



WINDSOR
WINDOWS & DOORS

A Woodgrain Millwork Company

Installation Guidelines

Next Dimension

Single Hung / Single Hung Fixed / Double Hung /
Sliding Window / Fixed Window

Windsor Windows & Doors
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Installation Guidelines for Next Dimension

Installer

- Read instructions completely before attempting installation. Failure to follow these guidelines will forfeit all warranties (written or implied), Windsor Windows & Doors will not be held responsible for any claims or damages resulting from window installation.
- Always provide a copy of these instructions to the homeowner.
- These instructions are consistent with ASTM 2112 "Standard Practice for Installation of Exterior Windows, Doors, and Skylights" into common wall constructions. Contact your architect or construction professional for installation into other building designs or construction methods.
- Regional codes and environmental conditions may require installation that is different from these guidelines. It is your responsibility to ensure that local codes and ordinances are followed.

Warning!

- ⚠ **Work Safe!** Always wear proper eye and hearing protection when installing or adjusting Windsor products.
- ⚠ **Use Power Tools Properly!** To avoid personal injury, always follow manufacturer's instructions for safe operation of power tools.
- ⚠ **Ladder Safety!** Working at elevated levels can be hazardous. Always use ladders and scaffolding properly. Consult manufacturer's guidelines for safe use of these types of equipment.
- ⚠ **Safety Glazing!** Windsor products do not contain safety glazing unless specifically ordered that way. Use caution – injury could result if glass is broken and fragmented. Building codes require safety glazing for windows installed in certain areas. Consult your local building code official for guidelines.

Important

- Windsor reserves the right to change the information contained in these guidelines without notice.
- Maintain a minimum of ¼" between the window frame and any trim, siding, or masonry.
- Use of Windsor products in barrier EIFS systems (synthetic stucco) is not recommended. To do so will forfeit all warranties (written or implied), Windsor Windows & Doors will not be held responsible for any claims or damages resulting from water infiltration.
- Steel fasteners will corrode when used with ACQ Pressure Treated Lumber. Use corrosion resistant fasteners (such as stainless steel) when installing windows in or around these types of materials
- Window nailing flanges and drip caps (integral or applied) do not take the place of window flashing. All windows and doors must be properly flashed and sealed around the perimeter.

Handling and Storage

- Always carry window units upright. Do not carry flat! Doing so could result in damage to the unit.
- Do not store units outside.

Tools Needed

- Safety Glasses
- Utility Knife
- Hammer (or nail gun)
- Caulk Gun
- Level
- Ladder / Scaffolding
- Square
- Tape Measure
- Stapler



Materials Needed

- Backer Rod
 - ¼" - ½" diameter closed cell foam
- Insulation
 - Minimally expanding low pressure polyurethane window and door foam
- Shims
 - Made of cedar or synthetic material
- Roofing Nails
 - 2" Galvanized (16D)
- Silicone Sealant
 - 100% Silicone
 - Neutral cure (modified oxime) only
- Flashing
 - Self-adhesive flexible flashing that complies with ASTM-D

Step 1: Inspect Unit

Before Installation:

- Remove all shipping packaging material (blocks, pads, protectors, stretch wrap).
- Do not remove double hung sash retainer blocks (red clips) until after installation.
- Inspect unit for any damage or defects.
- Verify that the window unit is the correct size and configuration.
- Make sure the unit operates properly.
- Contact your nearest Windsor distributor if there are any problems.

Step 2: Apply Jamb Extension Clips or Drywall Return

- Place a ½" diameter bead of 100% neutral cure sealant around the interior perimeter of the frame in the recess shown. (Fig. 1)
- Install the 3" jamb extension clips around the perimeter of the frame, two on each corner, and then spaced on approximately 18" intervals along the frame. (Fig. 2)
Note: For drywall return, install lineal pieces.

- Position the jamb extension as shown against the clips and staple or screw through the clip into the backside of the jamb extension. (Fig. 3)
- Wrap jamb extension application as shown. (Fig. 3)

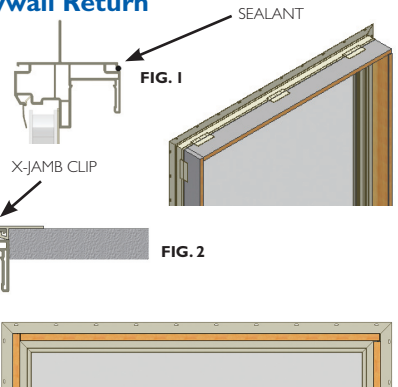


FIG. 3

Step 3: Prepare Rough Opening

- A) Measure and verify the size of the rough opening. The rough opening should be $\frac{1}{2}$ " larger than the frame in both width and height.
- B) Verify the rough opening is plumb, level, and square. (Fig. 4)
- C) Take diagonal measurements to check for square. (Fig. 4)
- D) Make sure the bottom sill area of the opening does not slope toward the interior.
- E) Cut the weather-resistant barrier (WRB) in a "Modified I" pattern shown below. (Fig. 5)
- F) Fold back the WRB on the sides and sill toward the interior and staple into place. (Fig. 6)
- G) From the exterior, cut the top of the WRB as shown to form a flap. (Fig. 7)
- H) Temporarily tape this top flap up. (Fig. 7)

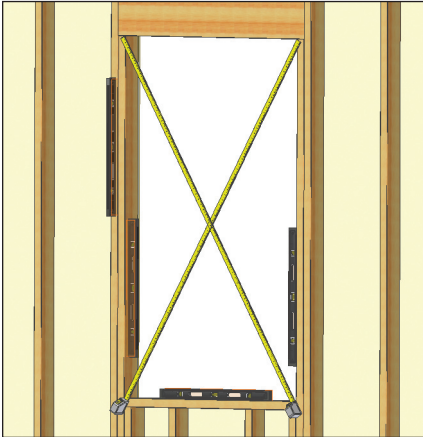


FIG. 4

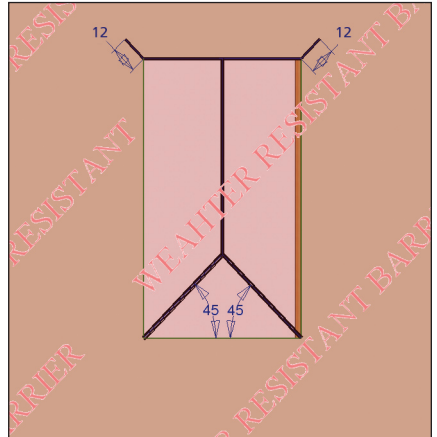


FIG. 5

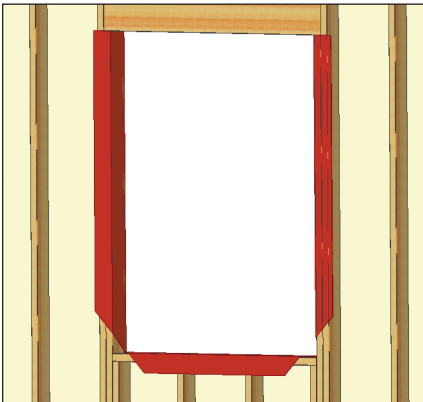


FIG. 6

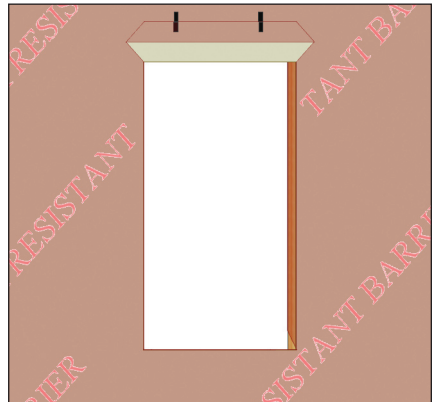


FIG. 7

Step 4: Flashing the Sill

A) **IMPORTANT!**

- a. Use flashing that is 6" minimum in width.
 - b. Flashing must meet ASTM-D performance requirements.
 - c. Adhesive or mechanically fastened flashing may be used.
- B) Measure the width of the rough opening. Cut a length of flashing that is 12" wider than the rough opening. This will allow you to run the flashing 6" up each side. (Fig. 8)
- C) Cut 1 1/2" slits at each end of the flashing as shown below. (Fig. 8)
- D) Apply sill flashing to the rough opening as shown below. (Fig. 9)
- E) If you are using non-adhesive flashing:
 - a. Staple flashing into place.
 - b. Seal corner notches using 100% neutral cure silicone sealant.
- F) Flashing tape must cover the entire sill plate. If needed, apply an additional flashing piece over the first one (start from the exterior and work towards the interior). Maintain a minimum 1" overlap. (Fig. 10)



FIG. 8

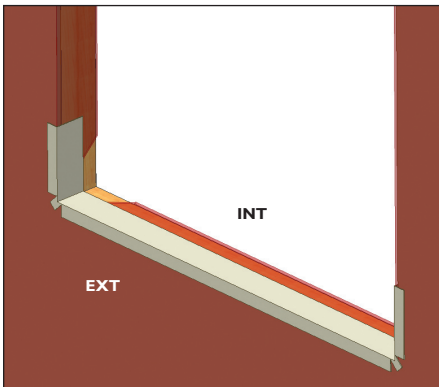


FIG. 9

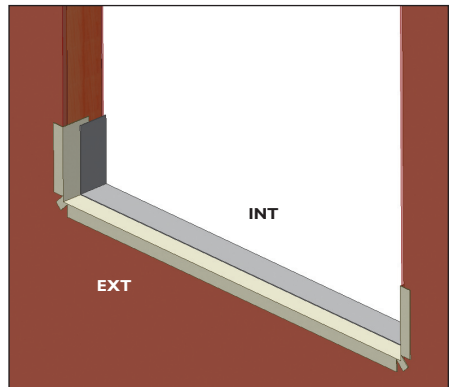


FIG. 10

Step 5: Window Installation

A) Remove all packaging material (blocks, pads, protectors, stretch wrap).

IMPORTANT!

On vinyl double hung windows, there are two red sash retainer clips attached to the bottom of the top sash, do not remove these clips until after installation.

B) Inspect and verify the following:

- The window is the correct size and specification.
- The unit is free from any damage or defects.

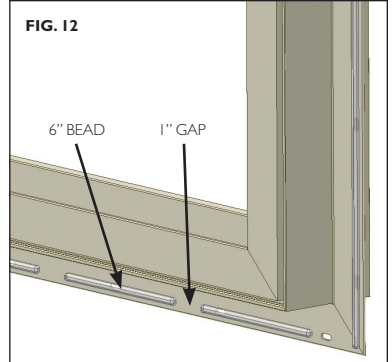
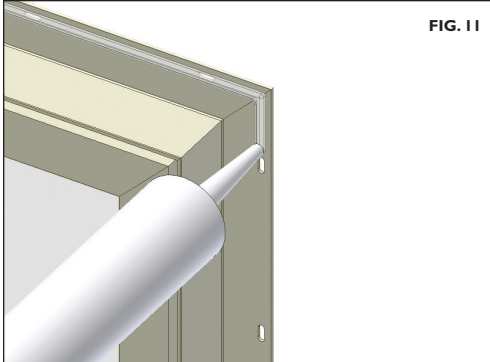
C) Contact your nearest Windsor distributor if there are any problems with step B above.

D) Apply sealant:

- Apply a $\frac{1}{4}$ " diameter bead of 100% neutral cure silicone sealant along the backside of the nailing flange.
- Bead must run continuously around both sides and across the head, in line with and completely covering the nailing flange holes. (Fig. 11)
- Use a discontinuous bead at the sill to allow for any drainage. Alternate using a 6" long bead with 1" gaps as shown below. (Fig. 12)

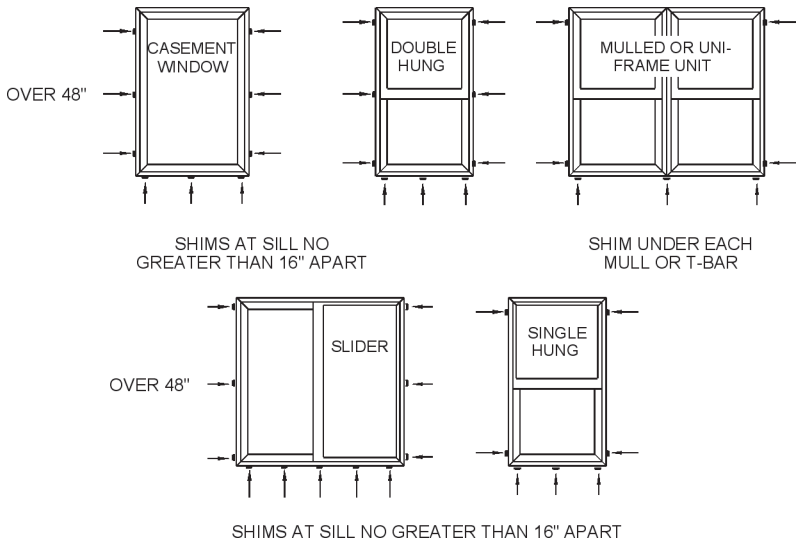
E) Set the window into the rough opening. Center the unit in the opening, making sure there are equal gaps on both sides of the window.

F) Temporarily tack the window into place using 2" galvanized roofing nails through the pre-punched holes on one top corner of the nailing flange. Do not drive the nails in fully.



Step 5 (continued):

- G) Shim underneath the window until sill is level. Start with a shim at each corner no more than 1" from jamb corner. Add additional shims spaced evenly from the center of unit, make sure shims are spaced no more than 16" apart. Failure to evenly support sill can result in improper operation and performance and will void the warranty.
- H) Check the unit for square using diagonal measurements. Shim window to ensure the unit is square. Multiple units must have shims under each mull. Casement units over 48" in height must have shims placed at the center to prevent bowing of jambs.
- I) FOR DOUBLE HUNG UNITS: TO ENSURE PROPER WINDOW OPERATION AND PERFORMANCE, IT IS VERY IMPORTANT TO SHIM THE MIDDLE OF THE UNIT TO OBTAIN EQUAL FRAME WIDTHS AS SHOWN.
- J) Nail all four corners in place through the pre-punched holes in the nailing flange.
- K) Make sure jambs, head, and sills are straight. Additional shimming may be required. See below for minimum shim placement.
- L) Finish nailing the window into place through the pre-punched holes in the nailing flange, placing nails within 4" of each corner and no more than 8"-10" in between.



Step 6: Complete Flashing

- A) Cut and apply side flashing. Side flashing should run from the bottom of the sill flashing to 8" above the rough opening. (Fig. 13)
- B) If non-adhesive flashing is used, make sure all staple holes are sealed with silicone.
- C) Cut and apply head flashing. The head flashing should run slightly past the edge of the side flashing as shown. (Fig. 14)
- D) Flip down the top flap of the WRB.
- E) Tape the cut seams of the WRB. (Fig. 15)

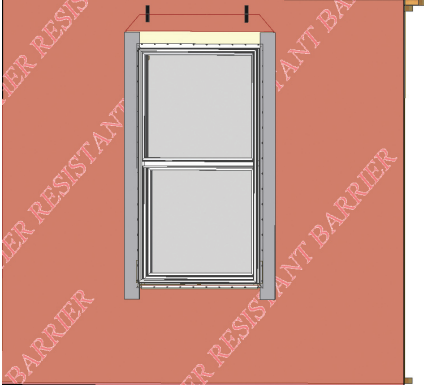


FIG. 13

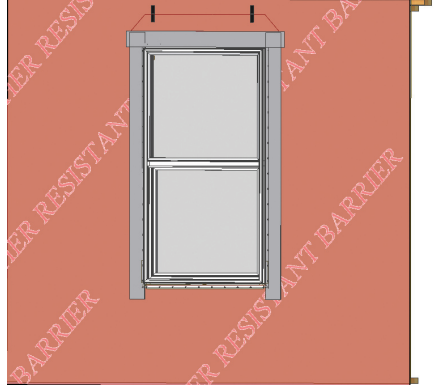


FIG. 14

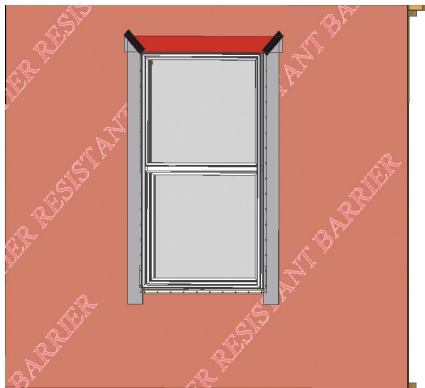


FIG. 15

Step 7: Seal the Exterior

- A) **WARNING:** You must maintain a minimum of 1/4" between the window frame and any trim, siding or masonry. Failure to do so can cause binding and will forfeit all warranties (written or implied), Windsor Windows & Doors will not be held responsible for any claims or damages resulting from binding.
- B) After you complete the siding or wall exterior; apply backer rod and 100% neutral cure silicone sealant between the window frame and siding material on both sides and sill.
- a. Note: This step is not needed for windows that have an integral J-channel/Brickmould frame with siding that tucks behind the frame. For windows that use a J-channel as an addition to the frame, the backer rod and sealant must be applied as shown below before you apply the J-channel addition.*

