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St. Cloud Window-900 Series Window Maintenance & Cleaning Instructions

Thank you for selecting St. Cloud Window products for your project. We are confident these products will continue to deliver the highest degree of trouble free performance for many years to come.

The only routine maintenance required is the washing of the sash/glass and aluminum frame surfaces to maintain good appearance. It is also important that the window sill be clean and free of any debris. Use only mild water based solutions of detergent or commercially available glass cleaning products. For Lexan glazing use only mild water based solutions of detergent only. Follow the manufacturer's recommendations for mixing or diluting solutions. **DO NOT USE ACIDS, SOLVENTS, ALKALINES, ABRASIVES, OR ANY OTHER HARSH CHEMICAL SOLUTION.** Do not attempt to remove any scratches before contacting the manufacturer for technical advice.

When cleaning your windows be sure to keep the sash and/or glass in the same order of removal and correct orientation for reinsertion into the frame. **Do not rotate, reverse, or turn upside down.**

WARNING – PLEASE NOTE: The glass in these windows is extremely heavy and may have sharp edges. Please use caution when lifting or handling sash or glass to avoid strain or injury. Always keep children and pets away from work area.

St. Cloud Window 900 Series Double Hung Sash & Balance Insertion

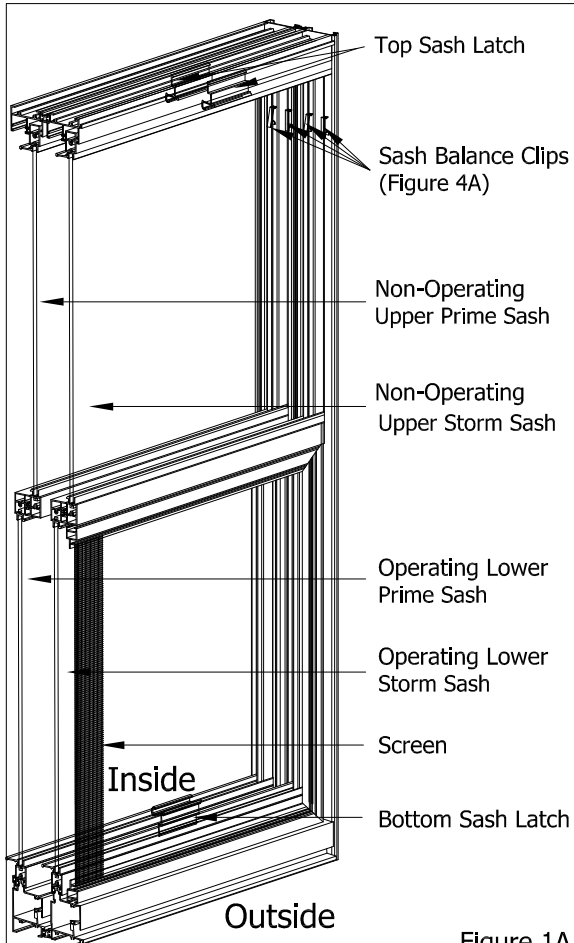


Figure 1A

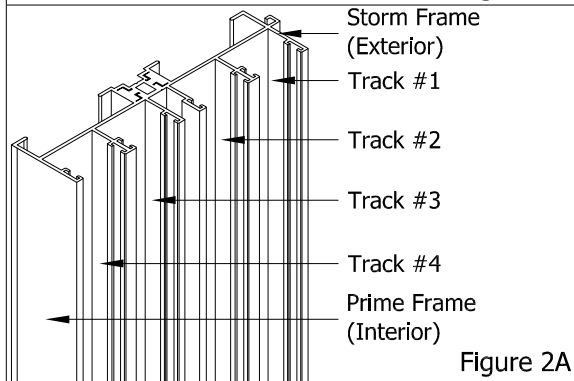


Figure 2A

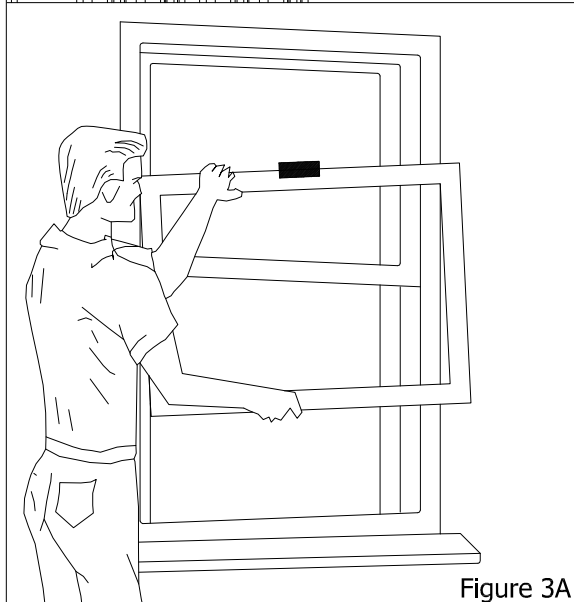


Figure 3A

SASH INSERTION

Step #1 Non-Operating Upper Storm (Exterior) Sash

1. Grasp the sash at the top and bottom rails (Figure 3A) and insert the left side of the sash into track "#1" (Figure 2A) about an inch above the white nylon shoe at the bottom of the sash balancer. When the sash is positioned properly it will bottom out in the left track, and can be inserted into the right hand track.

2. Center the sash in the frame and let the weight of the sash rest on the balancers. The balance cam at the top corners of the sash and the angled shape of the nylon shoe at the bottom of the balance will aid in automatically positioning the sash.

(Figure 5A) Lower the sash about halfway down, and then up a few inches to make sure the sash has been properly positioned on the balancers and that each balance has engaged the cams at each upper sash corner. Close the sash balance take-out clips at the top of track "#1". (Figure 4A)

NOTE: This is an important step in the procedure. Failure to close the take-out clips will cause them to be damaged when the sash is raised to the closed position. In operation the balance rides up and down with the sash, while the cord, spring, and pulley mechanism move within the balance housing, supporting the weight of the sash.

3. The sash can now be pushed up to the closed and latched position. Check to assure the latch is secure.

Step #2 Screen

4. Extend the screen to the outside through the opening between the upper sash and the frame sill. Now insert the left side of the screen frame (with the two leaf springs) into the lower portion of track "#1" under the non operating upper storm sash while pushing to the left until the right side of the screen frame can be swung inward and inserted into track "#1" on the right side frame. The bottom of the screen will sit on the sill. Use the integral rib on the screen extrusion to pull screen frame into position.

(Figure 6A)

Step #3 Operating Lower Storm (Exterior) Sash

5. Grasp the sash at the top and bottom rails and insert the left side of the sash into track "#2" (Figure 2A) about an inch above the white nylon shoe at the bottom sash balance. When the sash is positioned properly it will bottom out in the left track and be inserted into the right hand track.

6. Center the sash in the frame and let the weight of the sash rest on the balancers as stated in line 2. Check to be sure the sash is centered in the frame, and that the balance cams have engaged the balancers at each side. Lower the sash a few inches to disengage the balancers from the take-out clips.

7. Close the take-out clips at the top of track "#2". (Figure 4A)

Do not forget to do this important step!

8. The sash can now be pulled down into the closed position until the bottom latches snap shut. Check to be sure the latches are secure.

Step #4 Non-Operating Upper Prime (Interior) Sash

9. Repeat the procedures for installing "Upper Storm Sash", inserting the sash into track "#3". (Figure 2A) Be sure to close the balance take-out clips before pushing top sash up into the closed and latched position.

Step #5 Operating Lower Prime (Interior) Sash

10. Repeat the procedures for installing "Lower Storm Sash", inserting the sash into track "#4". (Figure 2A) Be sure to close the balance take-out clips after sash is pulled down into the closed and latched position.

Inserting the Sash Balance (USE CAUTION).

1. Hold the balance at a 45° angle. Pull out the balance hook (Figure 5A) and place it into the square punch hole in the jamb, near the center of the frame. Making sure the hook is fully seated in the square hole.

2. Grasp the balance at the top and hold the bottom into the frame. Gently slide the balance down below the take-out clip.

3. Push the top of the balance into the frame and gently slide up into the take-out clip.

St. Cloud Window 900 Series Double Hung Sash & Balance Removal

Sash Balance Take-out Clip

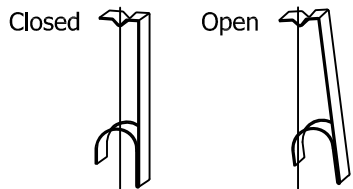


Figure 4A

Sash Balance

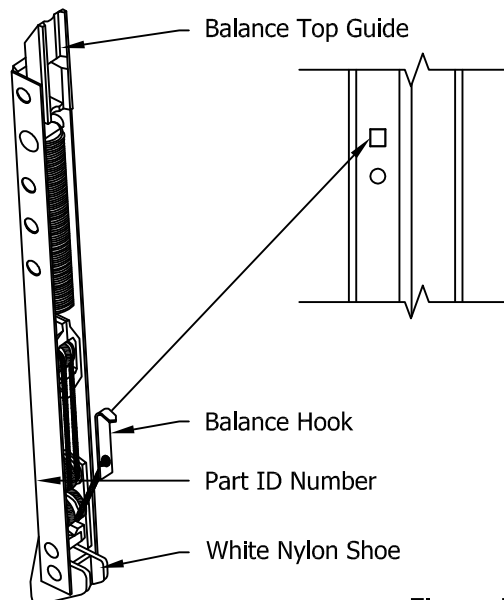


Figure 5A

Outside

Inside

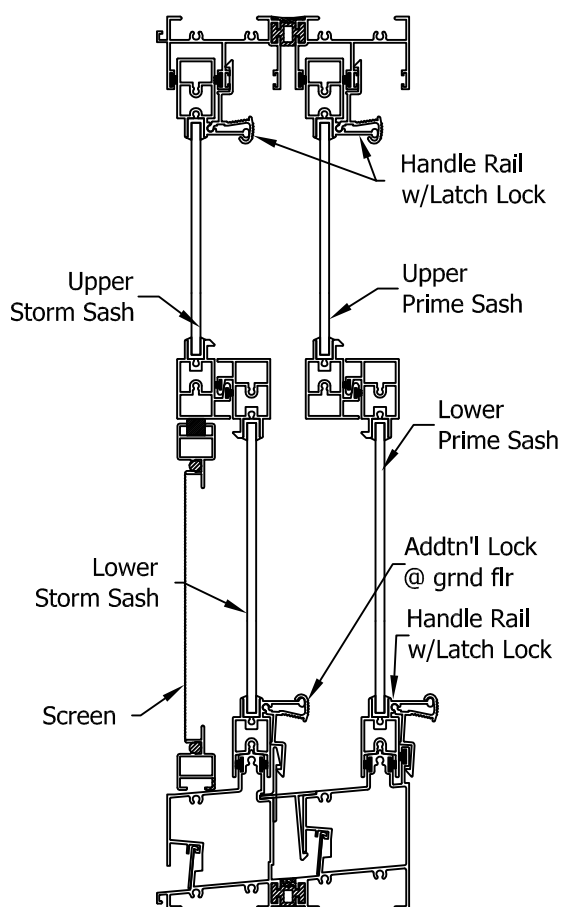


Figure 6A

SASH REMOVAL

Step #1 Operating Lower Prime (Interior) Sash

1. Open the sash removal balance clips at each side of the inside track near the top using your fingernail or a small thin tool. (Figure 4A) When Opened the take-out clips engage the top of the balance and disengage the balance from the cams at the top of the sash, locking the balance to the frame between the clip and the cord hook.
2. Open the lower prime operating sash by lifting the Sash latches located near the ends of bottom sash handle rail. (Figure 1A)
3. Raise the sash upward until the jamb balancers engage the sash balance clips. At this point you will feel the weight of the sash transfer from the balances to your hands. NOTE: Additional latch is applied to ground floor windows @ lower storm sash.
4. Grasp the top of sash & bottom handle rails. (Figure 3A) Raise the weight of the sash off the balances and lift up an inch or two while pushing the sash to your left into the track until the sash bottoms out at the base of the track. At this point, the right side of the sash will be free of the frame. Pull the right side of the sash in toward yourself, and then out of the left track. The sash should now be free of the frame.
5. Lean the sash against a wall or other safe, solid place in the same orientation & sequence that it was in the frame. This is important to ensure easy reinsertion & proper function of the window.

Step #2 Upper Prime (Interior) Sash

6. Pull the upper prime sash down by pushing up on the handle with your thumbs while pulling down on the latches with your fingertips at the same time. Lower the top sash about halfway.
7. Open the sash removal balance clips at each side of the upper sash track near the top (Figure 4A)
8. Raise the sash upward until the jamb balancers engage the sash balance clips. At this point you will feel the weight of the sash transfer from the balances to your hands.
9. Repeat 4 & 5 of the Lower prime operating sash.

Step #3 Lower Storm (Exterior) Sash

10. Repeat the procedures for removing the "Lower Prime Sash". Stack sash in the proper orientation and sequence for reinsertion.

Step #4 Screen

11. The left side of the screen frame is spring loaded. Push the left side of the screen frame into the jamb track until the screen can clear the right side of the window frame. Now the screen can be removed by extending it to the exterior and then back through the window to the interior. The screen frame extrusion has an integral rib that functions as a handle to facilitate removal and handling, stack the screen in the proper orientation & sequence for reinsertion.

Step #5 Upper Storm (Exterior) Sash

12. Repeat the procedures for removing the "Upper Prime Sash". Stack the sash in the proper orientation and sequence for reinsertion.

If in need of replacement Balancers, the part number is located on the front side of the balance near the bottom. (Figure 5A)

Removing the Sash Balance

1. In the jamb, hold the balance at the top and bottom and Pull the balance down away from the balance clip.
2. Pressing the bottom into the frame, pull the top out and grasp at a 45° angle. Slide the balance slowly up the frame until the balance hook disengages. Use caution! The hook could disengage very quickly and cause injury if you are not careful!