



Ambass-A-Door

Windows & Doors Ltd

HOW TO REMOVE SASHES

GENERAL INFORMATION FOR REMOVING SASHES FROM THE SURLINGHAM / SANDRINGHAM RANGE OF WINDOWS

Removing window sashes requires a minimum of two people and should only be undertaken by skilled / knowledgeable people.

Ensure the persons removing sashes do not over reach, thus falling out of the window or endangering anyone below.

WHEN REMOVING ANY SASH TAKE CARE NOT LOSE BALANCE OR RISK FALLING THROUGH WINDOW.

DISCLAIMER

Property owner

You must ensure the person you are employing is a knowledgeable and capable of doing the work. If you downloaded the information you must ensure the person undertakes a risk assessment before he starts any work. Once this information is down loaded it is your responsibility to ensure nobody has a copy of the information without bring to their attention the risks that could occur then undertaking the work required.

Skilled Tradesperson

You must be a fully trained and a fully skilled person with full knowledge in the task you are going to undertaking. You must undertake a risk assessment before you start any work. Once this information is down loaded it is your responsibility to ensure nobody has a copy of the information without bring to their attention the risks that could occur then undertaking the work required.

Examples of Risk Assessments

When removing sash be careful not to drop sash or tools endangering people below. Once sash is removed there is a risk of a child or person falling etc. These are just two examples and by no means exhausted. Each window / door is different size, weight and each property is different therefore Ambass-A-door does not accept any responsibility for the information contained within these controlled documents which are available on this website. AmbassA-door do not accept any liability for damages (direct or consequential) as a result of using the information.

To remove the sashes of any Ambass-A-Door's products you must be a fully trained joiner / carpenter with knowledgeable of the workings of the product in question and be aware of the dangers that will occur when doing this operation.

CORDS & WEIGHTS

To remove bottom sashes follow the procedure below: –

Keep the bottom sash as low as possible. Remove one vertical staff bead (FIG 1, Item A). If Simplex gear is fitted, open the staff bead as previously instructed in the cleaning statements, therefore allowing the bottom sash to pass.

Holding the sash tightly remove the bottom sash from the window (out past the jamb where staff bead has been removed / opened).

Mark each side of sash with a pencil to give the position of the cord before removing the nails. AT THIS STAGE IT IS DANGEROUS AS THE SASH WILL ONLY BE SUPPORTED ON ONE SIDE, AND IS NOT COUNTER BALANCED. On the end of each cord a lead weight has been secured, therefore do not let go of the cord, as this will damage the window. There must be enough people to help with removal. Tie an easy release knot to stop the cord disappearing past the pulley. This can be either done before removing the sash or after the nails have been removed. There are many safety points to consider during this operation. E.g. The weight and or size of the sash, and standing on steps or a chair with no sash in the opening.

To remove top sash follow the procedure below –

Remove the parting bead (either timber or plastic bead) Fig 1 Item B. At this stage be careful the bottom pocket on the jamb does not fall out. Pull down the top sash as far as it will open.

Follow procedures as above for removal of top sash.

To re-install top sash follow the procedure below: –

Remember - The top sash must be installed before installing the bottom sash.

Hold the top sash close to the side of the window and line cord with pencil mark and re-nail both cords into position. If cord is broken or damaged the cord must be replaced. Remove the pocket to gain access to the lead weights. Feed new cord through the pulleys at the top of the window. Tie new cord to weights and cut Cord to length.

Slide sash back between parting bead and outer lining.

If new cords have been fitted, ensure sash opens and closes correctly. If the sash does not operate correctly the cord length needs to be adjusted.

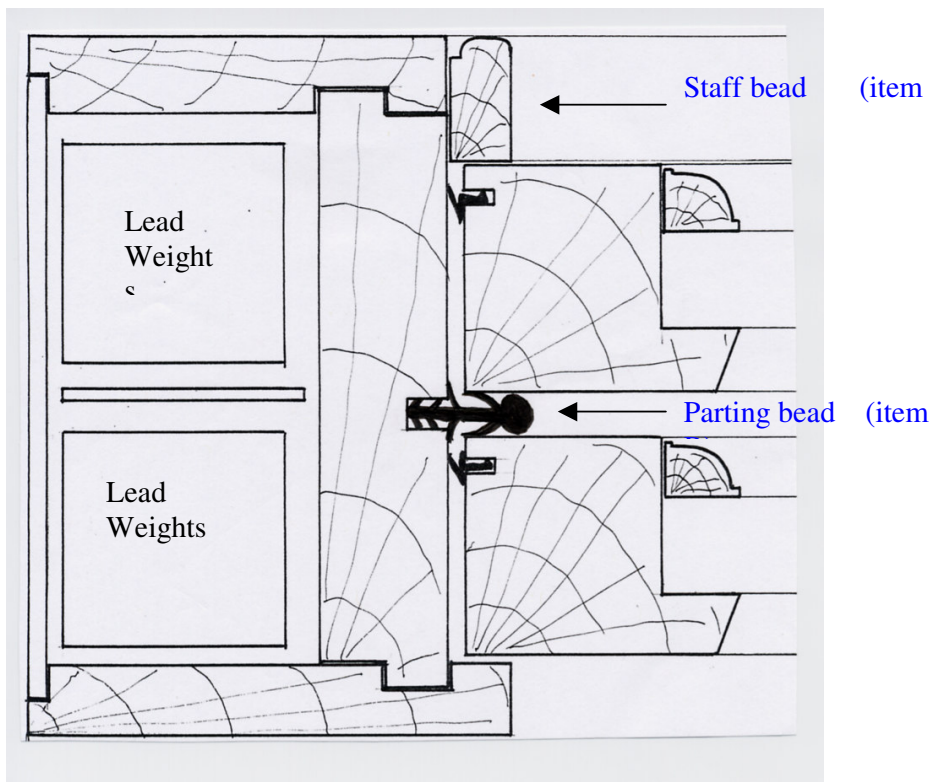
Reposition and push back the parting bead.

Remove knots from the cord and be careful not to jam fingers!

To re-install bottom sash follow the procedure below –

Follow procedure as for top sash and then finally replace inner staff bead.

Figure 1



SLIDE & TILT WINDOW

To remove sashes follow the procedure below: –

Release plastic catches, or the Chubb side bolts (dependent upon what's fitted), and tilt the bottom sash inwards. Ensure the bottom sash is laying flat and fully opened to its maximum opening height. This ensures that the plastic track is tight against the top stop mechanism. This will reduce the amount of tension on the balances. If you do not release the tension the plastic track will slam into the stop and will damage the spring. (Keep top sash in the closed position)

Remove two screws, which secure angle foot to sash. (Fig 3) and the slide sash out of channel that are on the side of the sash stiles

Pull down angled foot by say 50mm – thereby, moving the plastic slider downward.

Slide out stay arm at the top of plastic track. (Fig 2)

SLOWLY RELEASE FOOT SO THAT IT DOES NOT SLAM INTO TOP OF WINDOW (as this will damage spring balance)

Repeat above for top sash if required, (keep top sash as high as possible in the track).

NEVER REMOVE THE TOP OR BOTTOM TRAVEL STOPS

To re-install sash follow the procedure below: –

Remember - The top sash must be installed before installing the bottom sash.

Following the above procedures in reverse.

Ensure you put the plastic stay arm back the correct way, (i.e. rivet at top of plastic slider.) Fig 2.

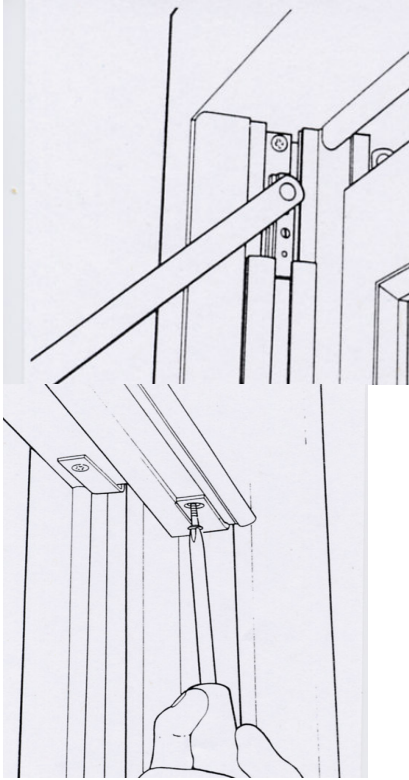


Fig 2

Fig 3

Full instructions and extra help can be found at www.balanceuk.com

SPRING BALANCED WINDOW

Ensure the bottom sash is opened fully to its maximum height. This will reduce the amount of tension on the balances. If you do not release the tension, the sash will slam into the top of the window and will damage the spring. (Keep top sash in closed position)

Remove the staff bead on one side of window. (FIG 1 item A)

Prop a length of timber under one side of the sash to take the weight of the sash, before the next operation. Do not allow timber to fall, (nail or use tape to keep in place).

There are two types of spring, (dependent upon weight)

Fig 5 - With the spring balance adjustment tool - locate tool into the balance at the bottom of the spring. Pull and twist gently to disengage from shoe. (Please contact the Sales Office if you do not have this tool). Gently unwind the spring, therefore not to cause damage. Count the turns / unwinds and write it down, for use when reassembling.

or

Fig 6 – remove one screw and half release the other from the shoe at the bottom of spring. Be careful not to allow the balance to release without control thus damaging the balance. This can be achieved by either using a set of pliers or attaching a strong cord / wire through the screw hole, which will help the controlled release of the balance.

Swap the timber prop from one side of the window to the other. Be careful, as the sash is not counterbalanced.

Repeat operation by adjusting tool or remove screws (as fig 5 or fig 6 as above.)

The bottom sash is now free and may be heavy; therefore ensure enough people to help with removal. Holding the sash tightly, slide the sash down and out of the window, easing the balance out of the grooves. Be careful not to bend the balance tubes.

To remove top sash follow procedure below: –

Remove the parting bead (either timber or plastic bead) FIG 1 item B

Follow procedures as for removing bottom sash.

To re-install sash follow the procedure below: –

Remember - The top sash must be installed before installing the bottom sash.

Slide top sash back between parting bead and front lining. Locate spring into groove (side with the parting bead not removed). Keep sash as low as possible. Swing the sash back into position and insert the remaining balance into the groove. Do not bend springs.

Push the sash as high as possible, and then prop the length of timber under one side of the sash to take the weight of the sash.

Reposition the parting bead by pushing back into groove.

Attach the balances either Fig 5 or Fig 6.

Fig 5 – Gently push and allow the long spiral rod to move up into the plastic tube (Fig 5 item A). Engage the balance tool and pull downwards about 200mm (8”) without rotating (Fig 5 item B). Now apply the quantity of adjustment turns in an anti-clockwise direction as previously noted on point 4. Ensure the same number of turns on each side of the window and correct balancing is achieved. If necessary make adjustment turns in either direction. Do not over tension. Ensure hook on bottom of spiral rod locates into the shoe on the sash (Fig 5 item C).

Fig 6. – Gently pull down the foot attachment using either pliers or wire, (as previous point 4) carefully fold the foot under bottom rail of sash and secure with two screws. The tension on this type of spring can only be increased not decreased. If extra tension is required adjust with a large screwdriver (Fig 4).

To re-install bottom sash follow procedures as top sash and the final replace staff bead).

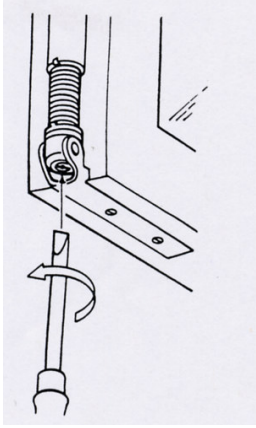
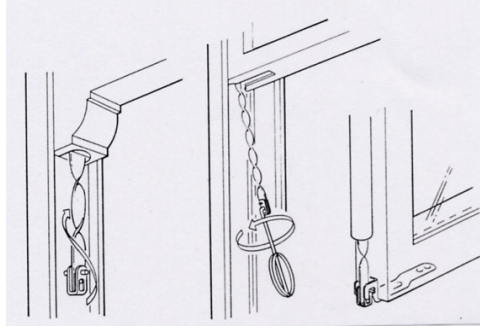


Fig 4

Download full instructions at www.balanceuk.com



Item A

Item B
Fig 5

Item C

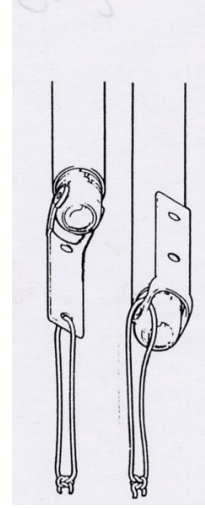


Fig 6

Surlingham 56 casement windows

Sashes hung on Friction Hinges: -

Friction hinges are grooved into window jambs or head section of window, dependent upon side or top hung. (Hinges are not grooved in at cill).

Open sash fully to gain access to the hinges. The screws from a top hung sash can be removed from hinge either side first. Side hung sash must be started at the head section of window. Although the hinge should stay in position, ensure a second person holds the sash. Remove remaining screws at bottom of cill. At this point, be very careful, the sash is loose, and will fall causing either damage or possible danger to people below. There must be enough people to help with removal.

The hinges may require levering out of the groove as the paint / stain may be holding the hinge in place.

Once the sash is free, manoeuvre the sash into the room. If you need to close the hinges to help with this operation, be careful not to trap fingers.

Sashes hung on fully reversible hinges: -

The fully reversible hinges are grooved into jamb section of window. Open sash fully to gain access to the hinges. There must be enough people to help with removal.

Sashes hung on butt hinges: -

Butt hinges are grooved into the jambs or head section of window, dependent upon the sash being side or top hung.

Open sash fully to gain access to the hinges. Ensure all screws can move, and loosen any that are tight. Remove screws from hinges leaving one screw in each hinge. Remove final screws, but, at this point, be very careful as the sash will become loose and will fall causing either damage or possible danger to people below. There must be enough people to help with removal.