



1

Window Balancer Change

STANDARD PROCESS

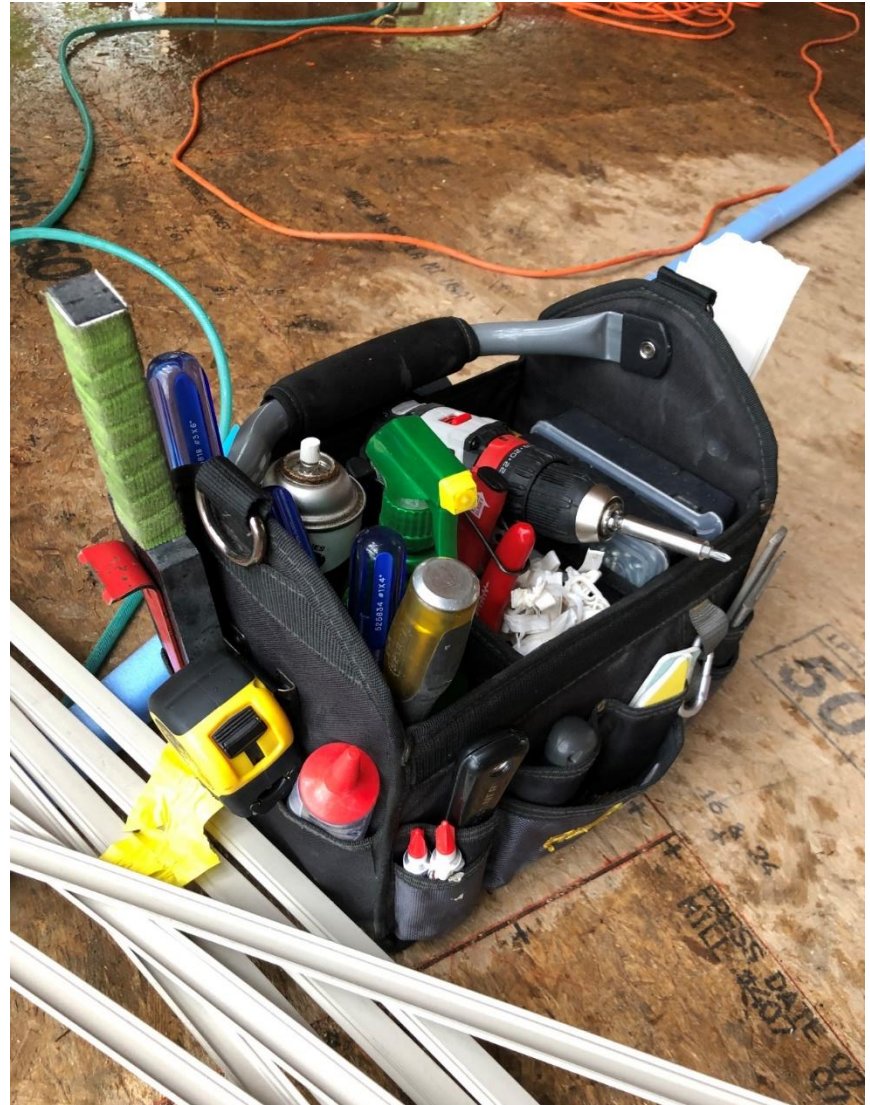
- Replacing window balancers
- Less than five minutes per window

This procedure should be performed with vigilance. Any damage incurred during an improper balancer change will void the warranty.



Tools Needed

- Safety Glasses
- Gloves
- New Balancers
- Replacement Clips



STEP #1 – Sash Removal

To change the window balancers, the sash (slider) must first be removed.

- To remove the sash, the metal clips on the interior side must be pulled out and exposed (not flush with the slide track)
- To expose these clips, the window must be shut



STEP #2 – Sash Removal

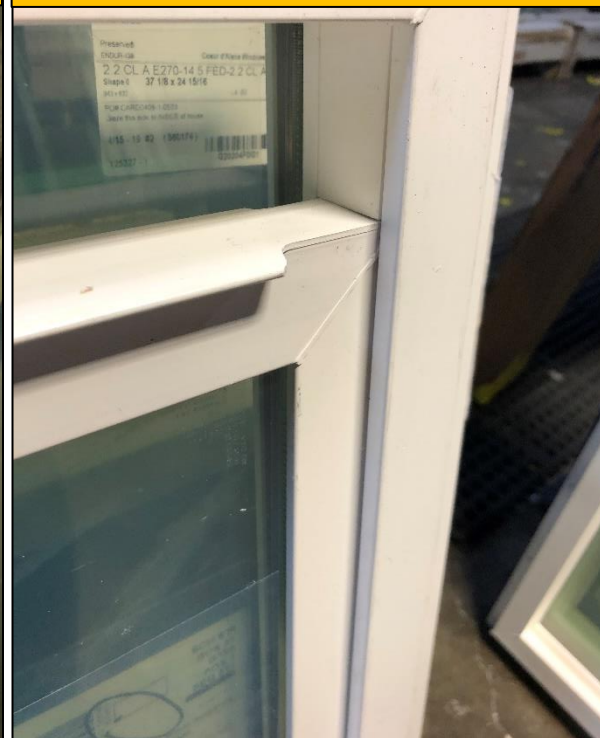
For the clip to hook the window balancer, the sash must be lifted slowly

- Lift the sash slowly, allowing the clips to hook the window balancer (#1)
- Once the clips have hooked onto the balancers, lift the sash the remaining distance until the window sash is open to the fullest extent (#2)

Metal clip engaging the balancer (#1)



Sash in the open position (#2)



STEP #3 – Sash Removal

Once the sash is in the open position it can be moved to one side or the other and removed from the track

- Firmly grasp the sash with both hands
- Adjust the sash to the left or right
- If the sash is moved horizontally to the left, the right side (as pictured) will be exposed
- Remove the sash from the frame and place to the side



Sash slid to the left, then removed

STEP #3.5 – Balancer Sizing

To replace the current balancers with properly sized new balancers, the current balancer size must be determined

- To determine the size of the current balancers, completely remove the sash and locate the bottom portion of the balancer
- The balancer size will be at the beginning of the text, in the form of “XY-Z” (in this case, 26-9)
- Report these digits to The Coeur d’Alene Window Company for determination of the new balancer size required



Bottom portion of balancer located here

STEP #4 – Remove Window Balancers

****This step should be performed with caution****
****The person performing this step should be of adequate strength and ability****

Window balancers are spring loaded and require strength to compress

- The window balancers will be hooked onto the clips inside the slider track (#1)
- Using adequate pressure, push down on the top of the window balancer (#2)
- Once the balancer is compressed, it may be pivoted outwards away from the clip and removed
- Repeat this step on the opposite side



Balancer hooked on clip (#1)



Push down on balancer (#2)

STEP #4 – Remove Window Balancers

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Balancer hooked on clip (#1)



Push down on balancer (#2)

STEP #5 – Hardware

Once all hardware is removed, the new hardware may be installed

- If the metal clips were not bent or damaged, they may be reused
- A balancer has a top and bottom
- A balancer clip also has a top and bottom



Window Balancer



Balancer Clips

STEP #5 – Hardware

Once all hardware is removed, the new hardware may be installed

- The replacement balancers should look nearly identical to the originals
- The top side of the balancer has a plastic cap with a notch
- The bottom of the balancer has a plastic cap and metal hook



Window Balancer (Top)



Window Balancer (bottom)

STEP #6 – Install Window Balancers

****This step should be performed with caution****
****The person performing this step should be of adequate strength and ability****

Installing the balancers will be the reverse of removing them

- Insert the hook located on the bottom side of the balancer into the hole in the frame (#1)
- Push downward on the top of the balancer cap, loading the spring



Balancer end with hook (#1)



Push downward (#2)

STEP #7 – Install Window Balancers

****This step should be performed with caution****
****The person performing this step should be of adequate strength and ability****

The window balancers should hold themselves in place with the spring tension

- Push down and out (toward the window frame) (#1)
- Once the balancer spring is loaded (has tension), tuck the plastic cap located at the top of the balancer under the bottom of the balancer clip (#2)



Push down and out (#1)



Tuck cap under clip (#2)

STEP #8 – Install Window Sash

Install the sash into the window frame

- Insert the left or right side of the sash into the slider track
- Once one side has been inserted, the other side should easily move into place (#1)
- Once both sides of the sash are inside the main frame, slide the sash down, until it clears the stopping blocks
- Once the stopping blocks are cleared, the sash should sit evenly inside the slider track (#2)



Left side of sash in track (#1)



Both sides of sash in track (#2)

STEP #9 – Install Window Sash

Once the sash is sitting evenly inside the slider track, close the window

- With the window completely closed, push the metal balancer clip into the main frame
- The balancer clip should be flush with the slider track (#2)
- The window should operate as normal



Sash inserted, ready to close



Balancer clip flush (#2)

STEP #10 – What To Expect

Normal operation of a single or double-hung window includes:

- A sash that does not slam when opened or shut, assuming average force applied to the sash
- A sash that does not fall or close on its own when in the open position
- A sash that is easily opened, with minimal force

Maintenance tips for a single or double hung are as follows:

- Apply wax or silicone to the slider track
- Regularly dust and clean the window, including in the slider tracks
- Do not use harsh detergents on any vinyl, acrylic or painted products

Term Definitions

- Hardware – A piece of the final product that may or may not be removed prior to painting
May be a handle, lock, screws, bolts, nuts, track, knob
- Five-Foot Rule – A blemish should be repaired/fixed if it is visible at a distance of five feet
- Astragal – The vertical piece of vinyl with a lock keeper and also a cap on each end that allows two patio doors to slide together and lock in place
- Lock Keeper – The plastic/metal receiver, opposite the slider locking mechanism, that the locking teeth attach to
- Sash – Synonymous with Slider (i.e., the actual door itself that slides back and forth)
- Frame – The vinyl pieces that compose a square/rectangle shape in which the glass is encompassed in
- Setting Blocks – The small pieces of vinyl that fit into the inside of the door frame (on the bottom only) that allows the glass to sit on
- Bead – The vinyl strips, approximately ¼” thick by 1” wide, that fit into a groove in the frame and hold the glass in place and give a neat appearance
- Bead Pocket – The groove in the vinyl frame that the bead lip gets inserted into
- Slider/Sash Rail – The metal rail on the bottom of the patio door frame that the slider/sash wheels roll on
- Slider/Sash Track – The track, groove, rail, or area on the patio door frame where the sash slides on and through
- Weld – The joint at any given corner, where two pieces of vinyl have been heated up and welded together