



INSTALLATION INSTRUCTIONS FOR ALUMINUM STORM WINDOWS

ATTENTION!
YOU CAN ALSO SCAN
THE PACKAGING QR CODE
TO ACCESS THIS DOCUMENT

*Printed instructions included
with each product will be
phased out in the
near future*

Tools & Materials You Will Need:	
• Measuring Tape	• High Quality Window Caulking
• Shims	• Power drill
• Utility Knife	• Metal Snips
Installation Screw pack (located inside storm window between sash & screen)	
 6 x 3/4" Phillips panhead screws - color matched	 6 x 1/2" Phillips panhead screws - color matched
For Models: 140 models ONLY	For Models: 147, 240, 520, 527, 630, 696, 697, 422, 423

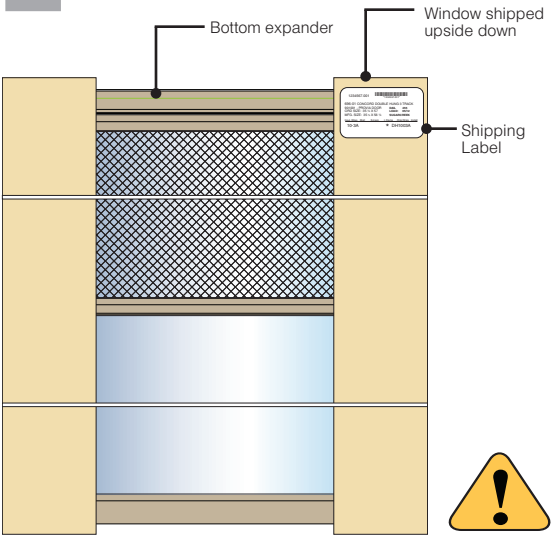
REMEMBER: ALWAYS USE THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.

1 INSPECT YOUR PACKAGE

1234567.001	1234567.001 *1234567.001*
696-01 CONCORD DOUBLE HUNG 3 TRACK	
901001 - PROVIA	
ORD SIZE: 35 1/2 X 57	DAIL 455
MFG. SIZE: 35 3/8 X 56 1/2	LOAD: 05/12
	SUGARCREEK
Insul. Wrap	Mull
	Screen
	B
I. Frame	Oriel Style
	Install
	1N
10-3A	* DH1003A

- Step 1-** After you have received your product, inspect for damages and missing items before going to installation site.
- Step 2-** Check the bar coded label on the cardboard to make sure it matches with your paperwork.

2 UNPACKAGE THE WINDOW UNIT



The bottom expander is placed on the sill of the storm window and the storm window is shipped from ProVia upside down on its head.

- Step 1-** Carefully unpackage the storm window.
- Step 2-** After the storm window has been unpacked, rotate the window unit so that it is properly positioned.



Homes built before 1978 may contain lead paint. All replacement installations must comply with the U.S. EPA's Lead-Based Paint Renovation, Repair, and Painting Program (RRP Rule). Read more about the RRP Rule and lead-safe work practices, on the U.S. EPA's website at: www.epa.gov/lead

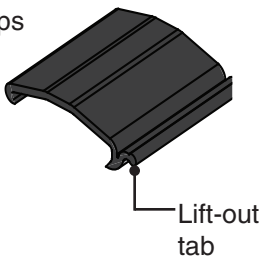
2 UNPACKAGE THE WINDOW UNIT

AN IMPORTANT NOTE FOR DOUBLE HUNG:



Do not remove installation clips until after window has been installed.

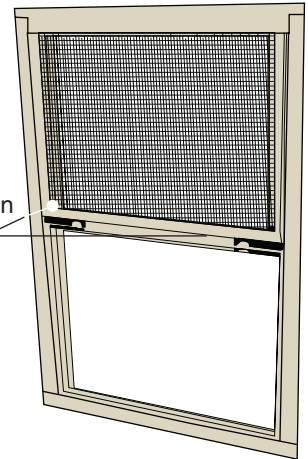
The installation clips are included on the Concord and Town & Country double hung models only.



Lift-out tab

The window is shipped with the screen in the "up" position and the installation clips are located behind the screen.

Installation Clips



AN IMPORTANT NOTE FOR PICTURE WINDOWS:

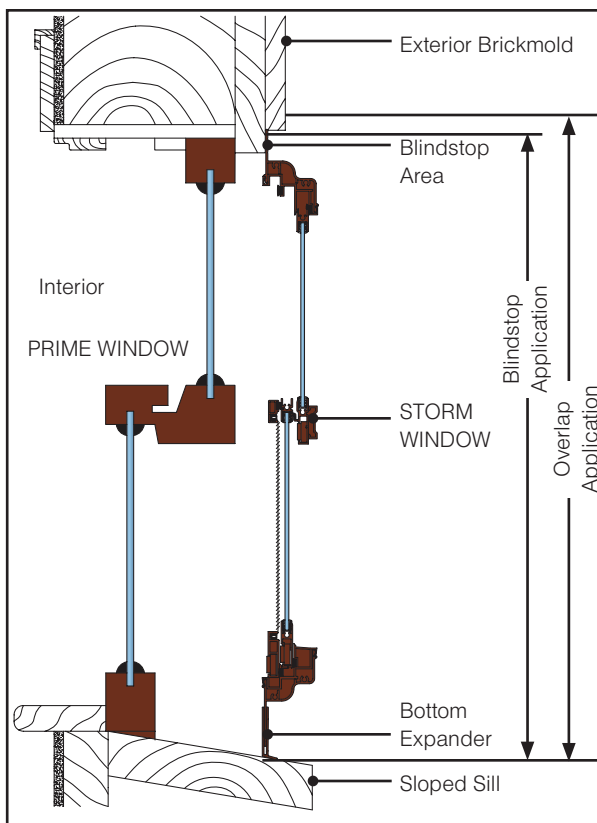


Remove glass sash of a picture window BEFORE installation.

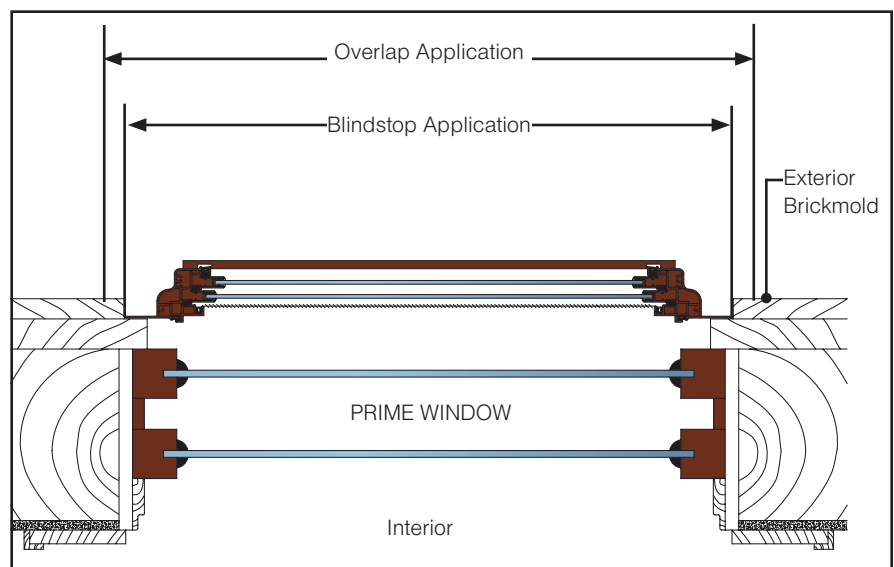
3 CHECK FOR PROPER SIZING



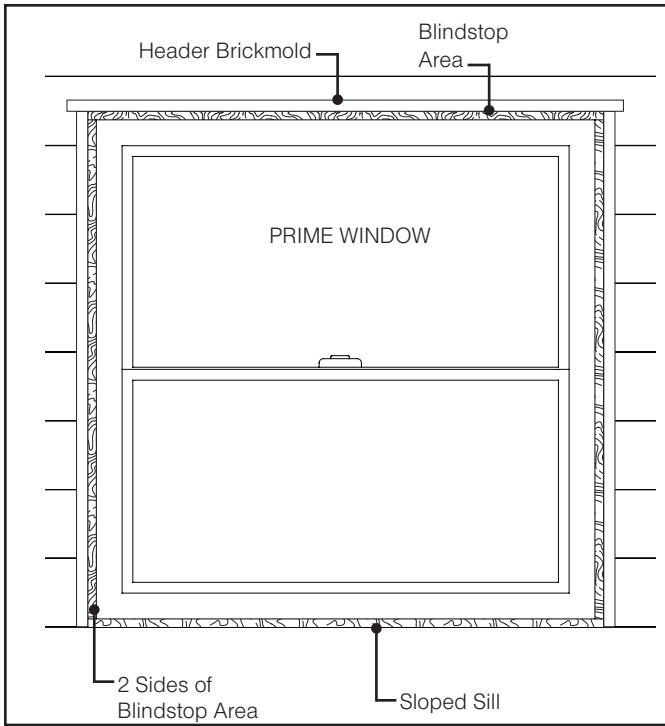
IMPORTANT: We suggest mounting ProVia Storm Windows onto sloped sills. These units are not designed to be used as a primary window. Mounting on sloped sills will help minimize any possibility of water leakage into the home.



Step 1- Check to make sure the storm window fits the opening by measuring or holding the window frame in place.



3 CHECK FOR PROPER SIZING



Step 2- For proper installation, the following allowances should be followed:

Blindstop Application:

The side flanges should cover at least $\frac{3}{8}$ " of the blind stop sides and top of the prime window area.

Overlap Application:

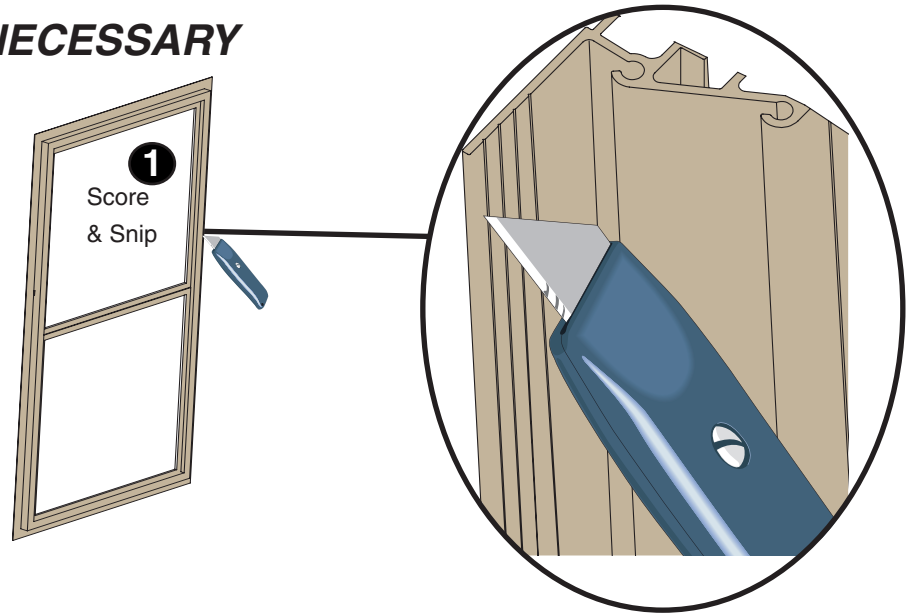
The side flanges should cover at least $\frac{3}{8}$ " of the overlap sides and top of the exterior brickmold area.

After testing the fit of the storm window into the opening, proceed to *Step 4 for trimming the flange (if necessary)* or *Step 5 for caulking the opening.*

4 TRIM THE FRAME - IF NECESSARY

After you have tested for installation fit, it may be necessary to trim the flange of the storm window sides and header to allow for a better installation. Follow the steps below for trimming the storm window flange.

If your window unit fits perfectly in the opening, proceed to *Step 5 - Caulking the Opening.*



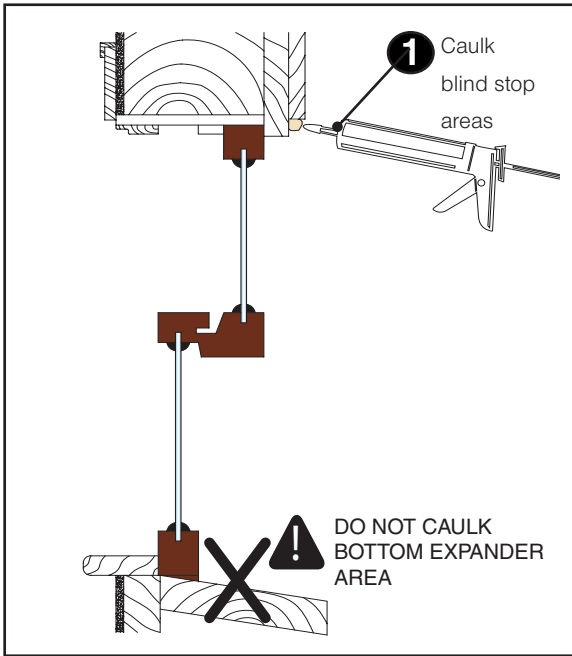
Step 1- Using a utility knife, score the aluminum flange on the frame (Trim an equal amount from each side to keep the sash of the storm window centered into the window opening).

Step 2- Remove excess metal with metal snips.



Note: If more than $\frac{1}{2}$ " of metal must be removed from each side, a smaller window should be obtained from the manufacturer.

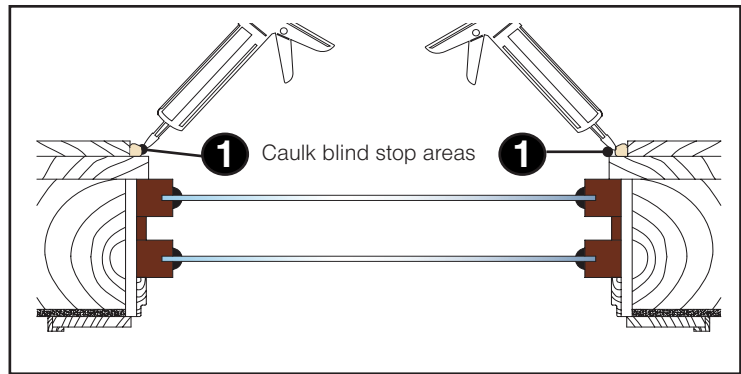
5 CAULKING THE OPENING



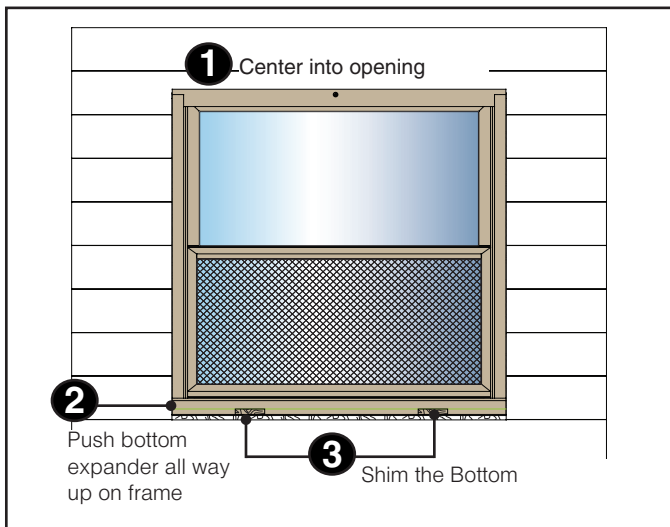
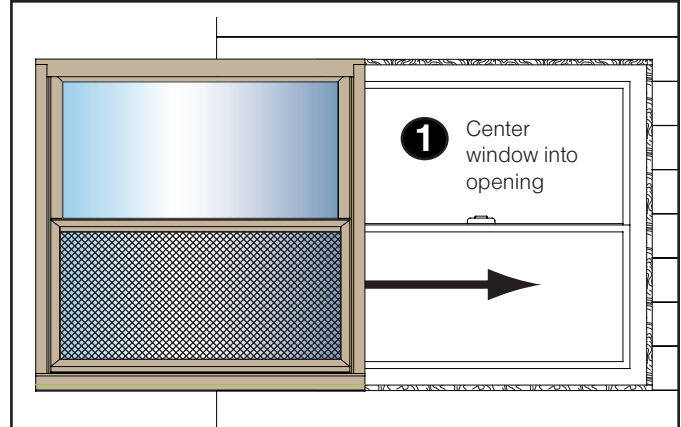
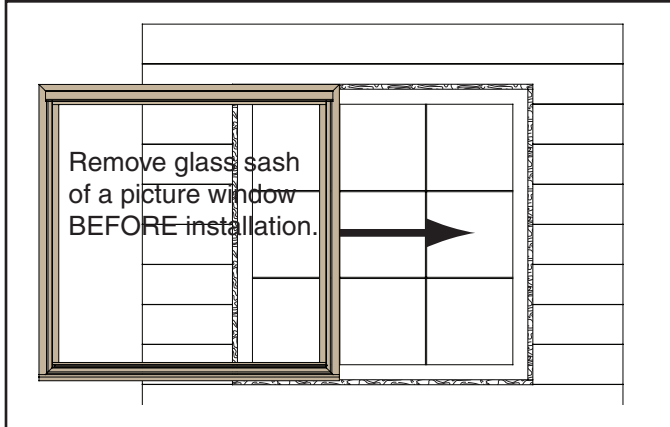
Step 1- Caulk blind stops of house prime window on sides and top using a high quality window caulking.



To allow drainage, do not caulk bottom of storm window under the bottom expander.



6 INSTALLING THE STORM WINDOW



Step 1- Place storm window against blind stops or casing and center into opening.

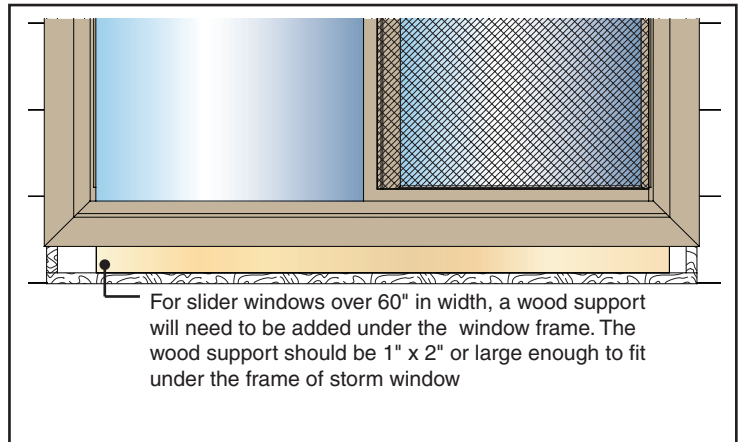
Step 2- If equipped with bottom expander, it should be pushed all the way up onto the frame of the window.

Step 3- If necessary, use shims at the bottom to hold in place.

6 INSTALLING THE STORM WINDOW



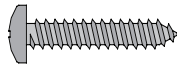
For sliders over 60" in width, you will need to add extra structural support to bottom of frame (see illustration).



Step 4- *If your window does not have pre-drilled installation holes, you will need to drill through frame flange.*

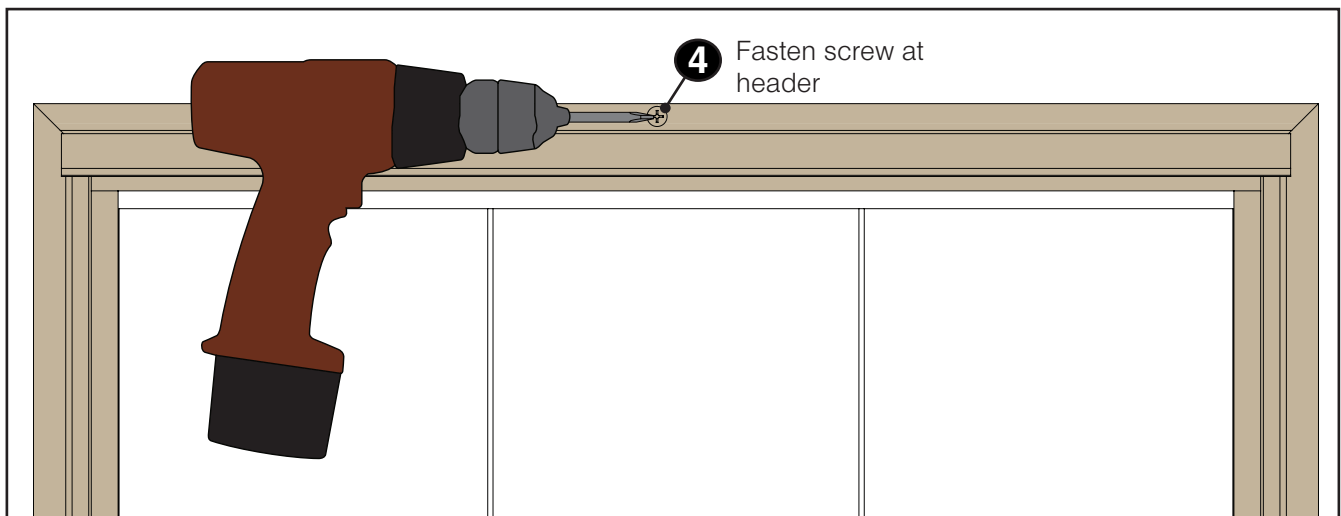
For Picture Window Models: 140

Fasten (1) #6 x 3/4" Phillips color matched panhead installation screw in top center. **Do not Tighten.**

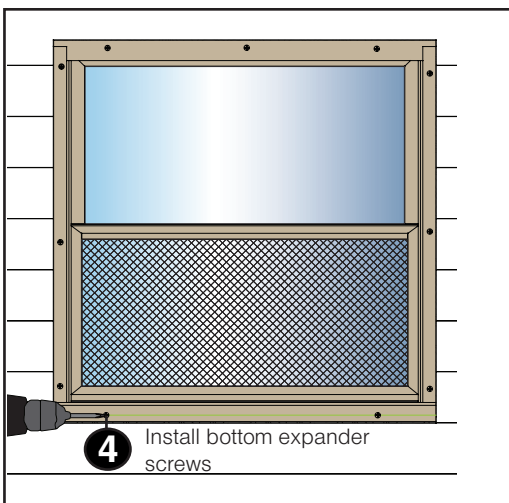
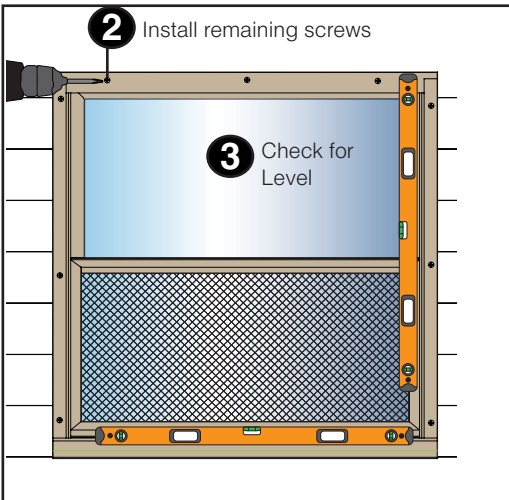
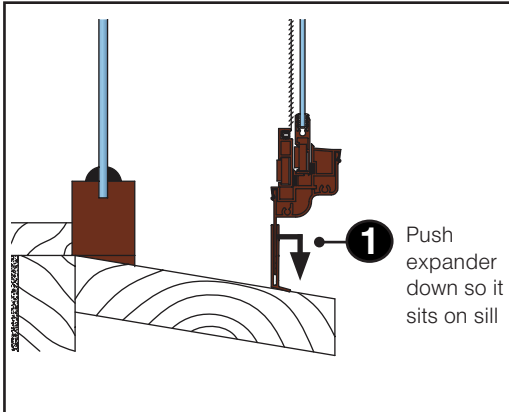


For Double Hung & Slider Models: 147, 240, 520, 527, 630, 696, 697, 422, 423

Fasten (1) #6 x 1/2" Phillips color matched panhead installation screw in top center. **Do not Tighten.**



7 FINAL ADJUSTMENTS



Step 1- Remove shims and push expander down until it is snug with window sill.

Step 2- Install remaining screws and tighten all screws snug.



DO NOT OVERTIGHTEN SCREWS as this may cause the window to twist out of shape and become out of square (also will cause poor operation of sash and screen).



Do not install screws at an angle, especially on vertical styles, as it will cause the stiles to rotate, causing excessive gapping between sash and frame.

Step 3- Before securing the bottom expander, make sure the storm window sill is straight and is not sagging.

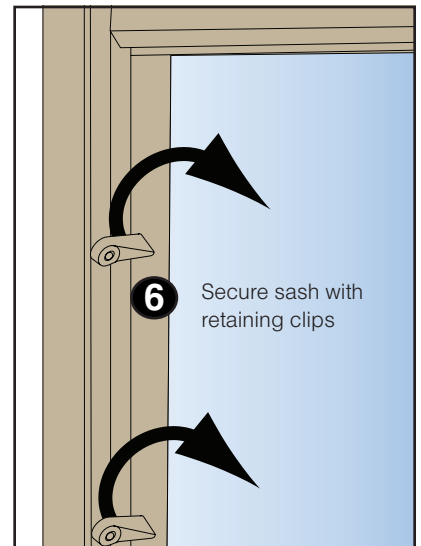
Step 4- Install (1) #6 x 3/4" or (1) #6 x 1/2" Phillips color matched panhead screw at each edge of bottom expander secured through the blind stop.

Step 5- Concord & Town & Country Double Hung Models only: To remove the installation clips from inside the window go to *Procedure 8*.

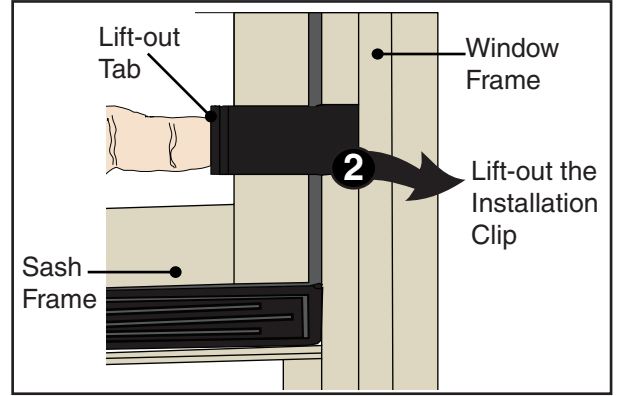
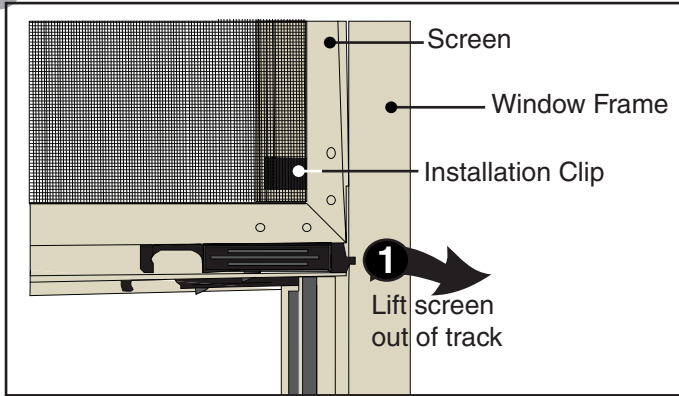
Step 6- Install picture window glass sash securing the sash with the factory installed retaining clips.

Step 7- Check sash and screen for proper operation.

Adjust if necessary.

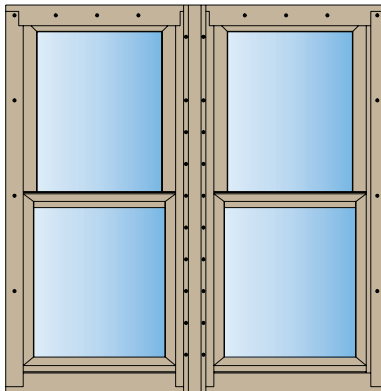


8 REMOVING SHIPPING CLIPS



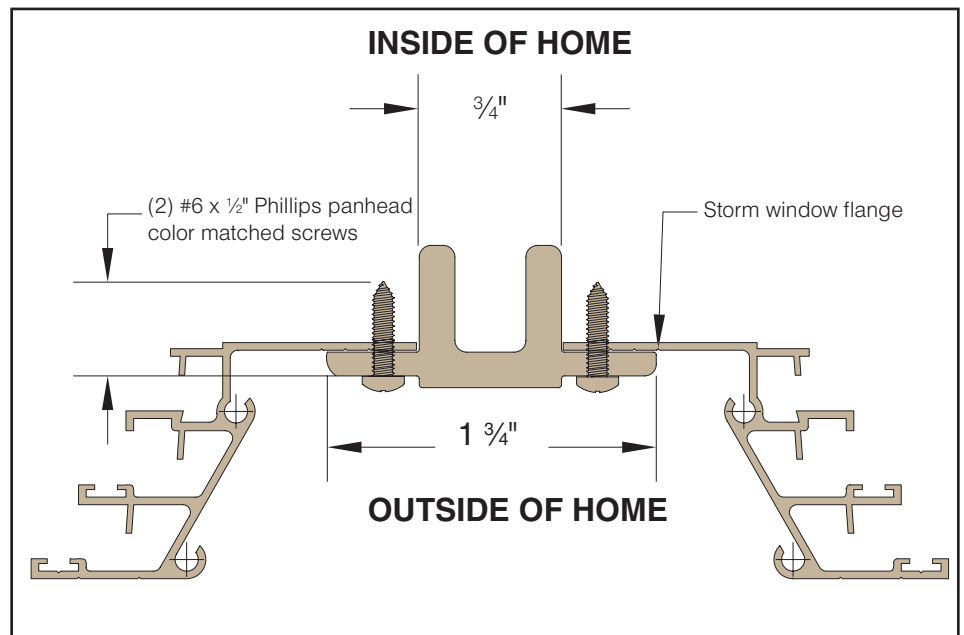
- Step 1-** In order to reach the installation clips that are located behind the screen, retract the screen bolts from each side and tilt screen away from the window frame.
- Step 2-** Locate the tab side of the installation clips (tab side will always be the side closest to the glass) and using your fingertip, lift out both installation clips.
- Step 3-** Return screen to its operating position.

9 HOW TO APPLY JOINING MULLION:



Important: Joining mullion should only be used when joining two or three windows together. The joining mullion can be used either vertically or horizontally, but never in both directions.

- Step 1-** Cut the mullion to length to fit between flanges of each storm window.
- Step 2-** Attach the mullion onto each flange of the storm window using (2) #6 x 1/2" Phillips panhead screws with a #36 (diameter .106) drill bit through mullion.
- Step 3-** Apply a sealant between the window flange and mullion.



Note: Screws are visible from inside and outside of the storm window mullion application.



Contact your local recycling waste management center for waste disposal in your area. Always check local waste requirements and carefully dispose of waste in accordance with Federal and other regulations.

MAINTENANCE & CARE FOR YOUR PROVIA STORM WINDOW

Glass Sash(es):

To Clean the Glass Area that Contains Clear Glass or a Sungate 500® Low-E Coating:

- Use a soft, clean, high-absorbent, lint-free cloth.
- Utilize a 50/50 mixture of isopropyl alcohol (rubbing alcohol) and water. This evaporates more slowly than typical cleaners and will keep streaking to a minimum.
- Spray the cleaning solution on the glass surface to be cleaned. **Important!** Do not wash the glass in direct sunlight.
- Wipe the cleaning solution off the glass using a circular motion applying light to moderate pressure to remove dirt residue.
- If this solution does not remove the dirt as desired, any household cleaner can be used; e.g., Windex™, Sparkle™, 409™, etc.
- If the household cleaners are used, reduce the area to be cleaned to more easily allow removal of the solution prior to evaporation (which is the cause of streaking). If streaks occur, reduce the area further.
- Products which foam or lather will help slow the evaporation of the cleaning solution and allow time to remove the residue. They may help 'lubricate' the surface which will give the cleaning cloth a more familiar feel, similar to uncoated glass.

Aluminum Paint Finish:

To Clean the Paint Finish:

- Wash paint finish with a mild soap and water mixture.

To Protect the Paint Finish:

- Spray paint finish with vinyl protector such as Armor All® or use a high quality auto wax and polish the surface.

To Touch-Up the Paint Finish:

- If finish is accidentally scratched or chipped, use a touch-up bottle with paint brush applicator that is available from your dealer.

Hardware:

- All hardware will function better if it is cleaned properly.
- Tighten screws when necessary.
- Clean out the interlocks on double hung windows after exposure to dust.
- Keep weather-stripping clean of dirt and grit for proper sealing. Wash with mild soap and water. Vinyl and rubber seals can be treated with vinyl protector.