



Installation and Finishing Instructions

Product Warranty.....	2
Handling and Storing	3
General Finishing	3
General Installation	4
Installing Fixed Windows.....	4
General Installation	5
Installing Hinged Windows.....	5
Installing Dbl Hung Sash with BSI Channel Balances	6
Screens	7

READ ALL THESE INSTRUCTIONS THOROUGHLY BEFORE INSTALLING OR FINISHING!

If you have questions, please contact us.

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Product Warranty

We have 30 years of experience in fabricating premium custom wood windows, and we pride ourselves on the quality of our products and our excellent record of customer satisfaction.

Because wood windows are regularly exposed to severe changes in temperature and humidity, they can swell or warp if not properly finished. For this reason, it is imperative that your windows be finished and installed in strict accordance with our printed instructions, in order to assure long and satisfactory performance.

Millwork

Sebastopol Window Company millwork is warranted to be free from defects in materials and/or workmanship. For a period of one year from the date of delivery to the customer, Sebastopol Window Company will repair or replace, without charge, any items which may be defective. Natural variations in the color or texture of woods are not defects. Because Sebastopol Window Company will not be responsible for repainting or reinstalling replacement millwork, **all millwork should be inspected for defects upon arrival and before finishing or installation.**

Hardware

Hardware supplied by Sebastopol Window Company is also warranted to be free from defects in materials and/or workmanship for one year from delivery to the customer. Any such hardware that proves to be defective during that time will be replaced free of charge. Please note, however, that any labor required to remove defective hardware and to replace it, including any repainting, will be the responsibility of the customer.

Insulated Glass

All insulating (dual glazed) glass is warranted against failure of the air seal for a period of ten years. As with hardware, the warranties on insulating glass cover the units themselves; labor costs to remove and replace defective glass are not included.

The above express warranties are in lieu of all other warranties, express or implied. Any limited warranties which are not excluded due to the operation of law are limited in duration to the duration of the express warranty provided herein for the product warranted.

Failure to follow our installation and finishing instructions will void this warranty.

Handling and Storing

Use caution when carrying, loading and unloading units. Do not set units down on unprotected edges. Store products in a clean, dry place, and stack products upright, without racking.

Moisture may cause unfinished or primed wood to stain, swell or warp.

Do not expose windows or doors to weather or dampness before final finishing.

Primer alone will not protect wood from weather and moisture damage

General Finishing

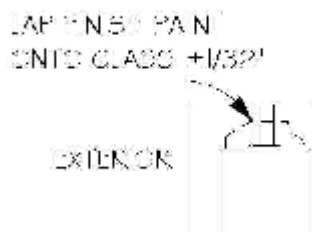
Use of only stains or clear finishes on exterior surfaces will void your warranty. Products manufactured and designated as *stain grade* should be finished with clear finishes or stains on *interior surfaces only*. Exterior surfaces must be painted. Clear finishes are not as effective as paint in protecting wood from weathering.

Finish all surfaces of the sash, especially the bottom edge. To expose all surfaces to paint, remove the sash or doors from the frames, and remove hardware. Fill any exposed nail holes with exterior spackling compound. Hinges must be replaced exactly in their original positions to assure proper clearances. Touch up putty work, sand any minor imperfections and wipe off dust.

Putty glazing should be primed with an oil base primer after the putty has firmed up and "skinned over". This might take a couple weeks. Water based primers are not compatible with the oil based glazing compounds.

If the windows are not shop primed, first apply a good grade of exterior primer; then at least two coats of high-quality exterior paint. Lightly sand between coats. Follow the paint manufacturer's instructions. Interior finishes may vary from the exterior, but interiors should not be left unfinished.

Do not paint the weatherstrip or hardware. Kerf-in vinyl weatherstrip should not be removed because it may damage the kerf when being pulled out. Silicone bulb or Q-Ion weatherstrip can be removed if it is carefully replaced in the same position after painting. Do not stretch the weatherstrip when installing. Hinges should be removed so that paint can be applied at all surfaces.



Be sure to lap paint across where the putty or wood stops meet the glass.

This paint is the primary seal against water penetration. Do not cut this seal with razor blades. Allow the paint to contact and seal against the glass.

Do not scratch the glass with abrasive products. Keep sandpaper away from glass surfaces.

Our products must be maintained to assure good performance. In severe exposures, they may have to be painted every few years. Check the exterior finish condition periodically and renew if necessary.

General Installation

Proper installation is essential for windows or doors to operate properly. Installation is not the responsibility of the manufacturer.

Remove any packing materials, especially blocking under sills before installing.

Frames must be installed level, square, plumb, and flat for the windows to operate properly. Side jambs must also be installed straight and parallel to each other, shimming if necessary.

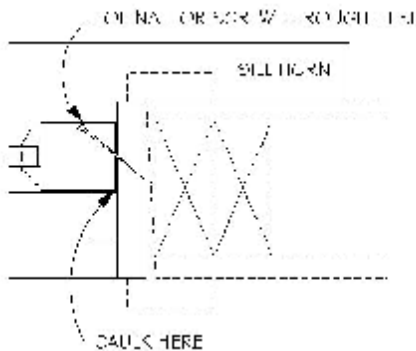
One method for installing wood windows uses the exterior casing as a nailing fin. First the exterior casing is nailed to the window frame, then the unit is placed in the rough opening, leveled, plumbed and attached by nailing the casing to the building.

Doors or sash hung on butt hinges are should be installed using shims with finish nails or trim screws driven through the jambs to carry the weight on the hinges. Other window types can be installed this way.

Take care to maintain proper operating clearances between sash and frames. Sash should be in their frames during installation to visually check clearances and smooth operation.

Installing Fixed Windows

Because fixed sash are not easily removed after installation, **be especially careful to completely finish all surfaces, even hidden surfaces**, before installing them. Water damage and rot can start in hidden and inaccessible places. Damage can be minimized by completely finishing the sash. We are not responsible for damage where sash are not completely finished according to our instructions.

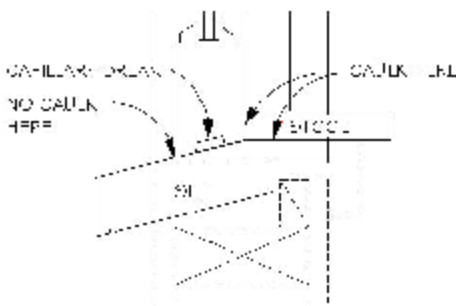


Fixed sash are typically supplied loose or temporarily installed so that they can be removed for complete finishing.

After finishing at least the exterior and all edges, they can be permanently installed. With the sash removed from the frame, apply a bead of good quality flexible caulk along the frame stop where the sash fits. Push the sash up tight against this bead of caulk.

Fixed sash without stops can be toe-nailed or screwed through the outside faces. If the design has stops, simply nail off the stops, preferably with rust resistant nails.

Stainless steel fasteners are strong and will not corrode and are preferable to use.



Avoid caulking the bottom leading edge of the sash where it meets the sill. This will prevent trapping moisture under the sash which is a common reason for rotted sash. The sloped sill, capillary break groove and stool will prevent water from getting through at the bottom. Any water that does get through at the top or sides must be allowed to weep out the bottom. In extreme exposures, you can caulk inside behind where the sash meets the stool.

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One method for installing wood windows uses the exterior casing as a nailing fin. First the exterior casing is nailed to the window frame, then the unit is placed in the rough opening, leveled, plumbed and attached by nailing the casing to the building.

Take care to maintain proper operating clearances between sash and frames. Sash should be in their frames during installation to visually check clearances and smooth operation.

Installing Hinged Windows

Unless the units are too heavy to handle, our windows are delivered with sash installed on their hinges. We carefully check operating clearances. These clearances must be maintained throughout the installation. Sash must be in their frames during installation to visually check clearances and operation. After the frames are secured to the building, you may remove sash for final finishing.

Finish hardware, such as locks or latches or handles should also be installed after the window units are permanently set. Any hardware, such as hinges, sash balances or weatherstrip, removed for painting must be replaced in the exact original position(s) to ensure proper clearances and operation. Mark hardware and locations if necessary.

Take care to maintain proper operating clearances between sash and frames. Sash should be in their frames during installation to visually check clearances and smooth operation.

4 Bar Friction Hinged Sash

These hinges are used on both side hung casement windows and top hung awning windows. All these hinges look similar but note there are standard duty and larger cross section heavy duty hinges.

They are also supplied in many different lengths depending on the size and operation and weight of the window. Note the slotted screw holes to adjust the hinge position slightly. There is also a brass shoe with a screw to adjust the friction that holds the sash in position.

These hinges should be removed to fully paint the window.

To avoid mix-up, carefully note and mark hinges so that they can be replaced back in the same position after final finishing.

Butt Hinged Sash

Doors or sash hung on butt hinges are should be installed using shims with finish nails or trim screws driven through the jambs to carry the weight on the hinges. Other window types can be installed this way.

Most of the butt hinges we use are extruded to close tolerances. The leaves from each half-pair are not interchangeable from those of any other half-pair.

To ensure smooth operation and prevent binding, do not mix butt hinge leaves.

Brass hinges are supplied with brass screws to match the hinge finish. *Do not overdrive the brass screws or they will break or strip.*

We supply temporary steel screws to use until the final installation.

Installing Dbl Hung Sash with BSI Channel Balances

Unless the units are too heavy to handle, our windows are delivered with sash installed. We carefully check operating clearances. These clearances must be maintained throughout the installation. Sash must be in their frames during installation to visually check clearances and operation. After the frames are secured to the building, you may remove sash for final finishing.

Finish hardware, such as locks or latches or handles should also be installed after the window units are permanently set.

Sash Installation

CAUTION: This operation should be done by two people. The balance spring is strong enough to injure someone or damage the balance if the hook slips and the cord is released accidentally. Wear safety glasses when installing or removing sash or balances.

1. The upper sash is installed first. A single hung window on the upper sash will not have any hardware, so the upper sash will just need to be screwed into position.
2. Remove the wood interior stops and parting beads. Parting beads separate the upper and lower sash and are usually held in place with small screws.
3. If the sash are installed in the raised position, there is less tension on the spring making it a little easier.
4. While one person lifts the upper sash into position, the other person should pull the terminal clip hook out of the balance and carefully set it securely into the UPPER hole of the hook plate which is mounted on the jamb.
5. **Do not allow the hook to snap back. It may hurt you or the balance.** We use a thin screwdriver or stiff putty knife to pull the hook.
6. After the first balance is hooked in, the sash can be moved more into position to hook in the other side. Take care not to scratch the jamb with the hook while moving the sash into position.
7. The opposite side is similar in installation. Use the thin screwdriver or putty knife to pull and lift the terminal hook up and into the hook plate on the jamb. Again, make sure the hook is in the upper hole of the plate.
8. You should test the sash by sliding it up and down. Replace the parting strips and test it again.
9. The lower sash is installed in a similar way. After installing the lower sash, replace the interior stops. **When installing interior stops, be careful to leave enough space in the sash run for the sash to slide freely.** The width of the sash run is critical for smooth operation. WE HAVE INCLUDED A WOOD SPACER STRIP TO INSTALL THE INTERIOR STOPS IN THE RIGHT POSITION.



Removal

1. To remove lower sash, carefully remove the interior stops (mark them for replacing in the same position). While raising the lower sash up and out of the frame, tilt the top of the lower sash up and out of the frame. **DO NOT LET THE TERMINAL HOOKS SNAP BACK.** Carefully unhook them with a thin screwdriver or putty knife and ease them back.
2. The upper sash is removed in a similar way, after removing both parting beads.
3. Single hung windows will have a fixed upper sash without balances. We usually put a screw through the "lug" that is accessible if the sash ever need to be removed.

Do not fill or putty the stainless steel screws that hold the parting beads in place. otherwise you won't be able to easily remove the sash.

Screens

Screens are installed differently depending on the window type. Exterior wood screens must be fully painted on all surfaces.

Metal screens should be installed after all painting and finishing is complete.

CASEMENT / AWNING CRANK-OUT WINDOWS and WOOD SCREENS

Our wood screens with crank operators have been factory fitted but should be checked during window installation. After they are checked for fit, they can then be finish painted.

Crank operators can be fitted after the windows are installed and any loose window stools are installed. The crank operators and sash locks should be removed for final finishing.

DOUBLE HUNG WINDOWS

Wood screens for double hung windows are USUALLY designed to fit within the exterior casing.

When installing exterior casing, make sure it is fitted to the wood screens, where they occur. The casing must be set to fit the screens first and then holes are drilled in the edge of the casing to receive the spring bolts.

ROLLAWAY SCREENS

These screens have separate manufacturer's instructions. Please refer to the instructions as included in the box.

NOTE ROLLAWAY SCREENS SOMETIMES NEED TO REMOVED FOR REPAIRS AND THAT SHOULD BE CONSIDERED WHEN CONCEALING THE SCREENS IN PLACE WITH STOPS OR TRIM.

Removal, repainting or replacement of parts other than the screens is not part of the warranty.