



Care and Operation of  
Preservation Premium Windows

**PRESERVATION**

HIGH-PERFORMANCE WINDOWS

# P R E S E R V I N G EXCELLENCE

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THE PRESERVATION WINDOW encompasses all of the hallmarks of exceptional window design — unsurpassed quality, functional beauty, and maintenance freedom — in custom styles to masterfully complement your home's architecture. Our windows are manufactured for unparalleled beauty and performance. We begin with intense testing and stringent quality control and continue with design improvements and performance upgrades. The result is a thermally efficient, aesthetically pleasing design. Preservation Windows are custom-manufactured and adaptable to virtually any specific opening. Our complete product line includes double-hung, sliding, picture, casement, awning, hopper, bay, bow and garden windows, patio doors and a full selection of specialty shapes.

Over the years, more than 5 million American homes and thousands of commercial projects have been improved by our products. We're proud of our heritage and offer you a continued commitment to the same innovation and quality that has made us a leader in this industry.

# HOMEOWNER INFORMATION

Installation of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Installation: \_\_\_\_\_

## HOMEOWNER:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

## INSTALLED BY:

Contractor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Warranty Number \_\_\_\_\_

Carefully read this guide and record the necessary information above. Then, file this guide with all of your other important documents. This manual will serve as a quick reference guide for the care and operation of your new windows, as well as warranty information should future service be necessary.

**IMPORTANT:** Do not open the sash for at least 24 hours after completion of installation. It is the manufacturer's recommendation that your new windows not be opened for 24 hours to allow for caulking compounds to cure and set properly.

# DOUBLE-HUNG WINDOW



Photo 1



Photo 2



Photo 3



Photo 4

Double-hung windows are designed to allow both sashes to raise, lower and tilt in for cleaning the outside surfaces of both the upper and lower sash.

## TO TILT THE LOWER SASH, FOLLOW THESE STEPS:

- 1) Unlock the window.
- 2) Raise the lower sash a minimum of 3".
- 3) Pull both tilt latch buttons (located on the top rail of the sash) towards the center of the sash to disengage them from the mainframe jambs. **(photo 1)**
- 4) With both hands, carefully pull the top of the lower sash in toward you slightly beyond a 90° position. **(photo 2)** Support the sash while cleaning the exterior. **(photo 3)**

## TO TILT THE UPPER SASH, FOLLOW THESE STEPS:

- 1) Lower the upper sash to at least 2" above the sash stops (located in the lower outside track).
- 2) Pull both tilt latch buttons toward the center of the sash to disengage them from the mainframe jambs.
- 3) With both hands, carefully pull the top of the upper sash in toward you slightly beyond a 90° position and rest it on top of the supported lower sash. (The upper sash cannot be tilted in without the lower sash being tilted in.) **(photo 4)**

To replace the sashes to the operating positions, hold the top rail of the sash with both hands and push it all the way into the mainframe tracks. Make certain that the tilt latch buttons click in to lock the sash in the mainframe. If the tilt latches are not reengaged in the mainframe, the sash may fall inward unexpectedly.

Note: To tilt both sashes in, tilt the lower sash in first, then tilt in the upper sash. To reengage the sashes, reposition the upper sash first, then the lower sash.

# SLIDING WINDOW

Sliding windows are designed to roll from side to side in their own tracks. They are removable from these tracks for the cleaning of the exterior surfaces.

## TO REMOVE THE INTERIOR SASH (OR RIGHT SASH), FOLLOW THESE STEPS:

- 1) Roll the right sash to within 3" of the left side. This will enable the sash to bypass the sash removal and limit block located in the header of the mainframe. **(photo 1)**
- 2) Lift the sash up into the header of the mainframe as high as it will go.
- 3) Pull the bottom of the sash toward you. This will clear the rollers and sash frame from the mainframe. **(photo 2)**
- 4) Lower the sash to the floor. **(photo 3)**

## TO REMOVE THE EXTERIOR SASH (OR LEFT SASH), FOLLOW THESE STEPS:

- 1) Roll the left sash to within 3" of the right side.
- 2) Lift the sash into the header of the mainframe.
- 3) Pull the bottom of the sash toward you, and lower it to the floor. **(photo 4)**

Carefully clean the exterior of the sashes. To replace the sashes, simply reverse this process.



Photo 1



Photo 2



Photo 3



Photo 4

# CASEMENT WINDOW



Photo 1



Photo 2



Photo 3



Photo 4

Just as with Preservation's other window styles, casement windows are easily cleaned from the interior of the home.

## TO CLEAN THE CASEMENT WINDOW, FOLLOW THESE STEPS:

- 1) Turn the screen retainer clips 1/4 turn counterclockwise.
- 2) Remove the screen.
- 3) Clean the interior side of the sash.
- 4) Unlock the window. **(photo 1)**
- 5) Crank the sash all the way to its full open position.  
**(photos 2 and 3)**
- 6) Clean the exterior of the sash by reaching your arm through the space between the mainframe and the sash.  
**(photo 4)**
- 7) To reinstall the screen, place it into the opening and turn the screen retainer clips 1/4 turn clockwise to hold it in place.

These instructions may not apply to egress models.

# SWING AND CLEAN WINDOW

Swing and Clean windows have similar features to a sliding window, except the hardware and frames allow you to swing the sashes in for easy cleaning.

## TO SWING IN TO CLEAN, FOLLOW THESE STEPS:

- 1) Unlock the window.
- 2) Roll the interior (right) sash at least 3" from the right jamb.
- 3) Push both easy grip sash locks to allow the sash to swing inward. **(photo 1)**
- 4) Once the sash swings inward past four degrees, the pivot point will remain in place. **(photo 2)**
- 5) Hold the meeting rail and pull toward you to enable you to clean the exterior of the sash. **(photo 3)**
- 6) Roll the exterior (left) sash at least 3" from the left jamb and follow the above instructions. **(photo 4)**

To reengage the sashes, swing the left sash in first. Pick up, and reinsert the release handles into the sash retainer clips. Make sure they snap in place. The sash should roll easily again. Now proceed with the right sash.

Keep the tracks clean and free from dirt and debris. An occasional light coating of silicone spray lubricant eases the operation of the sashes.

For the center sash of a 3-lite, or a large 2-lite sash, make sure the sash is properly supported while swinging in, and while cleaning.



Photo 1



Photo 2



Photo 3



Photo 4

# CARE AND CLEANING

## WINDOWS:

Label and tape adhesive should be removed by alcohol-based cleaners on small glass areas only. After this is removed, thoroughly wet the glass and rinse with plain water.

Glass can be cleaned with regular or ammonia-based glass cleaners.

Vinyl PVC products can be cleaned with a solution of mild soap and water. For heavier cleaning tasks, the window manufacturer recommends commercially advertised household cleaners. Use any non-abrasive cleaner for tough jobs. Do not use solvents, paint removers or sharp objects to clean your windows and patio doors.

Condensation is caused by excess interior relative humidity in the home. It is your responsibility to control your home's relative humidity. For more information, request a copy of *Your Guide to Common Household Condensation*.

If mildew is a problem in your area, use an appropriate cleaner or mildew controller found in your local store.

The tracks of the double-hung and sliding windows are exposed to the outdoor elements, which can contain abrasive elements such as dirt, leaves, sand, grease, soot, etc. If these elements are not removed, they can be ground into the vinyl tracks when the sashes are operated. A minimum semi-annual cleaning is recommended. These tracks can be cleaned with a small, stiff nylon brush, then wiped down with a soft cloth. If necessary, an occasional light coat of silicone spray lubricant on the track of the sliding window, will help to ease the operation of your window without leaving an oily residue which can collect more abrasive elements.

Follow the manufacturer's recommendations for safe use of any chemical or cleaner. Any cleaning information suggested in this manual is only to assist you. The window manufacturer assumes no responsibility for results obtained which are dependent on the chemical solutions as prepared, and quantity and method of application.



## SCREENS:

Screens can be cleaned easily with a soft brush accessory from a vacuum cleaner. If a more thorough cleaning is desired and the screens need to be removed, follow these steps:

### DOUBLE-HUNG WINDOW

- 1) From the interior, raise both sashes to their highest position.
- 2) Raise the screen up to a point where you can get your hand on the lower aluminum frame section.
- 3) Push the screen to the left side of the window. The screen has springs on this side.
- 4) Once the screen is positioned as far left as possible, gently push the right side of the screen toward the exterior.
- 5) Once the right side is disengaged from the screen track, remove it from the left side as well.

### TO REPLACE THE SCREEN TO ITS TRACKS, FOLLOW THESE STEPS:

- 1) The springs should be positioned on the left. Place the springs in the left screen track.
- 2) Push the screen as far left as possible.
- 3) Pull the right side in, center it in the right screen track, and reengage it in that track.

### SLIDING WINDOW

To remove a screen on a sliding window, simply pull up on the aluminum screen track bottom, placing it all the way up into the top screen track. Push out the bottom to clear the screen from the bottom screen track, and disengage the screen at the top.

To replace the screen, reverse the above steps.

# DO'S AND DON'TS

## DO

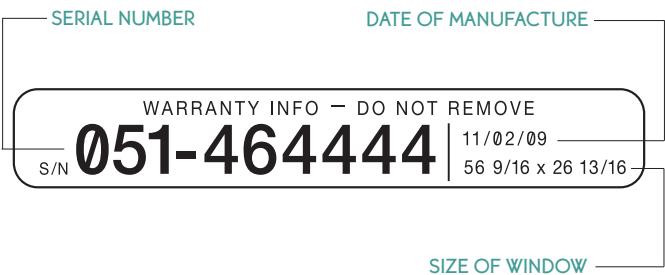
- Open the top and bottom sash for improved ventilation.
- Use both hands to support sashes while tilting them in to clean.
- Support the sashes when they are in the cleaning position.
- Make sure the tilt latches are fully engaged after tilting sashes back into the operating position.
- Make sure the top sash on a double-hung window is closed and up all the way before locking the window.

## DON'T

- Leave the lock in the locked position when closing the window, this will damage the keeper.
- Attempt to remove the sashes on double-hung windows.
- Use oil base spray lubricants such as WD 40, they attract dirt. Use a silicone spray for lubrication.
- Use abrasive-type cleaners to clean the glass or vinyl on these windows.
- Use solvents to clean the windows.
- Use the crank on a casement window without unlocking the window first.
- Use a high pressure hose to clean the outside of a window.
- Install a window air conditioner in a vinyl window without adequate support.

# WARRANTY LABEL

The warranty label on your windows will provide all the pertinent information about your windows for years to come. The label should be left on the window frame for possible future reference. The label includes the following information:



The warranty label number references a Preservation database containing all window and component information should your window need warranty service.

If you need warranty service, write to the address listed on your warranty and state the nature of the claim within 30 days of discovery. We will refer your claim to the proper representative, then notify you by mail of your contact person. Please allow a reasonable amount of time for an inspection. We will process your claim as per terms of the product warranty.

## YOUR INVESTMENT

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Thank you for your investment in Preservation Windows. We firmly believe that this product selection may very possibly change your daily life, every day, in your most personal space — your home.

Quite simply, Preservation Windows stand for quality. For decades, we have worked to refine our products to achieve peak performance and provide effortless operation and maintenance. From our commitment to design, to our state-of-the-art manufacturing methods, to our quest to achieve the ultimate in energy efficiency, beauty and durability, we continue to strive to meet the demands of homeowners just like you, who quite simply, want the best.

That's why Preservation is a perfect fit for your home, and for your lifestyle. Thank you for allowing us to present to you the finest building products available today. We are confident that Preservation Windows will help you to meet your needs for your most important investment . . . your home. Ask your contractor about the complete Preservation Collection.

**PRESERVATION**<sup>®</sup>

WWW.PRESERVATIONCOLLECTION.COM