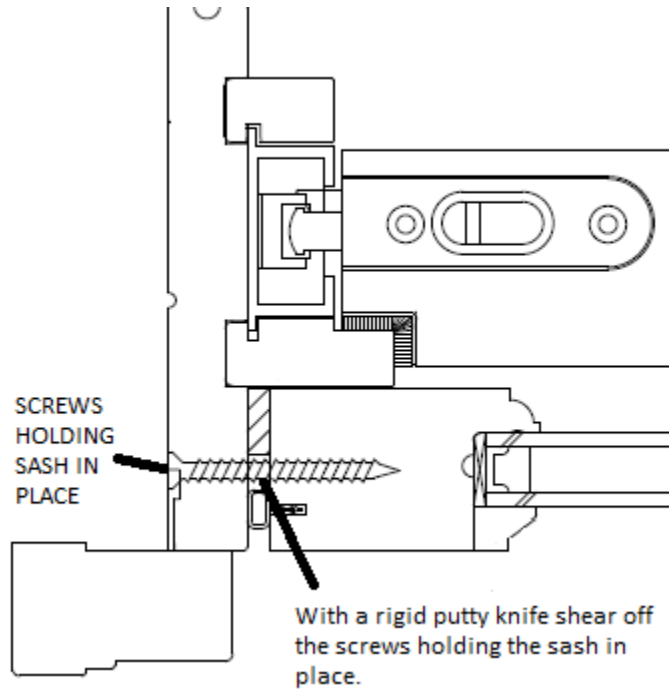


How to change a top sash on a vertical tilt.

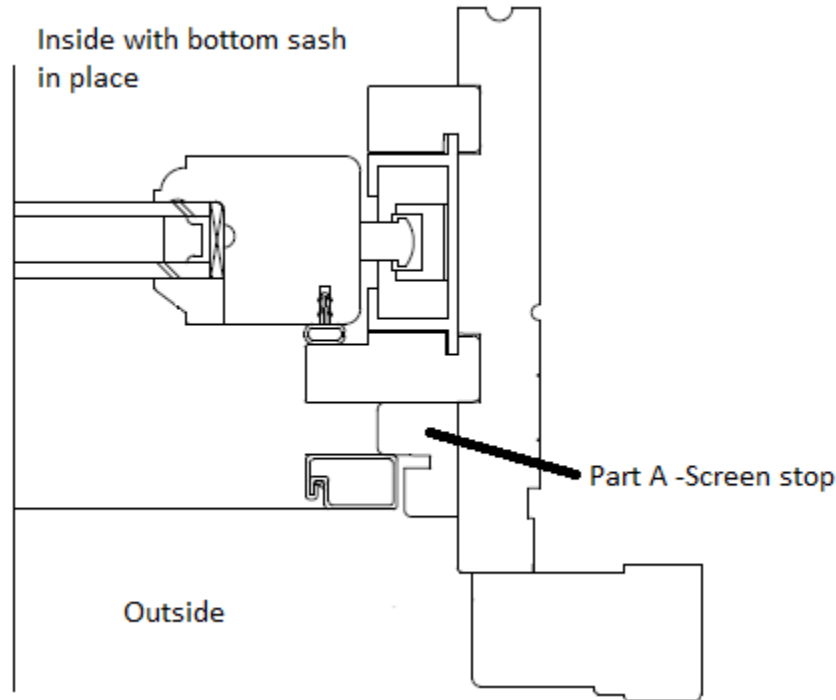
1. Remove bottom sash, make sure sash is tilted at a 90 degree before removing pins from plastic shoe.
2. Remove screen.
3. You must take a putty knife with a sharpen 1 inch rigid blade and slide it in between the weatherstrip and the frame jamb. Move the knife up and down the vertical jamb until you locate the retaining screws. Place the knife on top of the screw and with a hammer, give the knife several solid hits until you shear off the screw.



4. Remove screen stop underneath top sash and cut staples which are sticking inside. Part A
5. When all screws are cut and part A is removed take out top sash by pushing out the top corner.

NORWOOD

NEVER ORDINARY



6. Silicone and nail part A in place at side jamb and head jamb.

* **IMPORTANT:** This piece will have to be install perfectly because it's the only thing that is going to hold your sash in place.

7. Using a 1/8" drill, predrill hole at a 45° angle from the face of the sash towards the jamb.
8. You have to use 3 1/2" galvanized finish nails and they should be at 6" from the corners and no more than 24" apart.
9. Patch nail holes and paint with touch up paint
10. Nail screen stop in place, make sure nails are driven in with nailset then patch and paint. To avoid moisture from penetrating
11. Install screen and bottom sash