



Installation Instructions - Windows

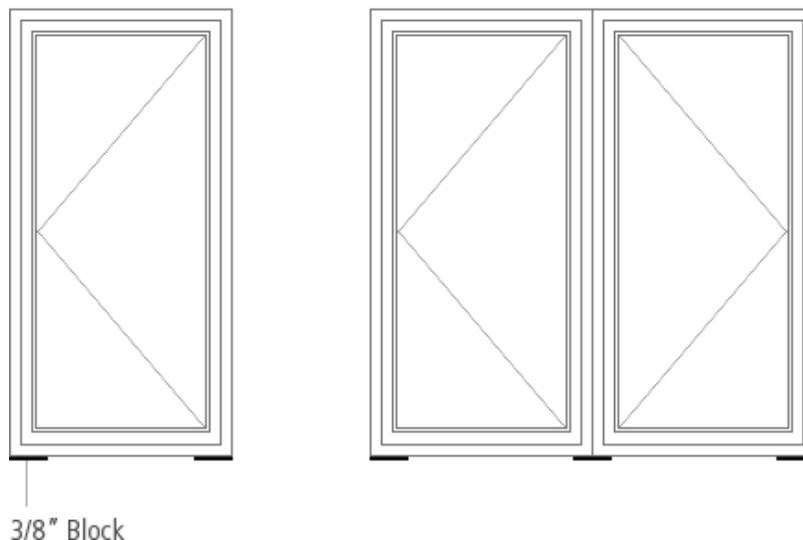
IMPORTANT! Installation instructions are recommendations for typical construction only. Pollard Windows strongly suggests that an experienced contractor, architect or structural engineer be consulted prior to installation. Regional standard practices and codes may vary and supercede the procedures contained within. It is your responsibility to ensure compliance. For warranty to be valid, product must be installed according to instructions.

Installation Instructions - No Nailing Flanges

1. Be sure the window opening is square.
2. Install minimum 3/8" blocks across the sill at all mullions and corners (Figure 1).
3. Center the window in the opening. Level at the sill and plumb the frame (interior/exterior). Shim under the jambs to bring level if necessary.

CAUTION: PROPER SHIMMING IS EXTREMELY IMPORTANT. UNDER-SHIMMING OR OVERSHIMMING WILL RESULT IN BOWED JAMBS AND OR HEAD JAMB. BOTH CONDITIONS CAN CONTRIBUTE TO IMPROPER WINDOW OPERATION.

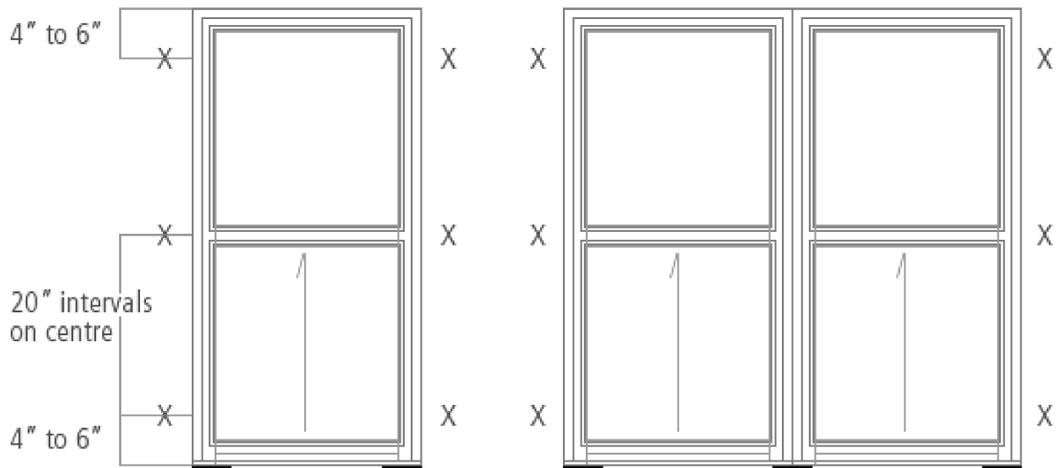
FIGURE 1



4. From the interior, square the frame in the opening by installing shims between the jambs and framing 4" to 6" from the head jamb. Measure the diagonals and adjust the shims until the unit is square in the opening (Figure 2).
5. Shim 4" to 6" from the bottom corners.

6. Recheck the diagonals to make sure the unit is square in the opening. If square, install additional shims at 20" intervals on center. Always shim at checkrails and meeting styles (Figure 2).
7. Install window through the shims using #8 x 2 1/2" finishing screws.
8. Measure at head jamb, center of unit and sill to make sure all dimensions are equal. If they are not, you will have to adjust shims accordingly.
9. Once the unit is square and plumb in the opening, operate the sash (on operable units) to make sure it is operating properly. If it is not, you may have to make some adjustments to the shims.
10. Ensure all wood components are properly finished with paint; or stain and at least two coats of polyurethane as soon as possible to protect them from construction moisture.

FIGURE 2



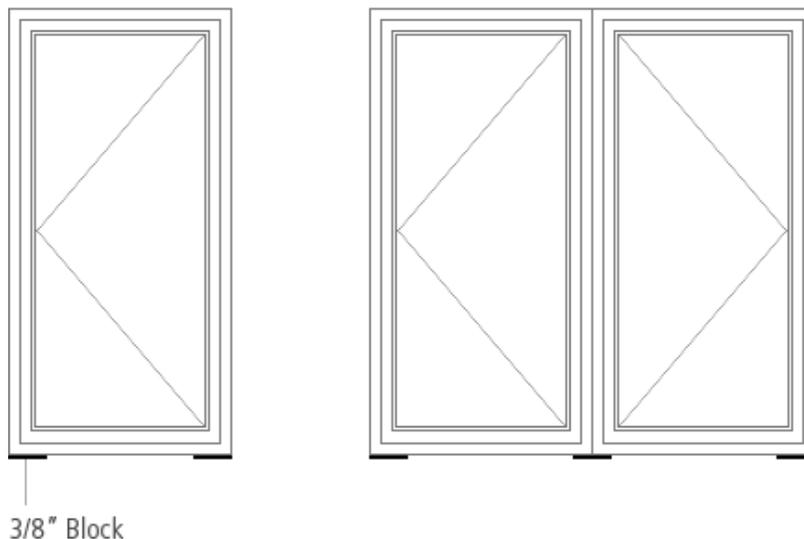
X -- Shim Points

Installation Instructions – With Nailing Flanges

1. Be sure the window opening is square.
2. Install minimum 3/8" blocks across the sill at all mullions and corners (Figure 1).
3. Locate and remove package of foam corners from outside of window frame.
4. Completely fold out all nailing flanges.
5. Seal nailing flange to the perimeter of the rough stud opening. Apply a continuous 3/8" diameter bedding bead of high quality sealant to the back side of the nailing flange in line with the pre-punched fastener holes. Set bottom of the window on the blocks at sill and rotate the top of the window into the opening while pressing the window against the framing to compress the sealant.
6. Center the window in the opening. Level at the sill and plumb the frame (interior/exterior). Shim under the jambs to bring level if necessary.

CAUTION: PROPER SHIMMING IS EXTREMELY IMPORTANT. UNDER-SHIMMING OR OVERSHIMMING WILL RESULT IN BOWED JAMBS AND OR HEAD JAMB. BOTH CONDITIONS CAN CONTRIBUTE TO IMPROPER WINDOW OPERATION.

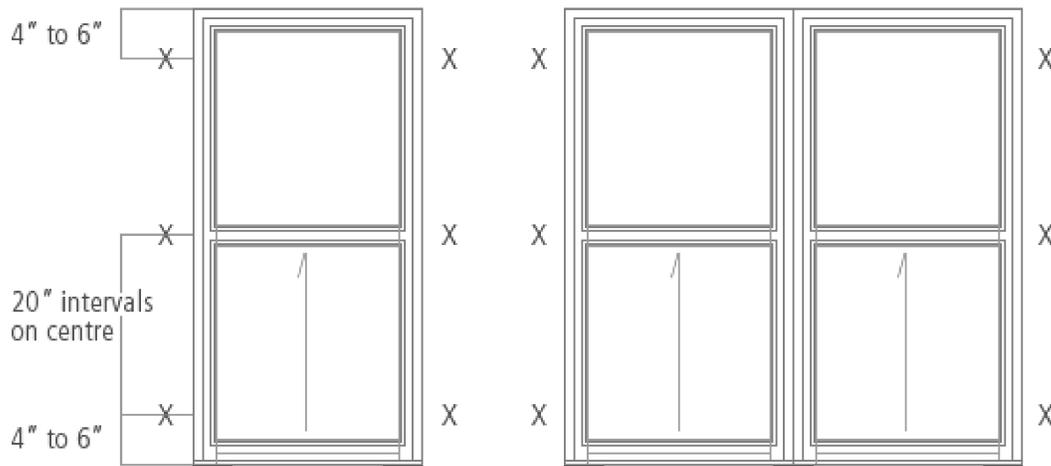
FIGURE 1



7. From the exterior, apply one fastener into the uppermost corner of the jamb side nailing flange. Check the window for plumb, level and square. Adjust shims as needed.
8. Apply second fastener into the lowermost diagonally opposite corner of the jamb side nailing flange. Check the window for plumb, level and square. Adjust shims as needed.
9. From the interior, square the frame in the opening by installing shims between the jambs and framing 4" to 6" from the head jamb. Measure the diagonals and adjust the shims until the unit is square in the opening (Figure 2).
10. Shim 4" to 6" from the bottom corners.

- 11.** Recheck the diagonals to make sure the unit is square in the opening. If square, install additional shims at 20" intervals on center. Always shim at checkrails and meeting styles (Figure 2).
- 12.** Install window through the shims using #8 x 2 ½" finishing screws.
- 13.** Measure at head jamb, center of unit and sill to make sure all dimensions are equal. If they are not, you will have to adjust shims accordingly.
- 14.** Once the unit is square and plumb in the opening, operate the sash (on operable units) to make sure it is operating properly. If not, you may have to make some adjustments to the shims.
- 15.** From the exterior, continue to apply fasteners through the entire perimeter of the nailing flange at every other hole. Fasteners should be secured that "squeeze out" from the sealant is visible through the unused fastener holes. FASTENER HEADS SHOULD NOT OVERCOMPRESS THE FLANGE.
- 16.** Seal all corners with adhesive backed foam corner pads provided.
- 17.** Apply a corner (fillet) bead of sealant around the entire perimeter of the window to the joint where the flanges are applied to the exterior window frame with special attention to any gaps at the corners.
- 18.** Ensure all wood components are properly finished with paint; or stain and at least two coats of polyurethane as soon as possible to protect them from construction moisture.

FIGURE 2



X -- Shim Points