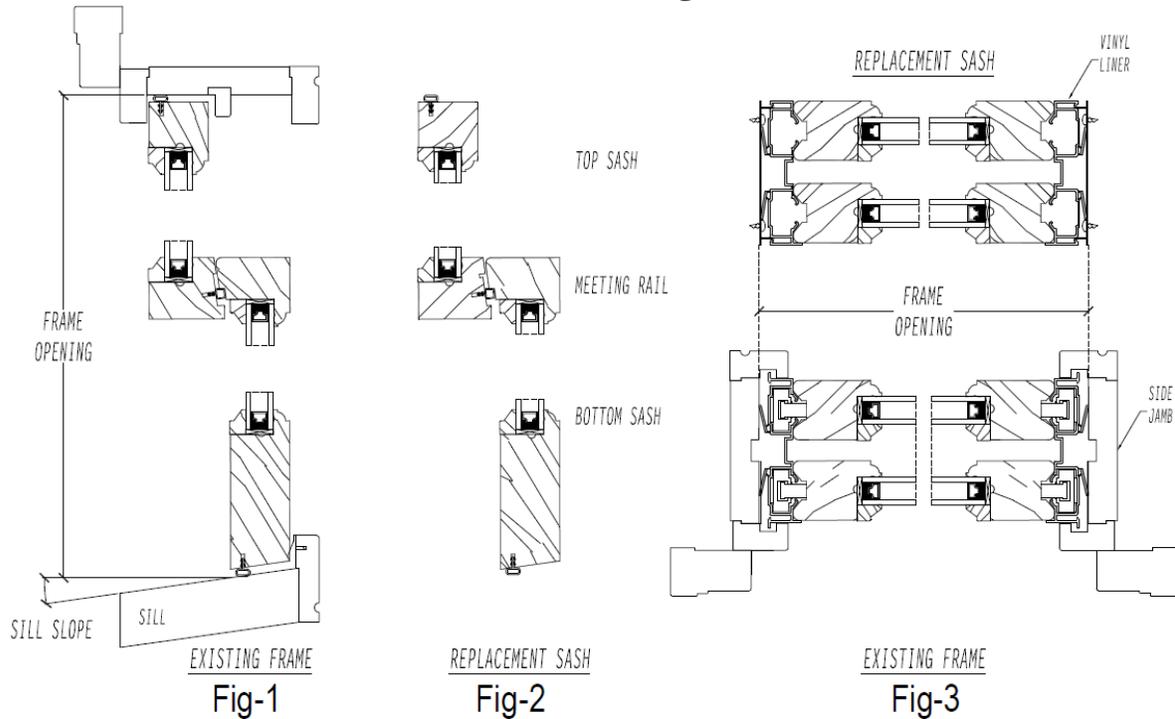


## Head and Sill Detail



## Side detail

**Site Measuring**



1. To find the sash opening height (Fig-1):
  - If the existing window has wooden blocks holding the sash in remove them.
  - Lower top sash.
  - Measure from the head jamb where the top rail of the top sash touches when the sash is closed to the outside edge of the bottom sash where it touches the sill when closed. Be sure to measure both sides of the window frame as well as in the center of the frame. Take the small measurement of the three measurements taken.
2. To find the sash opening width (Fig-3):
  - Measure the inside distance from jamb to jamb.
  - Measure top, bottom and center width and take the small measurement of the three measurements taken.
3. Finding sill angle:
  - Raise the bottom sash and using a carpenter's protractor measure the angle of the sill. Norwood's typical sill angle is 14Degs.

\*\*\*\*\*Note\*\*\*\*\*

Always use the small measurement when ordering the sash kit.

Any variation (+/-) will work with the width and height of your Norwood sash kit.

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### Screen Measuring

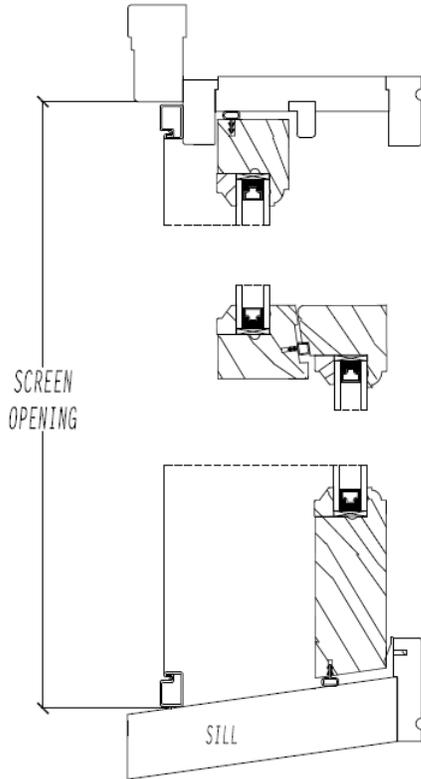


Fig-4

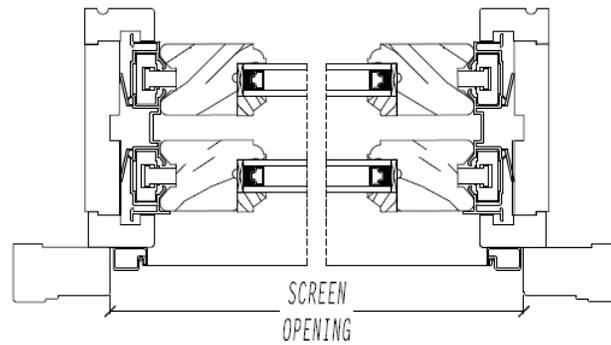


Fig-5

1. To find screen opening height (Fig-4):
  - Measure from the bottom of the top casing to where the screen will set on the sill.
  - From that measurement minus 1/8" to give you the screen height.
2. To find the screen width (fig- 5):
  - Measure from the inside edge of the side casing to the inside edge of the casing on the opposite side.
  - From that measurement minus 1/8" to give you the screen height.

\*\*\*\*\*Note\*\*\*\*\*

To ensure a proper screen fit, it is recommended to order the screen after the sash replacement kit is installed.

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## Installation instructions

Before starting check to ensure that the window sizes are correct and that the kit contains all of the required parts for installation,

### Kit includes:

Item Number	Quantity	Description
1	1	 Top Sash
2	1	 Bottom Sash
3	4	 #207 Sash Pivot pin
4 & 5	2	 #N30648da144 White- N3064db144 Beige vinyl pan with balances and shoes installed.
6	48	 Jamb Liner bracket
7	2	 Vinyl sash stop
8	4	 Foam Gasket
9	1	 #2243 parting bead
10	16	 3/8" Pan Head Screw

### Removing existing Sash:

1. Remove the inside side stops from the side jambs. Be careful that you do not break them because they may have to be used again.
2. Remove any existing spring balances and cut or remove cords and weights.
3. Once bottom sash is removed slide down top sash and remove top and side blind stops.
4. Remove top sash.

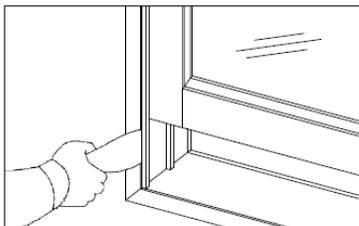


Figure 1

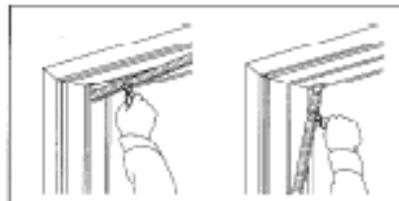


Figure 2

## Installing New Sash kit:

1. Clean all loose material and dirt from opening,
2. Before final installation check the fit of sash kit by placing vinyl jamb liner and sash in window opening. The vinyl pan must be plumb and straight for proper operation of sash. Make any adjustments to existing opening before installing to ensure a good fit.
3. Fasten the jamb liner bracket to the sides of the jambs using two 3/8" pan head screws. Locate the top and bottom bracket on each side 4 inches from the head and sill, equally space the remaining brackets on the jamb and secure with screws.

**Note: ensure that the jamb liner bracket is tight against the blind stop see figure 4.**

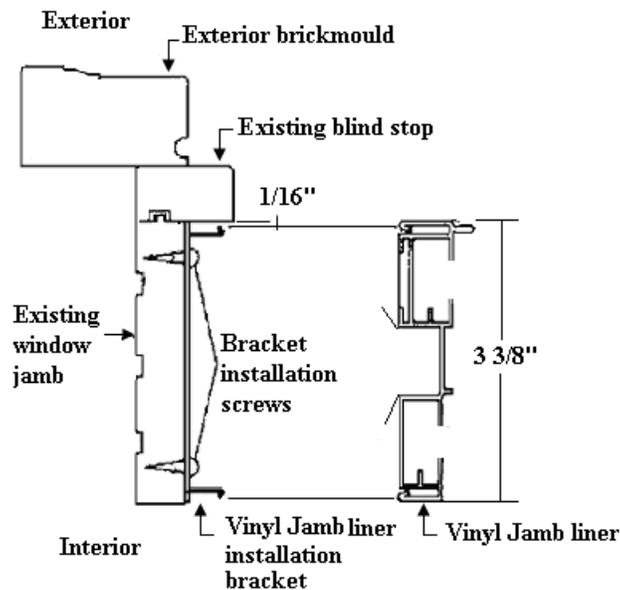


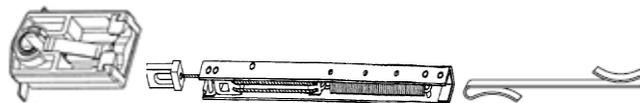
Figure 4

4. Before placing the vinyl jamb liner into the opening ensure that the balance and balance shoes are installed. If not follow these steps:

- Connect the 'S' clip to the pin on the top of the balance.

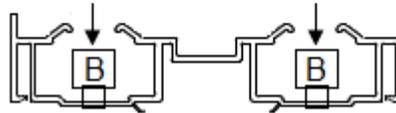


- Connect the balance shoe to the string at the end of the balance,



- Slide the balance assembly into the vinyl track, two balances per vinyl pan, one per track.
- Ensure that "S" clip is sled over top of vinyl pan.

**Balance assembly inserted here in vinyl pan**  
**With "S" clip hooked on top of vinyl pan.**



- With a flat top screwdriver pull the balance shoe  $\frac{1}{2}$  the distance between the end of the balance to the bottom of the vinyl jamb liner
- Lock the shoe in place by turning the center cam of the balance until the slot in the cam is pointed toward the balance.

5. Place foam gasket at the top and bottom of each vinyl jamb liner, see figure 5.

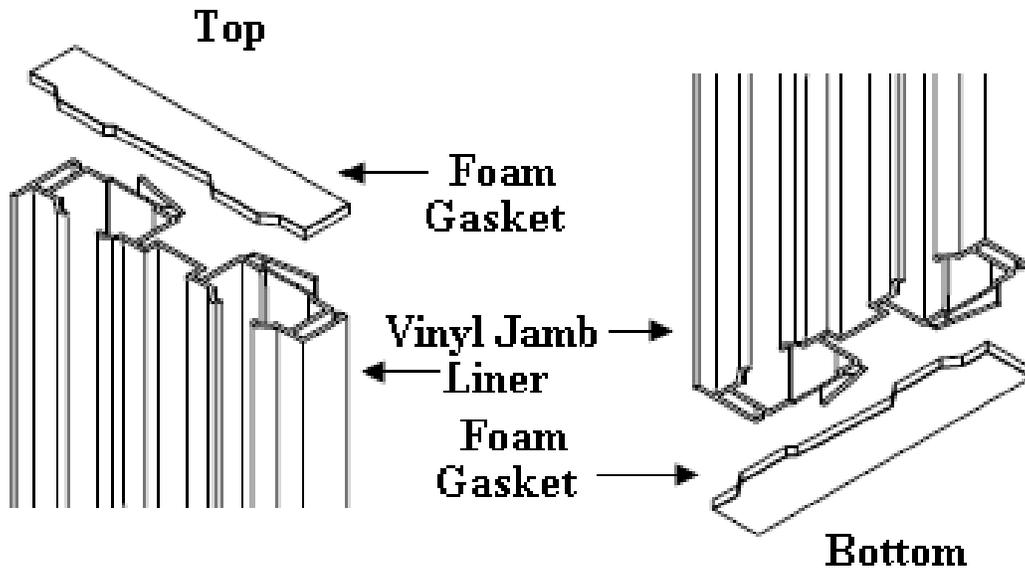


Figure 5

6. Place vinyl jamb liner against the installation brackets and snap into place, see figure 6.

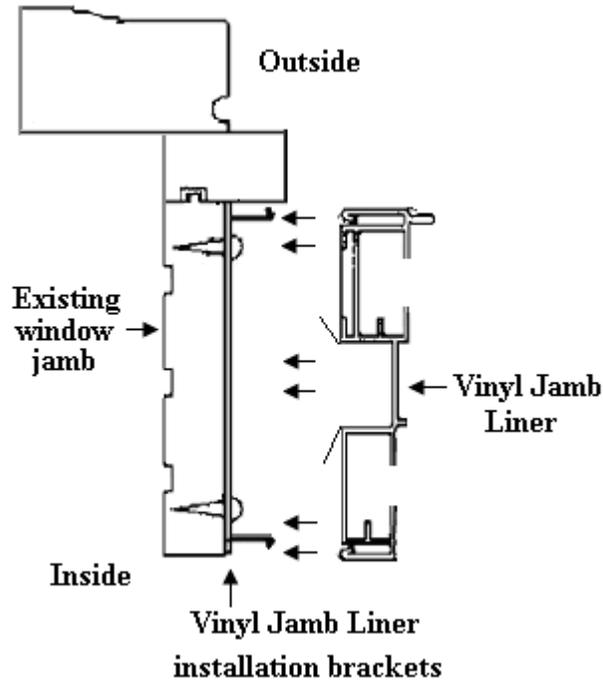


Figure 6

**Installing top sash:**

1. Slowly place the top sash in the opening by gently placing the tilt pin on one corner of the sash into the balance shoe, followed by the opposite tilt pin.



2. Push the sash up until the sash locks into place.

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3. Push sash all the way up in the opening.



## Installing bottom sash:

1. Slowly place the bottom sash in the opening by gently placing the tilt pin on one corner of the sash into the balance shoe, followed by the opposite tilt pin.



2. Push the sash up until the sash locks into place.

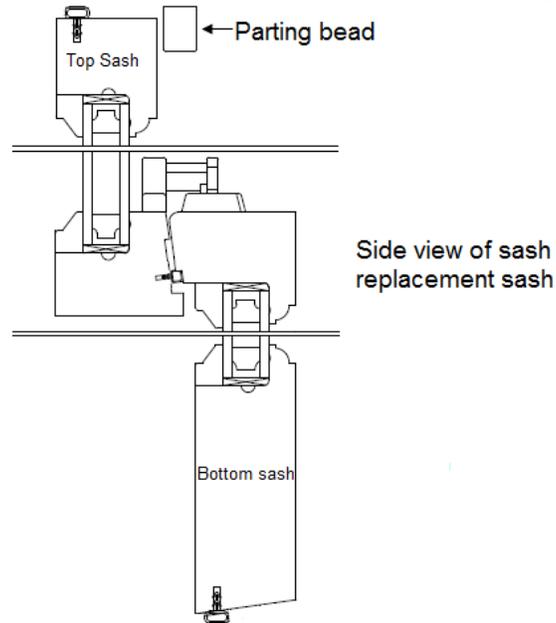


## Install Parting Bead:

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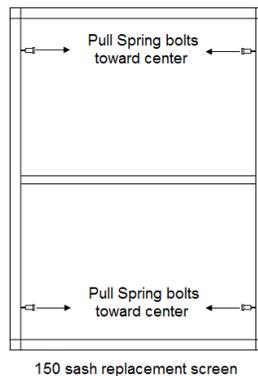
1. Measure the inside distance of the top of the frame.
2. Cut parting to the required measurement.
3. Install parting on the top interior head jamb (figure 7) leaving 1/16" between the parting bead and the sash.



4. Fill and touch up holes from installation nails in the parting bead.

## Installing the screen:

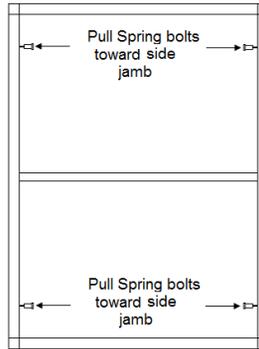
1. Place the screen in the opening on the exterior of the window by pulling the screen spring bolts toward the center. Be sure that the screen is tight against the blind stops.



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2. Firmly push the screen spring bolts toward the jamb of the window, leaving an indentation.



150 sash replacement screen

3. Remove screen from opening.
4. Using a 1/4" drill bit drill 1/4 inch holes in the area where the indentation were made on the window jamb.
5. Paint the inside of the hole to prevent water damage to the wood.
6. Install screen into opening and ensure that screen spring bolts are inserted in the holes.