



HOW TO REMOVE/INSTALL A TILT WINDOW BOTTOM SASH

Tools Required: None

STEP 1. *To Remove*

Raise the sash approximately 2". Release tilt latches from frame jambs. Swing top of panel to interior until it reaches a horizontal position. Once at a horizontal position, lift either side of the panel which will rotate the pivot bar located in the sash lift rail out of the pivot shoe pocket located in the frame jamb. Once the pivot bar is out of the pocket, pull opposite side of sash/pivot bar out of its pocket. Set sash aside



STEP 2. *To Install*

The pivot shoe located in the frame jamb has a brake designed to keep the shoe at a locked position once the sash is tilted and removed. Notice the orientation of the pivot bar pocket. Re-install sash by inserting the pivot bar located at the sash lift rail into the pivot bar pocket of the shoe located in frame jamb. It is easier to do this on the side of the window with the shoe at the lowest position. Even though the brake is still locked on the shoe you can pull up on that side of the sash keeping the pivot bar engaged in the shoe, allowing the shoe to ride up the frame jamb at the same time aligning the opposite side pivot bar to align with the opposite side pivot bar pocket in the shoe. Once aligned, swing sash to the closed position making sure tilt latches are fully engaged in frame jamb. Operate sash to assure proper operation.

NOTE: If the shoe happens to go to the up position, out of its braked position, before sash is engaged, you can bring it back down using a flat blade screwdriver until you are at the desired location, then rotate screwdriver to activate the brake.