

SEALCRAFT

Architectural Window Systems

STANDARD PROCEDURE

No. I-120

Window Installation Instructions
Hung Window Systems with Front Flange and Interior Trim

Examined, Accepted and Approved

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Title: President

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1.0 INTRODUCTION:

- 1.1 The purpose of this standard procedure is to establish the procedures required for the successful installation of Seal Craft window systems utilizing front flange (integral or applied) into constructions that incorporate metal framing, wood framing, masonry, existing window perimeter frames and/or various exterior construction elements.
- 1.2 Front flange is a system that allows for the installation of windows into an opening where certain framing elements including the old window frame need to be covered, panned or jumped over in the installation. Front flange is an installation system that adds exterior width and height to a window while maintaining the original window depth. Window installations that incorporate front flange will typically require the use of interior trim to finish the interior perimeter of the installation.
- 1.3 Front flange systems are also sometimes used as an attachment or flashing method. Special thought and consideration should be exercised to ensure the weather tightness of such installations. The procedure described herein details the more common application of using the front flange system to pan over existing elements within retrofit applications.
- 1.4 Front flange may sometimes be referred to as exterior flange, fin or mini-pan but all refer to the front flange system as described above.
- 1.5 The guidelines set forth herein are based on standard industry practices and Seal Craft specific recommendations coupled with our understanding of job site conditions and requirements.
- 1.6 This procedure does not purport to address all of the safety problems that may be associated with its use. It is the responsibility of whoever uses this procedure to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.

2.0 INSTALLER QUALIFICATIONS AND RESPONSIBILITY:

- 2.1 The window installation subcontractor should be an experienced mechanic in the field with at least five continuous years of successful experience installing similar window systems into projects of similar magnitude and design.
- 2.2 The basic function of the window installation subcontractor is to ensure that all windows are installed per the approved manufacturers written instructions and job specific Shop Drawings as approved by the Architect or Owner's Representative.
- 2.3 The window installation subcontractor shall be responsible to ensure that all openings are correctly prepared and ready to accept new window units. Any problems found should be reported to the General Contractor or approving authority promptly and the window installation should not be initiated until all opening deficiencies are corrected.

- 2.4 The window installation subcontractor shall then be responsible to ensure that all windows are properly installed, adjusted and ready for use by the Owner, with the exception of final glass washing, which is to be preformed by the pre-occupancy clean-up subcontractor.

3.0 RESPONSIBILITIES:

- 3.1 The window installation subcontractor is responsible to gain a full and complete understanding of pertinent information relating to his/her scope of work including but not limited to this document, approved shop drawings and specifications, construction drawings and job site requirements.
- 3.2 The window installation subcontractor is responsible to train his/her workforce in proper material handling, erection and safety procedures including OSHA and Prime Contractor safety requirements.
- 3.3 To ensure that a qualified window installation superintendent is on site during all window installation activities.
- 3.4 To provide all caulk, fasteners, shims, backer rod and machinery etc. and sufficient qualified workmen to perform the installation professionally, safely and on time.
- 3.5 To ensure that all materials are stored and protected prior to installation.

4.0 DUTIES:

- 4.1 The window installation subcontractor shall attend all required job site progress and safety meetings.
- 4.2 Maintain open communication and foster a harmonious relationship with contractor and other related trades.
- 4.3 Receive all window material shipments, verifying quality and quantity and that those products are fit for installation, immediately reporting any deficiencies directly to Seal Craft as well clearly listing any such problems the Bill of Laden.
- 4.4 General Contractor is responsible to ensure that rough openings in new construction are dimensionally accurate, plumb, square and true.

5.0 FRONT FLANGE ASSEMBLY:

- 5.1 Inspect all openings scheduled for window installation for accuracy of dimension and squareness. All front flange window systems to be anchored into openings plumb, square and without rack or warp - plan for shims as required.
- 5.2 Front flange pan frames are shipped to the job site with the head and jamb flanges attached. Sill flanges are not shipped attached to the window because they can't be successfully handled, shipped or stored, when assembled, without damage. The attachment of the sill flange takes less than two minutes.

- 5.3 Orient the window on a worktable so that the workman has access to the bottom of the sill and select the appropriate sill flange for application.
- 5.4 The sill flange will have two short legs that incorporate one hook on each leg which must be snapped into corresponding legs on the underside of the window's sill. Ensure that the flange extends to the full width of the window plus any jamb flanges that may be in place.
- 5.5 Check the rough opening dimension, width and height, and trim the pan flange as needed prior to installation.
- 5.6 Apply a back seal of the specified sealant to the unexposed (back side) of the front flange corner connections.

6.0 WINDOW INSTALLATION PROCEDURE:

- 6.1 Ensure that all windows are installed in accordance with ASTM E 2112 and with the AAMA 2400-02. The following step-by-step instructional procedure is provided for the convenience of the installing subcontractor.
- 6.2 Remove existing windows from openings without damage to surrounding finishes at the opening exterior and interior. This typically requires the removal of the glass and all horizontal and vertical frame members. The existing window mainframe head, jamb and sill are typically left intact in the opening perimeter. Remove all debris.
- 6.3 Plan for installation fasteners to penetrate the existing window mainframe, which is structurally attached to the building frame.
- 6.4 Set windows into the openings (from the exterior) and shim as required to ensure that the new window is centered, plumb and square in the opening (4 sides).
- 6.5 Install interior trim clips fastening the clip to the window mainframe perimeter and to the adjacent construction or existing window frame. Fastener types and frequencies shall be according to the project specific engineer stamped fastener calculations. The AAMA 2501-06 Voluntary Guideline for Engineering Analysis of Window and Sliding Glass Door Anchorage Systems is the appropriate standard for fastener calculations. Shim as required.
- 6.6 Install interior trim covers at head, jamb and sill. Interior trim members to be square cut to a nominal tolerance to provide a finished trim with minimal gaps at corners.
- 6.7 Sealants to be as specified by architect or equal and applied around the full exterior and interior perimeter of newly installed windows. Follow sealant manufacturer's application instructions.
- 6.8 Check sash operation and make any adjustments as may be required per 7.0.

7.0 ADJUSTMENTS:

- 7.1 Ensure that all sash travel to their full height without undue pressure, scrape or noise. Check jamb track for any debris, dents or obstructions that impede proper travel and correct. In the event that a sash balance has failed, notify Seal Craft immediately for replacement part.
- 7.2 Confirm that hung window jambs are not spread creating excessive lateral sash movement when sash is in the half open position. Measure horizontally between jambs at a point just above the sill and compare similar dimension at the midpoint of window height. Even a slight bow of the jambs (particularly on double hung windows) can cause the sash balances to lose friction and result in sash drift and poor sash operating characteristics. Jamb adjusters are located at the midpoint of each jamb (on double hung windows) and may be tightened with a Phillips head screwdriver to correct any spread jamb conditions that may exist.
- 7.3 Ensure that sash locks work as intended with appropriate amount of operating force. Confirm that sash is closing fully by checking meeting rail interlocks and upstanding sill leg for debris or dents and correct.
- 7.4 Inspect all exposed finished surfaces for scratches, abrasions and dents and correct. Scratches and abrasions should be wet sanded with 400 grit emery cloth, wiped clean and painted with manufacturer provided touch up paint.
- 7.5 Remove all labels or stickers from glass surface, DO NOT remove any gold AAMA labels that may have been required.

8.0 INSTALLATION TIPS:

- 8.1 Where fasteners are used at header locations; if conditions require penetrating steel lenti - ensure that masonry flashing above is not penetrated.
- 8.2 When applying interior trim covers and mullion covers use a mallet and wooden block to apply pressure at the edge of part for ease of snap and to reduce the occurrence of dents.

9.0 MANUFACTURERS DISCLAIMER:

- 9.1 Seal Craft is a manufacturer of quality commercial window systems and as such is compensated for the delivery of the same, per approved shop drawings, unto the job site. Seal Craft is not compensated for, and therefore assumes no responsibility for, building design, interface of its products with other building elements or any area of accountability other than the manufacture and delivery of quality window systems as required under each contract.

- 9.2 The qualifications and procedures as set forth herein are recommendations of Seal Craft as the manufacturer and are intended as a minimum guideline for the successful installation of its products and must be adhered to in order for the Seal Craft warranty to be in effect.
- 9.3 Upon review of the contract documents, shop drawings and manufacturers installation instructions, final architectural determination should be made as to further requirements for flashing, sealant or any other detail that may need to be added or addressed to ensure proper interface with the new fenestration and the desired performance of the same.
- 9.4 Flashing and/or an appropriate method of sealing shall be designed as part of an overall weather resistant barrier system. It is not the responsibility of Seal Craft to design or recommend a weather resistant barrier system appropriate for each job.
- 9.5 The qualifications and procedures as set forth herein must be reviewed and approved prior to commencement of installation activities by a duly authorized and accountable owners representative or agent.
- 9.6 Seal Craft assumes no responsibility for any liability on account of the presence or growth of black mold or any other bacteriological growth in any building or structure in which its window systems are installed.
- 9.7 For building construction, which incorporates EIFS; the EIFS Industry Manufacturers Association (EIMA) guidelines must be adhered to in order for Seal Craft's product warranty to be valid.
- 9.8 By stamping and/or signing or by any other means affixing a 'mark' to the submittal booklet that contains these instructions, both architect and contractor demonstrate complete agreement and accept full responsibility for these installation procedures. Further, both architect and contractor agree that the manner in which the windows are installed is beyond the control of the manufacturer and as such, Seal Craft has no responsibility for any liabilities that may arise from the improper installation of its products.
- 9.9 Should field testing be a Project requirement, installing window contractor shall cooperate fully, preparing window unit(s) as requested by the Architect and/or Independent Laboratory personnel, but in no case participate in an unofficial "garden hose tests". Any field testing shall be pursuant with the current AAMA 502 Standard and Seal Craft shall be afforded the opportunity to attend any and all such testing and given a minimum of 15 work days notice in advance of any field testing.