



st. cloud window

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St. Cloud Window-5000 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 5000 Series Double Hung Screen & Sash Insertion

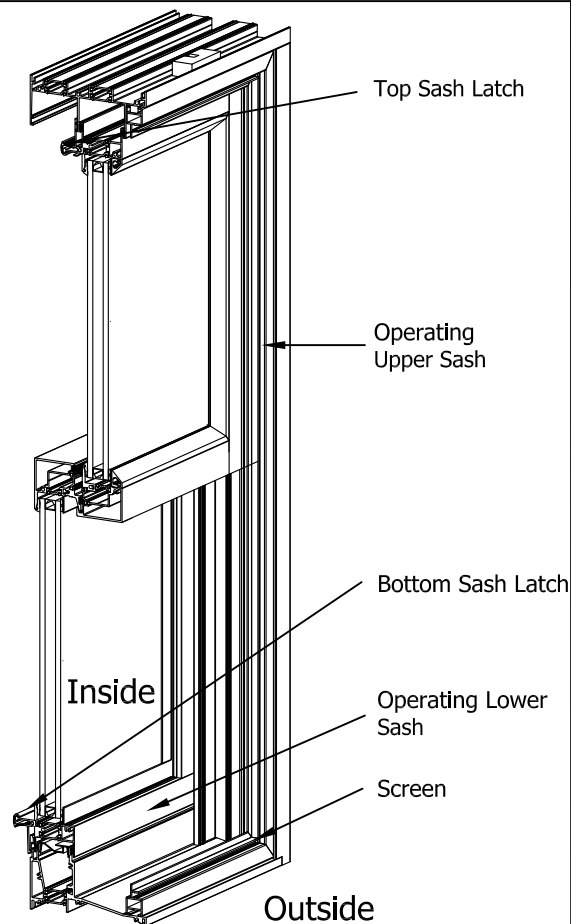


Figure 1A

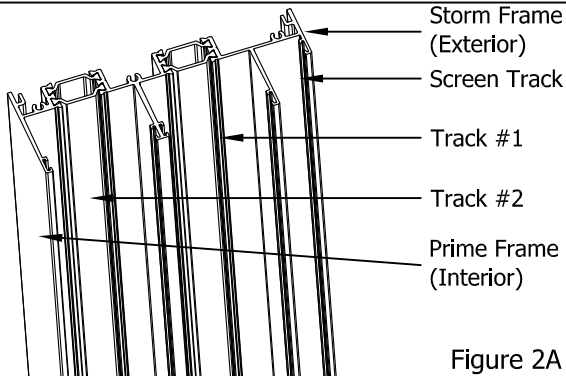


Figure 2A

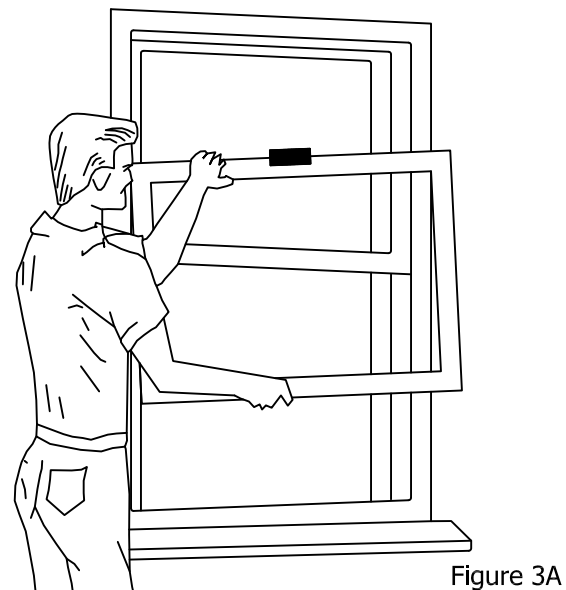


Figure 3A

SCREEN INSERTION

Step #1 Screen

1. Extend the screen to the outside through the opening. Now insert the left side of the screen frame (with the two leaf springs) into the screen track while pushing to the left until the right side of the screen frame can be swung inward and inserted into the opposite track 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)

SASH INSERTION

Step #1 Upper Sash Insertion

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) with the sash clip about an inch above the carrier's sash hook (Figure 4A). 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 carrier. Disengage the carrier's sash removal hooks from the frame of the window. The sash should be free to move up and down. 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 centered in the frame.

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

Step #2 Lower Sash

5. Grasp the sash at the top and bottom rails and insert the left side of the sash into track "#2" (Figure 2A) with the sash clip about an inch above the carrier's sash hook (Figure 4A). 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 carrier. Disengage the carrier's sash removal hooks from the frame of the window. The sash should be free to move up and down. Raise the sash about halfway up, and then down a few inches to make sure the sash has been properly positioned on the balancers and centered in the frame.

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

St. Cloud Window 5000 Series Double Hung Sash & Screen Removal

Sash Balance Take-out Clip

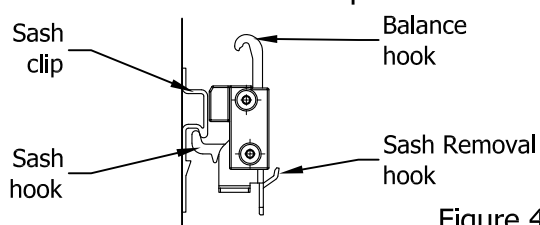


Figure 4A

Sash & Balance Assembly

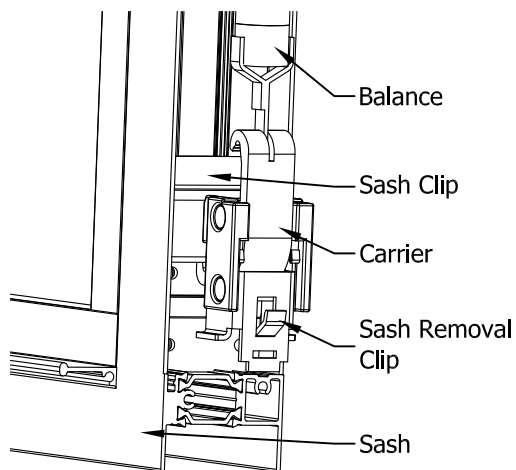


Figure 5A

Outside

Inside

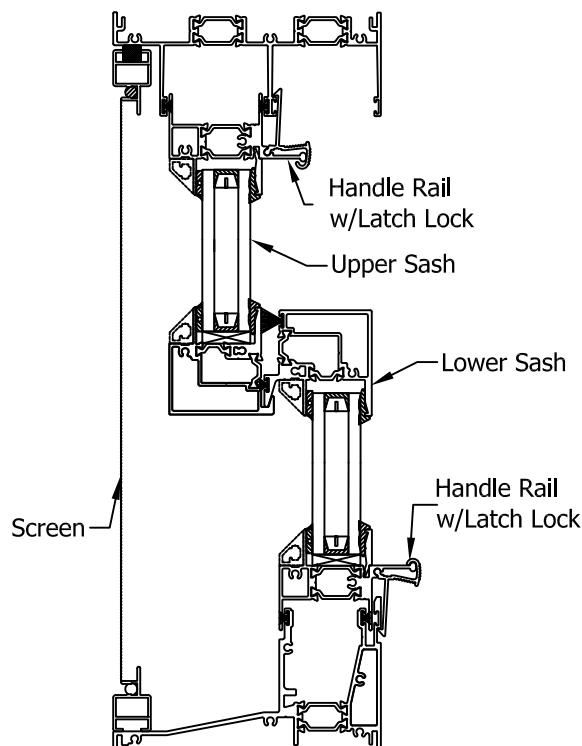


Figure 6A

SASH REMOVAL

Step #1 Lower Sash Removal

1. Open the lower sash about 4 inches.
2. Locate the carrier on each side of the sash and using a tool or your finger engage the sash removal hooks on the carrier. (Figure 1A)
3. Raise the sash upward until the carrier's sash removal hooks engage the frame balance holes. At this point you will feel the weight of the sash transfer from the balances to your hands.
4. Grasp the top of sash & bottom handle rails. (Figure 3A) Raise the weight of the sash off the carriers 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 Sash Removal

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 hooks on the carrier at each side of the upper sash track near the top (Figure 4A)
8. Raise the sash upward until the carrier sash removal clips engage the frame balance holes. At this point you will feel the weight of the sash transfer from the balances to your hands. Repeat step 5.

SCREEN REMOVAL

1. 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.

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