GARDEN WINDOW INSTALLATION INSTRUCTIONS

Tools & Materials You Will Need:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Measuring Tape</td>
<td>1-½” Screws</td>
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<tr>
<td>Pencil</td>
<td>Utility Knife</td>
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<tr>
<td>Powerdrill</td>
<td>High Quality Silicone Caulking in accordance with ASTM C 920 Class 25 &amp; Caulking Gun</td>
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<tr>
<td>Drill bit ½”</td>
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</tbody>
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**REMEMBER:** ALWAYS USE THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.

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

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.
Important Information for New Construction Installation

Flashing and Installation

1. For new construction, it is recommended that the three accessory vinyl flash flanges provided with the unit be used in conjunction with other flashing material to help drain water away from the window opening. Three types of flashing material are available: flexible, self-adhesive flexible, and rigid.

2. Apply sill flashing material prior to window installation. Extend ends beyond the perimeter of opening.

3. Caulk behind vinyl head flange and slip garden window unit into opening.

4. Align interior window jamb with interior wall then drill and countersink the jamb, head board, and seat board. Install the #8x3” screws provided. Finish by installing wood plugs (see drawings).

5. Jamb flashing can be applied in a number of ways, depending on type of flashing material being used. Rigid flashing can be applied before caulking and screwing in vinyl flash flanges. Flexible flashing can be applied afterwards. Overlap sill flashing with jamb flashing and extend above window opening.

6. Cut three exterior flash flange pieces to length. Caulk around the perimeter of the unit and wall. Attach vinyl flash flanges by screwing or nailing into wall, keeping flange tight against wall.

7. Install head flashing material last: it should overlap and extend slightly beyond jamb flashing material, creating a “shingled” effect.

Vinyl Trim and Insulation Board
It is recommended the attachment of the vinyl trim and insulation board after garden window has been installed.

1. The projection of garden window is a standard 17”. Insulation board is cut to 18 3/8”. Sill length and other factors could affect proper sizing. Be sure to take this measurement into account before cutting board and vinyl trim to size.
2. Install vinyl trim onto insulation board with vinyl face of the board facing exterior.
3. Put a bead of caulk around perimeter of vinyl flange face which will mate against bottom of seat board face.
4. Install weather-resistant screws up through vinyl trim, insulation, and into bottom of seat board.
   Warning! Screws should not exceed 1-1/2” long! DO NOT OVER TIGHTEN!
5. Position screws near four corners. On larger units, additional screws should be used between corners.
6. Caulk gap between seat trim and insulation board trim. Caulk along insulation board where it meets sill area of window.

Shelving Standards and Brackets
Units up to 42” wide have two standards; units 42” up to 49” wide here have three standards; units 49” up to 72” wide have four standards in the kit.

1. On units with two standards, place each standard (vertical track) 1/8” in from the inside corner of vinyl frame with bottom edge of standard setting on the step of vinyl frame.
   Larger units require additional standards, spaced equally between end standards, attached top and bottom only! Place each standard with notched portion down, setting on the step of vinyl frame.
   On all units, there are four black rubber blocks (2 on both sides) placed in both corners of inside of unit. Use these to ensure the 1/8” dimension for vertical track location. Remove rubber blocks with pliers once vertical tracks have been fastened.
2. Mark hole locations with a pencil.
3. Drill pilot holes through the first wall only.
4. Postion vertical standard and attach using 1-1/2” screws. Do not overtighten screws!
New Construction Installation

All units that exceed 72” wide or 60” high require knee brace support, because the unit exceeds standard size limitations for width or height.

Flashing Diagram

Use this sequence for flashing:
1. Sill
2. Jambs
3. Head

NOTE: The flashings go BENEATH the sheathing. The caulked flash flanges of the window go against the jamb and sill flashings.

Frame Construction with Siding
New Construction Installation

All units that exceed 72" wide or 60" high require knee brace support, because the unit exceeds standard size limitations for width or height.
Important Installation Information for Retrofit Installation

**Outermost portion of Wall**

Install unit a minimum of \( \frac{1}{2} \)" behind hinges

**Warning!**

*Under no circumstance should the distance from the back of the hinge to the exterior wall, J-channel, trim face, or masonry face exceed \( \frac{1}{2} \)”. This is the area where wood meets vinyl frame. LEAKAGE COULD OCCUR.*

If there has been an error in measuring, it is recommend cutting the inside of jambs, head and seat board to accommodate this dimension rather than pushing the window out to be flush with interior wall surface. See below.

**Cutting Interior Jamb, Head and Seat Board**

1. Use new plywood blade with circular saw.

2. Mark cut lines on exterior of 1-\( \frac{1}{4} \)” plywood. Use a straight edge for saw guide to avoid “freehand cutting.”

3. Use masking tape on inside of cut area to reduce splintering and chipping of inside laminate.

**Installation of Optional Components**

**Vinyl Trim and Insulation Board**

It is recommended the attachment of vinyl trim and insulation board after garden window has been installed.

1. The projection of garden window is a standard projection size of 17”. Insulation board is cut to 18-\( \frac{3}{8} \)”. Sill length and other factors could affect proper sizing. Be sure to take this measurement into account before cutting board and vinyl trim to size.

2. Install vinyl trim onto insulation board with vinyl face of board facing exterior.

3. Place a bead of caulk around perimeter of vinyl flange face which will mate against bottom of seat board.

4. Install weather-resistant screws up through vinyl trim, insulation board and into bottom of seat board.

   **Warning!** Screws should not exceed 1-1/2” long! Do not overtighten!

5. Position screws near four corners. On larger units, additional screws should be used between corners.

6. Caulk gap between seat board trim and insulation board trim. Caulk along insulation board where it meets sill area of window.

**Shelving Standards and Brackets**

Units up to 42” wide have two standards; units 42” up to 49” wide have three standards; units 49” up to 72” wide have four standards in the kit.

1. On units with two standards, place each standard (vertical track) \( \frac{1}{8} \)" in from inside corner of vinyl frame with bottom edge of standard setting on the step of vinyl frame.

   Larger units require additional standards, spaced equally between end standards, attached top and bottom only! Place each standard with notched portion down, setting on step of vinyl frame.

   On all units, there are four black rubber blocks (2 on both sides) placed in both corners of inside of unit. Use these to ensure the \( \frac{1}{8} \)" dimension for vertical track location. Remove rubber blocks with pliers once the vertical tracks have been fastened.

2. Mark hole locations with a pencil.

3. Drill pilot holes through first wall only.

4. Position vertical stand and attach using 1-\( \frac{1}{2} \)” screws. Do not overtighten screws!
Retrofit Installation

All units that exceed 72” wide or 60” high require knee brace support, because the unit exceeds standard size limitations for width and height.

Removal of Old Prime Window Frame

1. Remove inside trims, parting beads, and blind stops from the head.
2. Remove the inside stool and trim from the prime window sill.
3. Lightly fill batt insulation into the rough opening's open cavities.

4. Remove parting beads and trim from the jambs.
5. Remove the center mullion.

IMPORTANT! Since the mullion may be load-bearing, a lintel may have to be constructed or installed at top to prevent the wall above the opening from sagging.
Retrofit Installation

All units that exceed 72” wide or 60” high require knee brace support, because the unit exceeds standard size limitations for width and height.

Frame Construction with Siding
All units that exceed 72" wide or 60" high require knee brace support, because the unit exceeds standard size limitations for width and height.

Construction with Brick Veneer

[Diagram with labeled parts: SEALANT, BRICK, #8 X 1" PHP WITH EXPANSION SHIELD, COUNTER-FLASHING, WOOD SPACER TOE-NAILED TO OLD TRIM, OPT., FLASHING, CAULKING, CUT DVO4 BEYOND, DRYWALL, HEAD, UNIT WIDTH, ROUGH OPENING WIDTH, UNIT HEIGHT, ROUGH OPENING HEIGHT, SUPPORT BLOCK, SHIM AS REQ'D. FOR LEVEL & PLUMB UNIT, SEAT, JAMB, CUT DVO4 JMB. ANGLE, CUT 2X4 BELOW, (CORNER POST), (CASEMENT SILL), CUT DVO4 SILL. ANGLE, CUT 2X4 SPACER, BRICK SILL]
Retrofit Installation

All units that exceed 72" wide or 60" high require knee brace support, because the unit exceeds standard size limitations for width and height.

All Masonry Construction

[Diagram of masonry construction with labels and dimensions]
**Important Information for Installer & Homeowner**  
Homeowner: Please keep this information for your records, do not discard!

**Installation Instructions for Wood Frame Construction Replacement**  
(See other side of this sheet for installation instructions for brick & stucco replacement)

Installers: All garden windows installed in wood frame construction must have head flashing!  
- A 1/4" to max. 1/2" distance from outside face of wall or trim to back of hinge!  
- All gaps must be filled with a quality sealant!  
- Failure to do so will void warranty!

**Insulation Board and Trim**
- The insulation board and vinyl trim channel are cut to 18-3/8". They need to be cut to size and attached to the underside of the seat board.  
- Size and cut the trim and insulation board so that the front edge of the trim is flush with the bottom front edge of the unit, NOT BEYOND!  
- With the vinyl face of the insulation board facing the exterior, attach the vinyl trim channel to the insulation board.  
- Apply caulking to the trim where it mates with the bottom of the garden window.  
- Attach the trim and board, using the 1-1/2" weather-resistant screws provided. Screw through the trim and insulation board into the seat board near the four corners. Use extra screws on larger units.  
  WARNING! DO NOT EXCEED 1-1/2" SCREW LENGTH! DO NOT OVERTIGHTEN!  
- Caulk gaps between the trims of both boards and where the insulation board meets the wall.

**Finishing Recommendations**
Stain: Use a three-step process:  
1) Water-based pre-stain wood conditioner  
2) Water-based wood stain  
3) Water-based oil-modified polyurethane  
(such as Minwax® products or others)
Paint: Use a two-step process:  
1) Premium interior latex primer  
(such as Kilz Premium® or others)  
2) Premium interior water-based acrylic-alkyd paint  
(such as Sherwin-Williams ProMar 200® or others)

**Glass Shelf Option**
WARNING! DO NOT exceed weight limit of 25 lbs (total).  
In general, do not overload the unit!  
Important Note: All replacement garden windows for frame construction with siding require head flashing along the entire opening width and into opening beyond wall sheathing. Caulk top and bottom of head flash.  
Prior to tear-out, measure overall wall thickness. Under no circumstances should the distance from the back of the hinge to the exterior wall, trim face or masonry face exceed 1/2". Otherwise, warranty is void! This is the area where the wood meets the vinyl frame. LEAKAGE COULD OCCUR.  
Use #8 x 3" screws and plugs provided, a minimum of 3 per side. Screw into wall framework.

**WARNING for Installer and Homeowner!**  
Failure to follow these installation instructions may void the warranty of this garden window unit!

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**Glass Shelf Option**

- **Staining**: Use a three-step process:  
  1. Water-based pre-stain wood conditioner  
  2. Water-based wood stain  
  3. Water-based oil-modified polyurethane (such as Minwax® products or others)
- **Painting**: Use a two-step process:  
  1. Premium interior latex primer (such as Kilz Premium® or others)  
  2. Premium interior water-based acrylic-alkyd paint (such as Sherwin-Williams ProMar 200® or others)

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**Important Information for Installer & Homeowner**

**Glass Shelf Option**

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**Important Information for Installer & Homeowner**

**Glass Shelf Option**

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- **Painting**: Use a two-step process:  
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### Important Information for Installer & Homeowner

Homeowner: Please keep this information for your records, do not discard!

### Installation Instructions for Brick & Stucco Replacement

(See other side of this sheet for installation instructions for wood frame construction)

Installers: Inspect mortar joints and brick prior to installation.

Head flashing may be required for questionable openings!

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**Attention Installer and Homeowner!**

Failure to follow these installation instructions may void the warranty of this garden window unit!

- **Preparation of the Opening**
  - When needed, the preferred method for attaching the coil coverage would be to fasten it to the inside of the existing opening prior to the installation of the garden window.

- **Coil Coverage**
  - Coil coverage must be attached in sequence as shown above. Insulate all gaps and voids. Caulk all seams and joints.

- **Note:** ALL UNFINISHED WOOD SURFACES MUST BE SEALED WITHIN 10 DAYS OF INSTALLATION. See other side for finishing recommendations.