# Sash Replacement Guide

for Andersen® 400 Series and 200 Series Casement & Awning Stationary or Picture Windows 1966 through Present



#### IMPORTANT

Read all instructions carefully before attempting this procedure. If you have any questions about your ability to complete this procedure, call Andersen at 1-888-888-7020 for further direction. Andersen WindowCare® service center hours are Monday through Friday, 7 a.m. to 7 p.m. Central Time and Saturday, 8 a.m. to 4 p.m. Central Time. Thank you for choosing Andersen® products.

#### Important Safety, Assembly, and Installation Information

Every assembly and installation is different (windloads, structural support, etc.), and Andersen strongly recommends consultation with an Andersen supplier or an experienced contractor, architect, or structural engineer prior to the assembly and installation of any Andersen product. Andersen has no responsibility in regard to the post-manufactured assembly and installation of Andersen products.

#### **A** WARNING

Use caution when working at elevated heights and around unit openings. Follow manufacturers' instructions for ladders and/or scaffolding. Failure to do so may result in injury or death.

# **A WARNING**

Follow manufacturers' instructions for hand or power tools. Always wear safety glasses. Failure to do so may result in injury and/or product damage.

## **A WARNING**

Windows and doors can be heavy. Use safe lifting techniques and a reasonable number of people with enough strength to lift, carry and install window and door products to avoid injury and/or product damage.

# **A WARNING**

Sash must be supported during entire removal and installation procedures. Failure to support Sash may result in personal injury or product damage.

# **A** WARNING

Wear gloves, safety glasses goggles or eye shields when handling glass. Tape broken glass with filament or duct tape before removal to reduce glass fragmentation.

# CAUTION

When drilling into Sash, drill only 1/8" deep to avoid penetrating glass area or drilling through Sash.

#### **NOTICE**

- Check sash size, glass type, color, and kit contents to verify all parts are correct.
- Unit/Sash opening must be plumb, level, square, and free of any bowed jambs. To check, measure frame diagonally from corner to corner.
   Measurements must be within 1/8" of each other.
- Inspect for any damage to frame and vinyl cover.
  Repair as needed.
- If any of the above requirements are not met, have a qualified carpenter, builder, or contractor determine whether window frame should be replaced or reinstalled, or if there are structural problems that need to be corrected before sash replacement.

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#### **Additional Andersen® Parts Required**

(Available at your Andersen Dealer)

- (1) Package 11/16" Flat Head Nails
- (1) Package Sash Clips (14 Clips)
- (1) Package 1/2" x #6 Screws





1/2" x #6 Screws

CR12 or AR21 CN12 or AN21 C12 or A21

Sash Clip 1966 - April 1995 & December 1998 to Present (1359408)





11/16" Flat Head Nails

Sash Clip May 1995 to December 1998 (1359410)

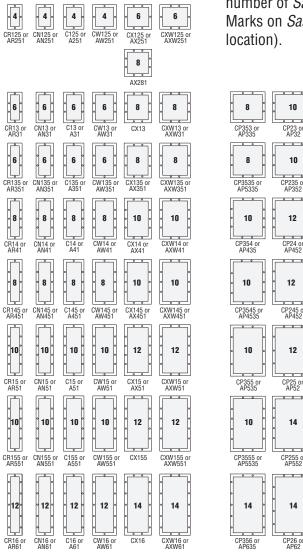
#### **Tools & Supplies**

- Safety Glasses
- Thin Blade Putty Knife
- Hammer
- Glass Clamps
- Electric Drill
- Vise Grips
- 3/32" Drill Bit
- Pliers
- Small Pry Bar
- 4d Finish Nails
- Utility Knife

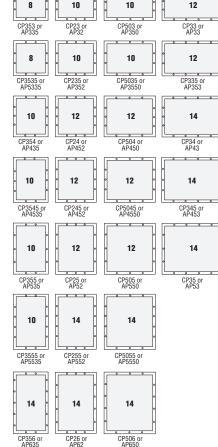
#### Stationary Casement/Awning and Picture Window Clip Location

6

CXW12 or AXW21



(Number in center of unit shows number of *Sash Clips* required. Marks on *Sash* indicate clip location).

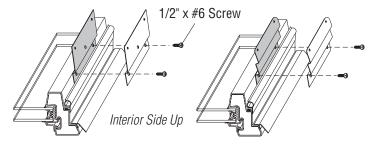


# 1. Determine Vintage of Unit and Sash Clip Locations

- Place Sash on a clean surface with the interior facing up.
- Confirm vintage of unit: 1966 to April 1995 & December 1998 to Present or May 1995 to December 1998.
- Marks on *Sash* indicate clip location.

# 2. Position and Attach Sash Clips

- Use appropriate Sash Clip Package(s). Discard extra clips, if any.
- Position Sash Clips (quantity and location) according to chart above.
- Use Sash Clips as a template to drill 3/32" pilot holes 1/16" deep for clip attachment and attach using 1/2" x #6 Screws, provided.



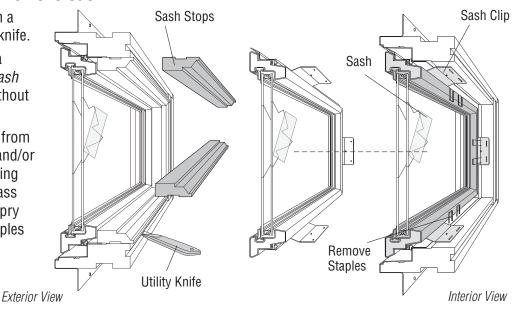
1966 to April 1995 & December 1998 to Present

May 1995 to December 1998

# 1966 to April 1995 & December 1998 to Present

## 1. Remove Sash Stops and Remove Sash

- Break varnish or paint seal with a thin blade putty knife or utility knife.
- Remove all Sash Stops using a small pry bar. Gently pry up Sash Stops and carefully remove without scratching surrounding trim.
- With one person holding Sash from the interior with glass clamps and/or vise grips and one person holding Sash from the exterior with glass clamps, use a small pry bar to pry Sash Clips loose. Remove staples with a pliers.
- · Remove Sash.

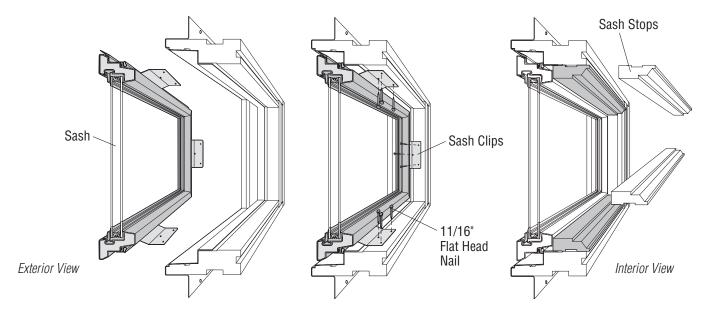


# 2. Install Sash and Apply Sash Stops

## NOTICE

Sash Stops can be painted or stained prior to installation.

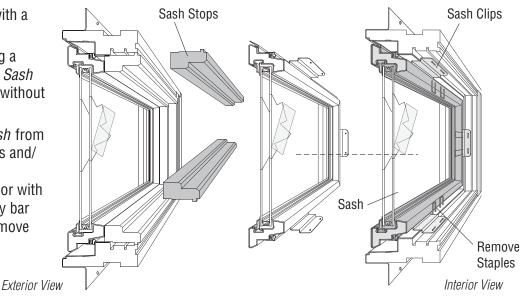
- While holding Sash securely with glass clamps, position Sash in opening. Pull Sash inward tight against frame with glass clamps or by gripping Sash Clips with vise grips. Push the Sash tight from the exterior. DO NOT push on glass.
- Fasten Sash Clips using 11/16" Flat Head Nails.
- Reapply Sash Stops and secure them using 4d Finish Nails. Leave a 1/32" space between Sash Stops and Sash.



#### May 1995 to December 1998

# 1. Remove Sash Stops and Remove Sash

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