

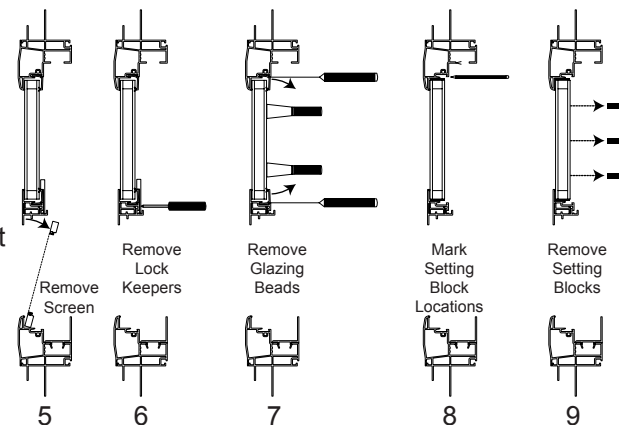
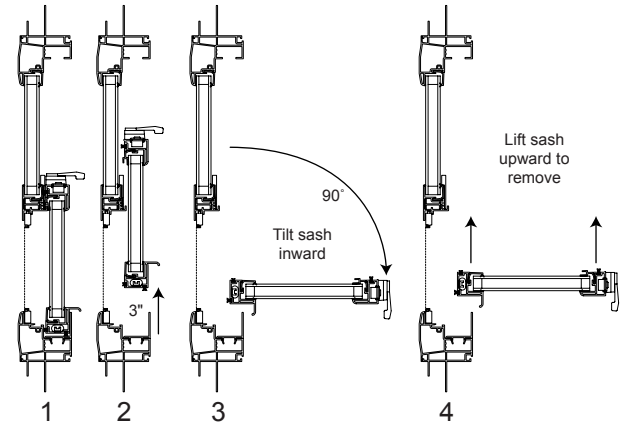


The Series SH-1000 single-hung drywall window allows for the carrying of drywall into the structure through the window. The meeting rail is attached to the frame by the use of notches in the frame, making it removable. These instructions below assume the window has been installed into the structure.

**WARNING: Always wear safety goggles to protect your eyes, gloves to protect your hands, and wear other appropriate safety items for protection.**

### DISASSEMBLING THE UNIT

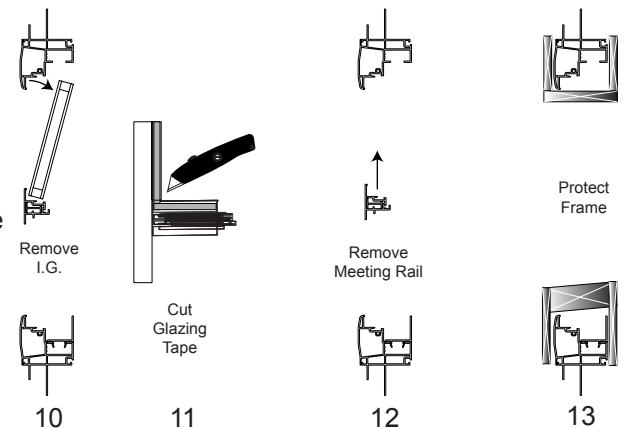
- Window has been installed into the structure.
- Raise the lower sash 3 inches.
- Release the tilt latches and tilt the sash inward 90° (Horizontally).
- Lift the sash upward and out of the tilt shoes to remove.
- Release screen clips and remove the screen (If present).
- Using a #1 phillips screwdriver, remove the screws on the lock keepers.
- Carefully remove the sash snap-in glazing beads using a thin putty knife being careful not to mar the vinyl (Widths first, then heights).
- Mark the original locations of the setting blocks around the insulating glass (I.G.) with a pencil. **IMPORTANT - Note the orientation of the I.G. unit for reassembling. (Soft coat low-e should be on the outside pane of glass, hard coat low-e should be on the inside pane of glass and the discontinuous spacer corner seal should be at the top of the window).**
- Removal of the setting blocks from the top and sides of the sash may be required to remove the I.G. Take care not to chip the glass edges.
- Tilt the I.G. unit inward to remove.
- Using a utility knife, carefully make a horizontal cut in the glazing tape where the meeting rail meets the frame.
- Lift the meeting rail upward to remove it from the frame notches.  
**Store all the components in a protected area to avoid damage.**
- Construct a cover for the sill that will protect the sill against damage (Do not penetrate the window frame with nails or screws). Protect the rest of the frame as necessary. **(A sill guard made from one piece of 2" X 4" and plywood sloped to the outside of the window will absorb pressure from stepping on or dragging drywall into the building).**



### REASSEMBLING THE UNIT

From the interior:

- Remove the sill cover and all protective materials from the frame.
- Set the meeting rail in place in the correct orientation.
- Apply silicone over the glazing tape and joint where the meeting rail meets the frame. (Over top of the horizontal cut in tape from step 11).
- Place the setting blocks on the meeting rail in their original locations.
- Orient the top I.G. as it was prior to disassembly and set it on the setting blocks, center horizontally. (Make sure the setting blocks are located where previously marked in step 8). For glass units with grilles, make sure grille pattern and breaks in the horizontal and vertical bars are lined up.
- Replace the snap-in glazing beads starting with heights first then widths.
- Replace the screen (If desired).
- Replace the lock keepers.
- Replace the lower sash.



It is recommended that the procedures described above are performed by a construction contractor or building professional. B.F. Rich Company, Inc. disclaims any and all liability associated with the use and/or provision of these procedure instructions. To allow for design and specification improvements, the information in this document is subject to change at any time, without notice.