

# VINYL WINDOW PIVOT BARS & BALANCE SHOE REPLACEMENT INSTRUCTIONS

## Tools & Materials You Will Need:

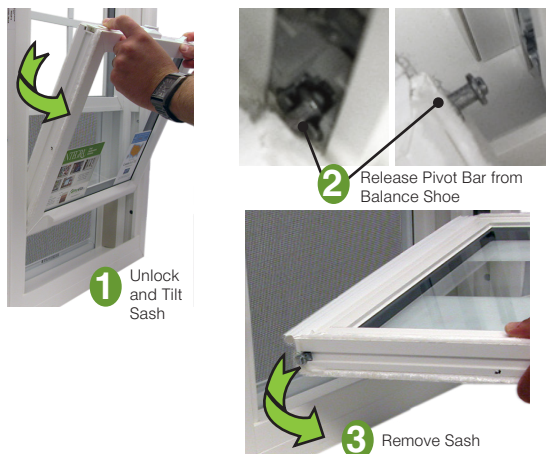
(1) Phillips Screwdriver Bit (1) Flathead Screwdriver (1) Power Drill (4) Pivot Bars (2) Nylon Bars (4) Balance Shoes (8) #8 x 3/8" Phillips Panhead Screws

## Installation Pack Contents:

**REMEMBER: ALWAYS USE THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.**

## 1 REMOVE SASH

**!** Bottom sash must be removed BEFORE top sash!



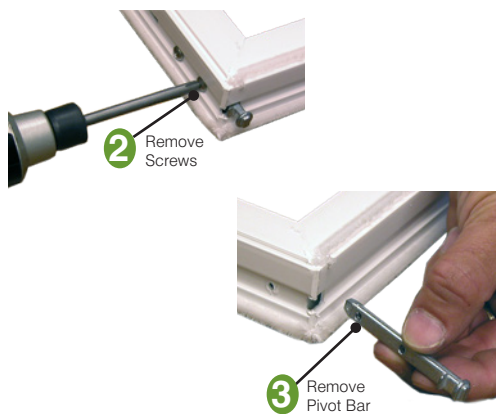
**Step 1-** Unlock, raise and tilt sash until pivot bars line up with slots located in balance shoes.

**Step 2-** Lift rear portion of sash until it releases from balance shoes.

**Step 3-** Remove Sash.

Use same procedure for top sash.

## 2 REMOVE PIVOT BARS



**Step 1-** Place sashes on a clean and level surface.

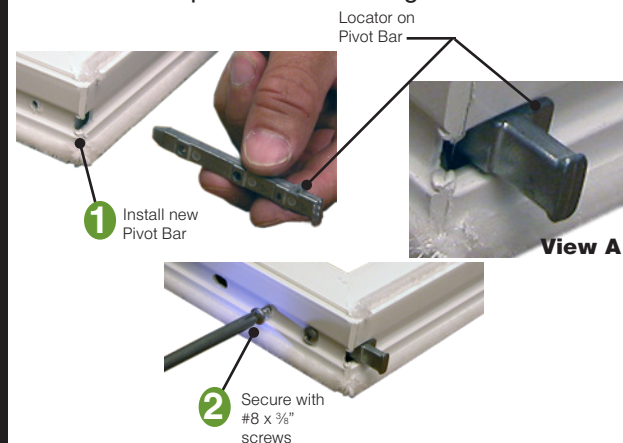
**Step 2-** Starting with bottom sash remove existing screws holding pivot bar on each side of sash.

Repeat for second sash.

**Step 3-** Slide existing pivot bar out of sash.

## 3 INSTALL NEW PIVOT BARS

**!** If necessary, ream hole in sash slightly to allow for new pivot bar to fit snug.

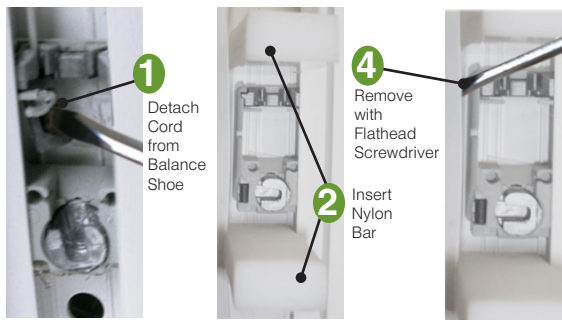


**Step 1-** Using the locator (see View A) on new pivot bar, install making sure locator makes contact with recessed portion of sash rail.

**Step 2-** Secure pivot bar by re-installing #8 x 3/8" Phillips Panhead Screws.

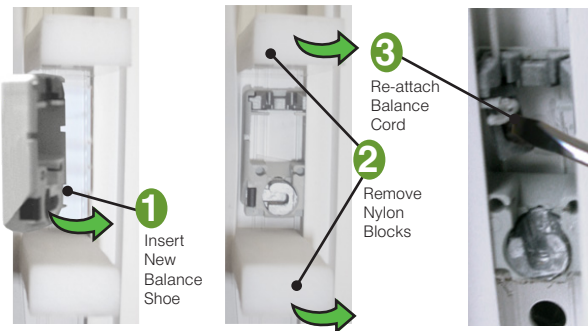
## 4 REMOVE EXISTING BALANCE SHOE

**!** New pivot bars will not fit into existing balance shoes.



- Step 1-** Locate balance in each sash cavity and using a Phillips Flathead Screwdriver, grasp the tab from cord and disconnect from balance shoe.
- Step 2-** Place a nylon bar above and below each balance shoe inside sash cavity.
- Step 3-** Rotate nylon bars until sash cavity has allowed enough clearance for balance shoe to be removed.
- Step 4-** Using a Phillips Flathead Screwdriver, remove existing balance shoes from each side top and bottom of sash cavities.

## 5 INSTALL NEW BALANCE SHOE



- Step 1-** Insert new balance shoe into sash cavities until shoe is facing front and straight.
- Step 2-** Remove nylon bars.
- Step 3-** Using a flathead screwdriver, retrieve balance metal portion of balance string and re-attach to balance shoe.

## 6 RE-INSTALL SASH

**!** Top sash must be inserted BEFORE bottom sash!



- Step 1-** Re-insert sash, top sash first - then bottom sash making certain pivot bars engage into new balance shoe.
- Step 2-** Tilt sashes inwards and lock sash.