

Vince & Co.

D.I.Y Window Fitting Guide

N.B. Always check the size of your new framework against your old frame before removing old frame MISTAKES CAN HAPPEN.

- Before commencing installation of your windows you should check you have all necessary materials and tools to complete the job. In particular you will need exterior silicone, interior decorators' filler, superglue and activator, frame fixings, screws, glass packers and timber wedges (wedges are required to ensure frame is set 'square' and level, sometimes plastic glass packers are used as wedges). The glass packers are required for creating the 'setting' and 'spacer' blocks (the pressure and packing points). This is particularly important for toeing and heeling, which will be referred to later. You may also require expanding (fixing) foam and interior and exterior PVCu cover trims.
- Ensure you have the correct safety gear, there are no one eyed fitters and Pirate is not a category in the job centre!
- PVCu frames are delivered unglazed. Before installation of the frames, remove the vertical and horizontal glazing beads by exerting pressure on the bead at the joint to the frame. Keep these beads in the order that they have been removed, they need to go back in the same order. It may be necessary to use a wide-bladed stripping knife to help lever the beads out of position, but do take care not to damage the PVCu frame.
- Before fitting make sure that the opening is clear of obstructions and then cut the cill to size allowing for any horn, fit the cill ends. Level the cill in the opening using a suitable packer and apply a line of sealant to the back edge. Lift the window into place (use assistance if required) and centre up in the opening allowing an equal gap either side. You are now ready to fix the frame.
- Whichever type of frame fixing you use, you need to make sure that the frame is fixed at NO LESS than 150mm from the corner and NO MORE than 600mm apart. Find a good solid point for fixing and drill a clearance hole ready for your screw.

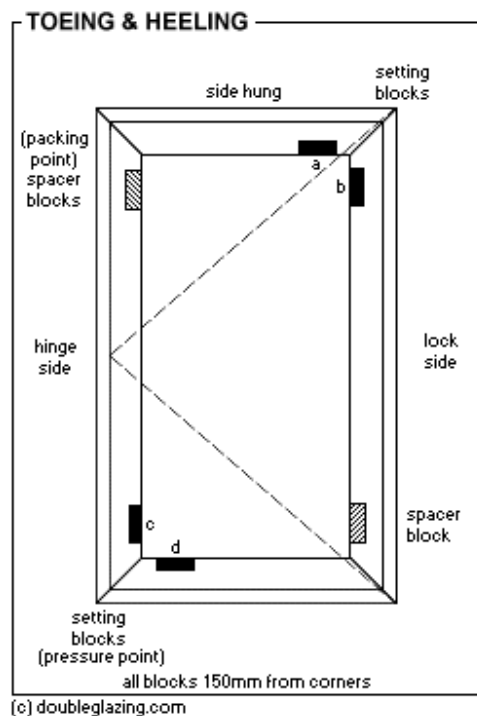
*** FITTERS TIP FOR WINDOWS ***

Not all houses are level. Leveling side to side is essential but from front to back (inside to outside) does rely a lot on the look of your brickwork. You may have a totally level window but if it looks out of line to your brickwork it will always look wrong.

*** FITTERS TIP FOR DOORS ***

Unlike windows, doors do have to be level. The operation is more important than the look. It is recommended to fix the hinge side first. Put in enough fixings to ensure the weight of the door is properly supported and fix as near to the hinges as reasonably possible. Before fixing the lock side push the door leaf closed and look at the gap between the leaf and frame. Adjust the FRAME to allow an even gap all the way down and fix in place. Once again make sure you put in enough fixings to secure the frame. For French doors just follow the hinge side fitting guide.

- Once you are happy with the level, operation and look of your frame, screw down to the cill using 50mm self tapping screws. Make sure the cill and frame have made good contact. Where required put fixings in the head. Expanding foam can be used after the frame is fitted to fill larger gaps. It is NOT a substitute for screws.
- You are now ready to start glazing. We recommend you start with a small unit first to build up confidence and get experience. To ensure all openers open with adequate clearance, you need to undertake the process described earlier as toeing and heeling. To start, please ensure all edges of the sealed unit are free and clear of dust and grit. The process of toeing and heeling is done by means of setting blocks and packing/spacer blocks which are essentially both made out of glass packers, but referred to in different terms to distinguish the 'action' of the blocks. When placing the sealed unit in the opener, make sure it is centralized. First, however, fit a setting block on the base of the opener at the position nearest to the hinge.
- Toeing and heeling: With the sealed unit centralized, fit packing/spacer blocks between the glass and frame as per above toeing and heeling drawing. The blocks should be fitted so as to prevent the glass moving up and down from side to side. Note blocks A and B are always located at the top of the frame on the side furthest from the hinges, whilst blocks C and D are at the bottom of the frame on the side closest to the hinges. When you are satisfied the blocks are positioned correctly you can check the operation by carefully opening and closing the opening. (Remember, however, the glass is not fixed - it is an idea to hold in position with one hand whilst checking the operation.). If it does catch, the toeing and heeling blocks will need resetting to correct the frame distortion. Once the opening window works satisfactorily you can complete the glazing process by tapping the glazing beads into position with a soft faced mallet, shorter beads go in first followed by the longer ones. It is essential to spray around the edge of the glass with glass cleaner to aid glazing.



- You are now ready to start making good. Clear all protective tape off frames and generally clean up. Apply silicone externally and decorator's chalk internally along with any cloaking fillet/Dee moulding or miscellaneous PVCu trims required. Once all gaps have been filled and trims affixed, complete process by thoroughly cleaning frames and glass with recommended cleaners. You may also wish to apply a little silicone lubricant (some people suggest WD40) to espagnolette locks and hinges. You can also adjust hinge friction by means of the brass grub screw adjuster fitted.