



st. cloud window

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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, Inc. SCW940 Horizontal Rolling Operation and Maintenance

## SASH INSERTION

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

1. Grasp the sash firmly at the side rails, (Figure 1B) and insert the top of the sash into track "#1" (Figure 2B) of the storm frame until the bottom of the sash can be dropped onto the bottom track rail.

2. Once the sash is set in the frame, slide the sash firmly into the closed position. (To the left on a standard operator, to the right on a reverse operator)

### Step #2 Screen

3. Insert the top rail of the screen into track "#1" (Figure 2B) of the storm frame right beside the non-operating storm sash.

4. Push the bottom rail of the screen onto the bottom track rib much the same as you did for the non-operating storm sash.

### Step #3 Operating Storm (Exterior) Sash

7. Grasp the sash firmly at the side rails, and insert the top of the sash into track "#2" of the storm frame until the bottom of the sash can be dropped onto the bottom track rail.

8. Once the sash is set in the frame, slide the sash firmly into the closed position.

Note: The sash must be closed tightly in order for window to perform optimally.

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

7. Grasp the sash firmly at the side rails, and insert the top of the sash into track "#3" of the prime frame until the bottom of the sash can be dropped onto the bottom track rail.

8. Once the sash is set in the frame, slide the sash firmly into the closed position.

### Step #5 Operating Prime (Interior) Sash

9. Grasp sash firmly at the side rails, and insert the top of the sash into track "#4" of the prime frame until the bottom of the sash can be dropped onto the bottom track rail.

10. Once the sash is set in the frame, slide the sash firmly into the closed position.

11. Engage the meeting rail lock for security.

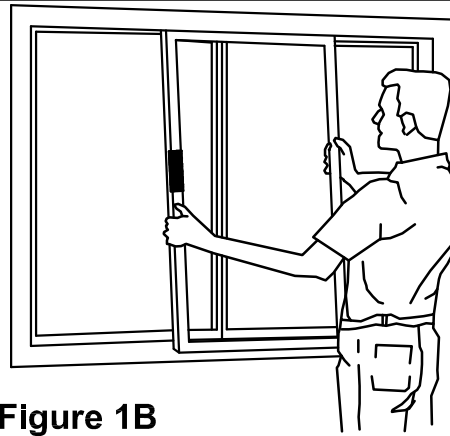


Figure 1B

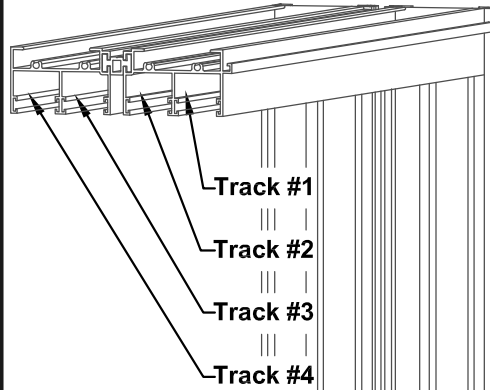


Figure 2B

## SASH REMOVAL

### Step #1 Operating Prime (Interior) Sash With Lock

1. Open the lock by pulling the lock handle to the inside of room. (Figure 3B)

2. Slide the sash open to the center of the frame. Grasp both side rails of the sash and raise up into the upper frame high enough to clear the bottom of the frame. (Figure 1B)

3. Pull the bottom of the sash to the inside and lower the sash to remove.

4. Lean the sash against a wall or other solid surface in the correct orientation and sequence of removal for reinsertion. This is important to ensure easy reinsertion & proper function of the window.

### Step #2 Non-Operating Prime (Interior) Sash

6. To remove the prime sash follow the same procedure as in step #1 and lean the sash against the previously removed sash in the correct orientation and sequence of removal for reinsertion.

## SASH REMOVAL CONTINUED

### Step #3 Operating Storm (Exterior) Sash

7. To remove the storm sash follow exactly the same procedure given in step #1 and lean the sash against the previously removed sash in the correct orientation and sequence of removal for reinsertion.

### Step #4 Screen

8. Push the top rail of the screen up into the track of the upper frame until the bottom of the screen clears the bottom frame and pull to inside in the same manner you have to remove the previous sash inserts. Lean the screen against the previously removed sash in the correct orientation and sequence of removal for reinsertion.

### Step #5 Non-Operating Storm (Exterior) Sash

9. To remove the storm sash follow exactly the same procedure given in step #1 and lean the sash against the previously removed sash in the correct orientation and sequence of removal for reinsertion.

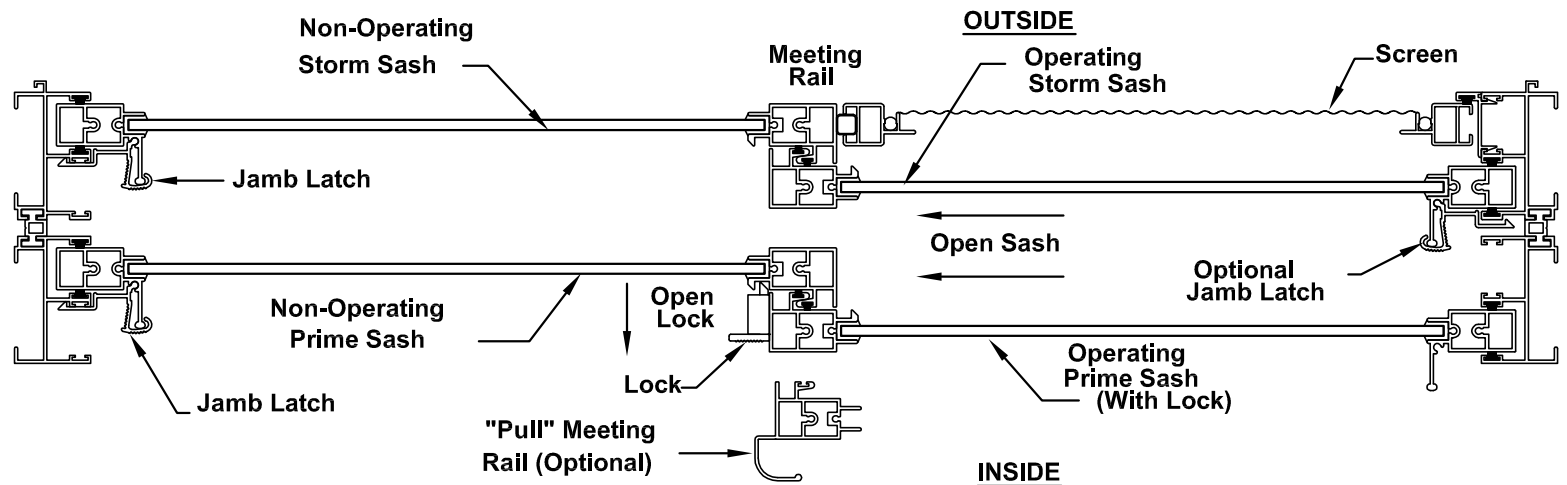


Figure 3B