

## ***INSTRUCTIONS FOR MEASURING AND INSTALLING BAY & BOW FRAMES***

### **MEASURING:**

Removal of the interior casing is recommended for accuracy in determining the rough of stud opening. (This should be done only after contract has been signed and cleared)

**Width & Height:** Measure width at top, bottom and center and record smallest dimension. Deduct minimum of 1/2" to maximum of 1" from this dimension. Measure height at both ends and center and also record smallest dimension. Deduct minimum 1/4" to a maximum of 1/2" from this dimension.

**Note:** On brick exterior be sure exterior brick width and height is larger than interior width and height. The smaller of these two dimensions must be used.

### **Jamb Thickness:**

**Siding:** On exterior wood or vinyl siding measure from interior finished wall to high point on siding or outside edge of J channel.

**Brick:** Measure from interior finished wall to outside edge of present sealant or caulk line. Factory will automatically add 1/2" to these dimensions. This will allow new frame to project out by siding and will cover all old sealant on brick making application of new sealant easier. Should you want a jamb exact size deduct 1/2" from your wall thickness. Minimum manufactured jamb thickness is 4-1/4".

**Projection:** Projection is the distance from the interior wall to the outside point on the frame. This includes jamb and windows. Standard projections are 16". 8" – 24" are available. Larger projections are available but require special consideration for support. Be sure to check soffit overhangs and obstructions when considering projection. The window units with stops take up approximately 4-3/4" thus a 16" projection frame has an interior clear seat area of 11-1/4" at its widest point.

### **STEP-BY-STEP PROCEDURES FOR INSTALLATION:**

- 1) Upon arriving at jobsite check opening for size and confirm unit will fit properly. Check sales order to verify unit corresponds with order. (Sales order against frame should be checked at warehouse to confirm wood species, width, height, projection, jamb and configuration are correct if possible)
- 2) Prepare site for work. Drop cloths interior, cover and tie back shrubs exterior.
- 3) Cut paint line along outside edge of interior trim casing to keep paint fracturing to a minimum.
- 4) Remove casing with a flat bar being careful not to damage wall surface.
- 5) Remove facings on exterior cutting paint or caulking if necessary to avoid unnecessary damage.

- 6) If existing frame is not going to be salvaged using a reciprocating saw cut both jambs in center. Using pry bar, pry jambs to center of opening pulling down from top to twist frame out of opening. Discard old unit in an appropriate manner.

If existing frame is to be salvaged using a pry bar, pry jamb inward slightly. Using a reciprocating saw with a metal cutting blade cut nails along jamb on all four sides. Remove any shims and push frame to exterior being careful not to damage interior or exterior wall surfaces. **Note:** When using a reciprocating saw vibration against wall can cause pictures or collectable items to fall. It is suggested that these items be removed before starting installation.

### **INTERIOR:**

- 7) Remove any nails or shims left after removal of existing unit. Sweep or vacuum opening to remove any sawdust or debris.
- 8) Inspect opening for any damage or decay. Replace if necessary.
- 9) Using a string line or straight edge check sill plate for flatness. Add shims if necessary to straighten sill.
- 10) Remove protective packaging, shipping braces and blocks from new unit. Remove end filler and jamb cover if present, be careful not to damage, as this will be re- installed.
- 11) If unit has a factory applied insulated seat board measure wall thickness at sill then check distance from seat board to interior edge of plywood. If seat board extends too far in, cut down per seat board installation instructions. Factory applied seat board must be applied before unit is fastened in wall.
- 12) Slide new unit in from exterior and center in opening with wood jambs and plywood flush to interior wall. Add shims to one jamb at top and bottom using a level to plumb unit. Nail or screw unit into place using proper length fasteners. Repeat procedure for opposite jamb. Using a straight edge install shims in center of jambs were necessary to remove any inward or outward bows in jamb. Install fasteners through shim at these points. Double fasteners should be installed at top and bottom to keep frame from pulling inward when cable support system is used. On large units head and seat boards may require fastening to prevent bowing. It is recommended to drill and tow-nail these through the edge of plywood for a neater appearance. Temporary support may be necessary to keep frame from sagging until cable support system or knee bracing is applied.
- 13) Insulate with fiberglass insulation on all four sides filling all voids being careful not to bow jambs, head or seat. Fill void between end jamb and strut at both ends of unit. Re-install end cover and jamb filler using small finish nails or brad gun.
- 14) Install new interior trim casing. Trim casing should cover existing paint line for neat appearance.
- 15) Sand or remove all marks to prepare unit for painting or staining. If staining or natural finish is desired, polyurethane with UV stabilizers is recommended.

**EXTERIOR:**

- 16) If gap is present between vinyl jamb and house wall, a filler of wood cut to proper size must be installed. Cover with matching brake metal.
- 17) Install ice and water shield on exterior of headboard if unit is exposed to extreme weather conditions. (This step could be done before installation of frame into wall)
- 18) Install turnbuckle support system or knee bracing on all units projecting more than 8" beyond wall or on **all** units with triple glazing. Using a small level turned perpendicular to the seat board adjust turnbuckle so unit is level. Check operation of operating units, make sure they are square and operate freely.
- 19) Install roof or filler at soffit being sure to overlap front surface of "L" angle header cap. This will insure that water does not channel back on headboard. Be sure necessary flashing and precautions are taken to prevent leakage. (If prefab factory roof is used follow roof installation instructions)
- 20) Remove all dirt and fingerprints with appropriate cleaner.
- 21) Use high-grade lifetime sealant designed for vinyl windows such as Nova Guard<sup>®</sup> or equal at all joints to prevent water infiltration. It is recommended this be the last step as movement or vibration can cause sealant separation.

**NOTE:** Proper coverage, insulation at roof and seat, with adequate support must be provided for warranty to be honored.