Tools & Materials You Will Need:

- (1) Phillips Screwdriver
- (1) Flathead screwdriver

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

1. **REMOVE FOOT LOCK/ACCUVENT BOLT PLATE**

   **Note:** If the unit has AccuVent system installed first remove screws in bolt plate and remove bolt plate (see illustration below). Bolt Plate will be reinstalled after sash is replaced. Proceed to Step 2.

   From Inside the Home:
   
   **Step 1**-
   Using a Phillips Screwdriver, remove (4) screws from foot lock on active sash and lay aside. Remount footlock in Procedure 8 (page 4).

2. **REMOVE WEATHERSEAL BLOCK**

   From Inside the Home:
   
   **Step 1**-
   Using a Phillips head screwdriver, remove (2) weatherseal block screws and lay aside.

   **Step 2**-
   Move active sash to fully open position and slide weatherseal block out of operating sash channel and lay aside.

   **Step 3**-
   Remove foam block above fixed sash and lay aside.

   Weatherseal block and screws will be re-installed later in Procedure 7.
3 REMOVE OPERATING (ACTIVE) PANEL

From Inside Home:

Step 1- Slide operating sash to jamb.
Step 2- Lift operating sash up and tilt bottom outwards towards inside of home.

4 REMOVE FIXED (NON-ACTIVE) PANEL

From Inside Home:

Step 1- Remove screw cap covers & screws on top and bottom rails of fixed sash and lay aside.
Step 2- Slide fixed sash towards active sash jamb until it completely clears anchor block.
Step 3- Lift fixed sash up and tilt bottom outwards towards inside of home.
5 **RE-INSTALL FIXED (NON-ACTIVE) PANEL**

From Inside the Home:

**Step 1** - Lift fixed sash up and tilt bottom inwards from inside of home.

**Step 2** - Slide fixed sash towards fixed panel jamb and over anchor block.

6 **RE-INSTALL OPERATING (ACTIVE) PANEL**

From Inside Home:

**Step 1** - Lift operating sash up and tilt bottom inwards.

**Step 2** - Re-install screws on top and bottom rails of fixed sash.

**Step 3** - Re-install screw cap covers on top and bottom rails of fixed sash.
**7 RE-INSTALL WEATHERSEAL BLOCK**

From Inside Home:

**Step 1:** Move active sash to fully open position and slide weatherseal block back into operating sash channel.

**Step 2:** Using a Phillips head screwdriver, re-install (2) weatherseal block screws.

**Step 3:** Re-install foam block above fixed sash.

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**8 RE-INSTALL FOOTLOCK OR ACCUVENT BOLTPLATE**

From Inside Home:

**Step 1:** Make sure active sash is in closed and locked position.

**Step 2:** Using a Phillips Screwdriver, install (4) screws from footlock on active sash.