

## HOW TO REPLACE A WINDOW

### **Taking the window dimensions:**

- Check the opening bed for the window frame.
- If opening has the reveal offset, make sure that the window frame will not be fully behind the reveal.
- The reveal surface must be cut off if it is going to cover the window frame for more than 2 centimeters.
- Measure the height and width of the opening at least in three places: right, left, top bottom and in the middle.
- The window should be 1,5 – 3 centimeters smaller than the opening.

### **Preparations:**

- Clear the area - inside and out. Remove furniture and protect the floor.
- Prepare a place for rubbish.
- Ensure a safe, sufficient power supply for power tools.

### **Taking down the old window: BE AWARE, THE FRAME IS LOOSE AND HEAVY**

- Detach the leaf/casement of the window to make it lighter and easier to work with.
- Remove all architrave, sills, plaster, etc.
- Find fixings in the frame: nails, screws wedges that fasten the frame to the wall and remove.
- Cut away any sealants.
- Remove the window frame carefully; you may want to reuse it.
- If the frame will not move, cut the vertical legs of frame at 45 degrees and leverage out.
- Remove and clean off any loose materials around the opening.
- Level, plumb and square using cement plaster, timber, brick, etc.



### **Mounting a new window:**

- Detach the leaf/casement from the window, deglaze the window to lighten and make more manageable.
- Settle the window frame into the opening, level with wooden packers, plumb and secure with wedges.
- Check diagonals of frame for square and again check all level and plumb of frame. Leave the wood packers/wedges as they help to pass the window load to the wall.
- Drill two holes in the vertical posts of frame if its length is less than 120 centimeters and three holes if more; holes must be around 10 centimeters from horizontal rails and in the centre, 6 millimeters in diameter.
- Drill pilot holes for the screw or fixings in to the wall, through the holes drilled in the frame. Depth should be 50-70 millimeters in concrete, 80-100 millimeters in brick, 100-120 millimeters in wood.
- Use screws/anchors recommended by window manufacturer.
- Fill the space between window and wall opening with expanding foam.
- Use expanding foam recommended by the window manufacturer.



### **Mounting new internal and external sills:**

- a. Sills should be compatible and provided with the windows.  
The sill must be secured flush or inserted into the window frame.
- b. The sill should be cut to the shape of the reveal.  
The external sill must slope around 15 degrees away from the home.
- c. External sill should be UPVC, steel or ceramic tiles.  
The internal sill should be level: timber, ceramic tile or UPVC.
- d. Fill any voids/gaps below the sills with expanding foam.
- e. Trim back excess expanding foam with a knife.



### **Finishing reveals/walls:**

- a. External holes can be filled with expanding foam and sealed if a gap < 10 millimeters. External reveals can be made good with waterproof plaster, UPVC or timber.
- b. Internal reveals can be made good with plaster, UPVC or timber.
- c. Inside reveals can also be plastered with putty if no major damage.
- d. Seal all the joints with mastic.
- e. Apply two coats of facade paint or lime wash on plaster and/or timber.



### **Finishing the work:**

- a. Mount the glass pack back in the window frames, using supplied beads.
- b. Hang the window casement/leaf back on the hinges.
- c. Test manually how the window mechanically operates.
- d. Remove the manufacturer tapes on the frames and install other fixtures.
- e. Sign a formal act of work acceptance if you used a contractor.

