



These are DVW's recommended installation instructions for Vinyl windows that are replacement frame. Consult your local building code official for applicable building codes and regulations. Local building code requirements supersede recommended installation instructions.

Newer construction methods have led to an increase in air and water tightness in buildings. This frequently leads to negative air pressure inside the house, which can draw water through very small openings. Our installation method integrates the window with the weather barrier of the structure (typically building wrap).

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Pocket Installation/Replacement installation will not eliminate any existing problems with the existing window. Problems like wood decay and water leakage around the already existing frame must be inspected and fixed before installing the replacement window.

● **PLEASE NOTE:** Installations where the sill is higher than 35 feet above ground level, or any product installation into a wall condition not specifically addressed in these instructions, must be designed by an architect or structural engineer. *Failure to install windows into square, level, and plumb openings could result in denial of warranty claims for operational or performance problems.* Duke Vinyl Windows is not responsible for faulty installation.

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### ◆ IMPORTANT NOTES ◆

#### NOTICE:

These installation instructions apply to general replacement installation. If you feel the instructions are too vague, do not apply to your current framing, or if further questions arise, please do not hesitate to contact a professional installer. In terms of installation, multiple different situations can arise and it's best to contact a professional for help.

Do keep in mind if installation is not done properly, future complications can occur with the window and Duke Vinyl Windows warranty will not apply.

#### ● WINDOW CARE

##### Note:

Before installing or moving the window, ensure there is no damage done to the window, please verify that sashes are closed and locked prior to installation.

##### Note:

- DO NOT use tools that could damage the vinyl frame in any way.
- DO NOT use strong cleaning chemicals.
- Any damage to the frame, including scratching, blemishes, cracks, etc. that are done before and during installation are not covered by Duke Vinyl Windows warranty.

## ▲ SAFETY AND HANDLING

### Safety

To safely and properly install windows:

- Read thoroughly and fully comprehend all manufacturers' instructions before beginning. Failure to follow proper installation instructions may result in the denial of warranty claims for operational or performance problems.
- For heavier or complicated Windows, we recommend you DO NOT work alone. Proper lifting and insertion is required for the proper installation technique. Use extra caution when working at elevated heights.
- Use extra caution when handling glass. A broken or cracked glass can cause serious injury.
- Wear protective gear (e.g. safety glasses, gloves, ear protection, etc.).
- Wear proper clothing. When working with heavy window or glass proper clothing is required. (e.g. boots, long sleeves, thick pants, etc.)
- Operate hand & power tools safely and follow manufacturer's operating instructions.
- If disturbing existing paint, take proper precautions if lead paint is suspected (commonly used before 1979). Your regional EPA ([www.epa.gov/lead](http://www.epa.gov/lead)) or Consumer Product Safety Commission offices provide information regarding regulations and lead protection.

### Materials and Window Handling

- Store window in a well-ventilated area in vertical, leaning position to allow air circulation. Do not stack horizontally.
- Make sure operable windows are locked prior to installation.
- Protect adhesive surfaces from dirt, moisture, direct sunlight and folding over onto themselves.
- Do not put stress on joints, corners or frames.
- Handle in vertical position; do not carry flat or drag on floor.
- Install only into vertical walls and when conditions and sheathing are dry.

**When handling windows it is essential to properly follow these rules. Failure to do so could result in window damage, leakage, sealage issues, etc.**

**IF INJURY OCCURS, DO NOT HESITATE TO SEEK MEDICAL ATTENTION!**

## 🏠 MATERIALS AND TOOLS

### Needed Tools/Hardware

- Utility Knife
- Hammer
- Tape Measure
- Caulking Gun
- Level (4" minimum)
- Drill
- Screwdriver
- Sealant
- Fasteners (Qty of 4 provided)
- Shims
- Saw (exterior install)
- Weep hole Covers

**NOTE:** When using flashing, spray adhesive/primer, sealant and foam products, we recommend using the same manufacturer and verifying compatibility. It is the End User's responsibility to determine if dissimilar materials are compatible to the substrates in the application.

**MATERIALS AND TOOLS CONTINUED**

**For Duke Vinyl Windows Replacement windows:**

- I. 4 Fasteners are provided by Duke Vinyl Windows. Square Pan Type A sms fasteners. Sizes being #8-15 2 ½"
- II. If header & Sill were purchased, those will also be needed for window installation
- III. A proper sealant is required. We recommend using a Polyurethane Sealant. It must do the job and match the color window if needed.
- IV. Backer rod/Sealant Backer
- V. Non-compressible or non-water degradable shims.
- VI. Polyurethane low expansion foam



**A**

**WINDOW INSPECTION**



**Inspect Window**

- I. Product squareness
- II. Correct product: size, color, grid pattern, handing, glazing, energy-efficiency requirements, etc.
- III. Cracked frame welds or other frame damage.
- IV. Splits, cracks, holes, missing sections or other damage to the frame

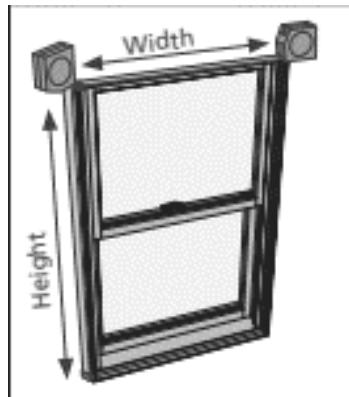
*If any of the above conditions represent a concern, or if you expect environmental conditions to exceed the window's performance rating, do not install the window. Contact your dealer or distributor for recommendations.*

**B**

**WINDOW INSPECTION CONTINUED**

Proper inspection of the rough opening is required before installing a window. A couple things to verify are:

- I. Verify the replacement window will properly slide in and fit into the hole by measuring the width and height
- II. Ensure measurements are as ordered:
  - I. If exact window size was ordered, window must measure the same width and height that was ordered from end to end of window.
  - II. If window was ordered using rough openings,  $\frac{1}{4}$  was most likely deducted. Measurements must be  $\frac{1}{4}$  less off width and height.



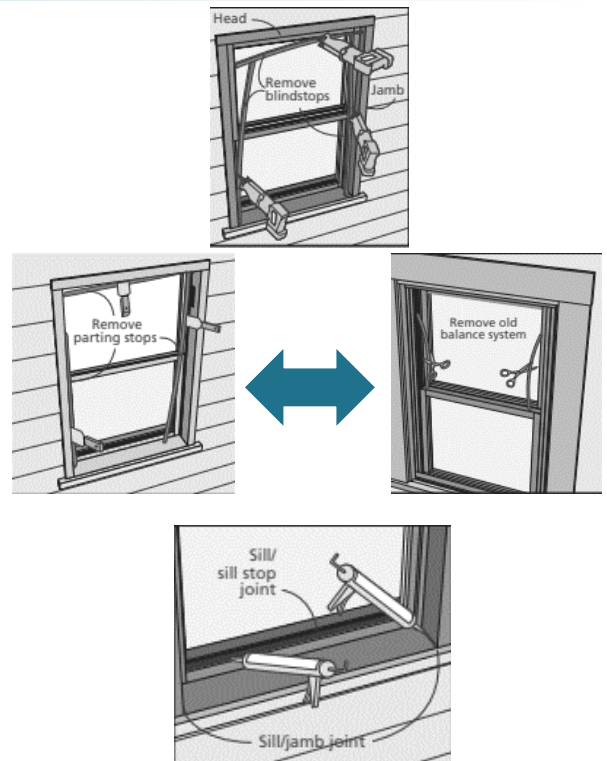
- III. The existing frame jamb depth ("pocket") must be 3 1/4" or greater (no minimum requirement for casement).
- IV. Check existing frame measurements. Measure the width between the side jambs at the top, middle and bottom (remove jambliner if necessary). Measure the height between the head and sill at the left side, middle and right side. Note measurements to compare with replacement unit in next step..
- V. Verify the rough opening is square

**C**

**PREPARE THE ROUGH OPENING**

**NOTE:** This section applies to interior installations.

- I. Remove interior trim stops at head or sides flush with jambs. Interior trim stops may be reused if not damaged. Since installing from interior, do not remove interior trim/sills stops.
  - I. Removing: For non operational windows: dispose of wood stops and sash/glass.
  - II. For operational windows: dispose of current sash balance system, head & jamb parting stops.
- II. Once removal and disposal of previous window system is done, apply sealant to sill stops and jamb joints.
- III. Apply a 1/4" bead of sealant to interior side of exterior blindstops on sides and head

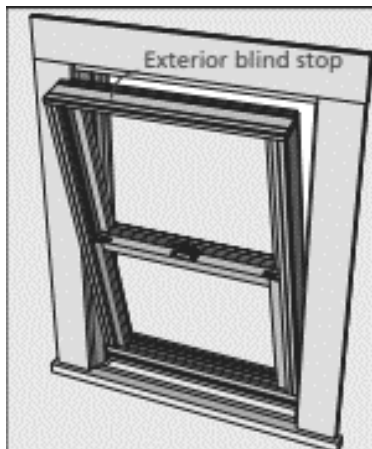
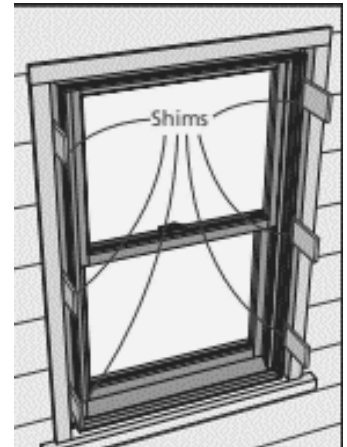
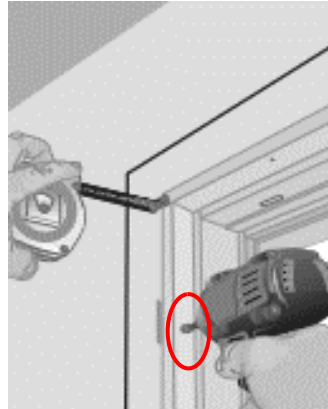


**D** **INSTALLING WINDOW**

*Lets install a window & replacement seal*

**NOTE:** Check with the building wrap manufacturer to verify the following steps will not void their product warranty.

1. Carefully slide the replacement window into the opening until tight against existing trim stop. Window must be held in place to be fully secured.
2. Drill a hole into the first corner. This can be the lower right side.
3. Once you have drilled this hole, install one of the installation screws, but do not tighten it fully.

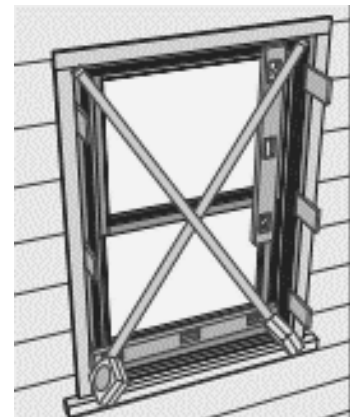


3. Using the shims, make sure the window is leveled out and plumb. These shims must be positioned in a way that they can be easily removed once the screws have been installed.
4. Drill the rest of the holes in the remaining corners. These holes are to be used for reference as the hole where the screws are to be drilled in for window installation.

5. Once the remaining holes are drilled into the frame, install the screws into these corner holes and tighten all screws.

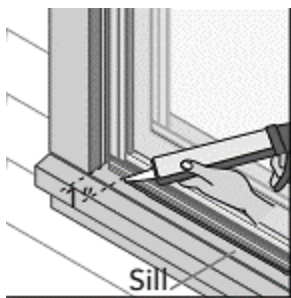
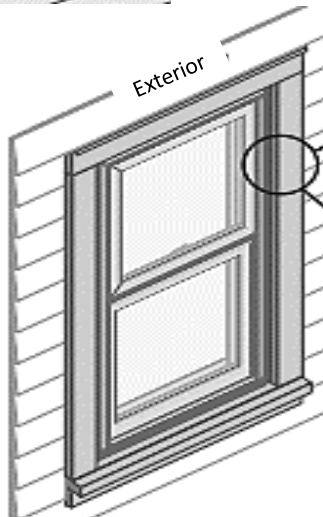
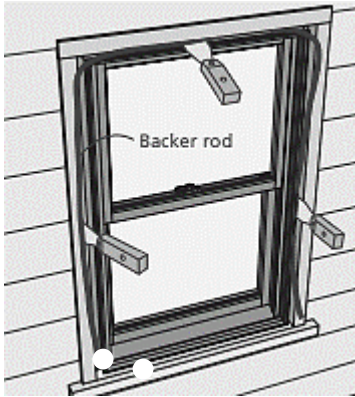
**A. Note:** DO NOT tighten these screws too much as this could cause the window to bend/warp or cause an unleveled installation.

6. If foam was added to replacement unit, verify the screws have gotten through and the window is set in place. Once again do not overtighten these screws.



E

INSTALLING WINDOW CONTINUED



1. On the exterior, insulate between the existing frame and replacement window frame with expansion foam. Seal using the backer rod.
2. Continue using a sealant across the bottom of the sill adapter, but do not cover weep holes with sealant.
3. Once installation is complete
  - I. For tilt windows, verify the sashes operate normal. Slide up and down and the pivot bars lock properly with the balancers. Lock and keeper should be able to lock properly as well.
  - II. For casements, when opening and closing the sash, there should be no issue and the casement should be able to lock properly.
    - I. **Note:** Casements can be a bit more complicated in terms of the mechanism. Verify there is no bowing of the sash and there are no gaps anywhere when the sash closes. Otherwise this could be faulty installation and the warranty will cancel out for this window.
  - III. For sliders: there should be no issue sliding the windows and they should fit perfectly in place. No issues with sill track should occur as well.
4. For sliders and picture windows: please cover weep hole with weep hole covers that are provided by Duke Vinyl Windows. Otherwise a leakage could occur.

**After Installation**

- Finish any exposed surfaces around the window to make for a clean installation and clean look.

**For removed windows:**

Proper disposal of previous windows must be done according to your state or county codes. Go to your county's website to follow their guidelines on proper disposal.

**Mecklenburg County:**

<https://www.mecknc.gov/LUESA/SolidWaste/>

[Disposal-Recycling](#)