

SEALCRAFT

Architectural Window Systems

STANDARD PROCEDURE

No. I-131

Window Installation Instructions
Horizontal Sliding Window Systems Without Accessories

Examined, Accepted and Approved

By: D Ray VanNess

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 no panning, fins, flanges, receptors, closures, interior trim or any other accessories into existing construction which incorporates metal or wood stud framing with gypsum board returns on the interior and brick at the exterior.
- 1.2 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.
- 1.3 It should be noted that Seal Craft considers this to be one of the most difficult forms of installation that can be executed. It requires a higher level of attention to detail than other installation methods and much care must be exercised to achieve a waterproof and workmanlike installation. Seal Craft prefers other methods of installation, which are generally more forgiving of slight tolerance variances in existing wall conditions.
- 1.4 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 the pertinent information relating to his/her scope of work including but not limited to this document, approved shop drawings, working construction drawings and specifications 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 are dimensionally accurate, plumb, square and true.

5.0 INSTALLATION PROCEDURES:

- 5.1 Ensure that all windows are installed in accordance with ASTM E 2112. The following step-by-step instructional procedure is provided for the convenience of the installing subcontractor.
- 5.2 Remove existing windows from openings without damage to surrounding finishes at the opening exterior and interior. This may require glass removal and destruction of the frame by collapsing it into the opening. Remove all debris.
- 5.3 Inspect all openings scheduled for window installation for accuracy of dimension and squareness. All windows are to be anchored into openings plumb, square and without rack or warp - plan for shims as required.
- 5.4 Plan for installation fasteners to penetrate the structural stud framing or into

structural masonry elements of the building (not into brick veneer).

- 5.5 Set windows into the openings and shim as required to ensure that the new window is centered, plumb and square in the opening (4 sides).
- 5.6 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.
- 5.7 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.
- 5.8 Seal all screw heads that penetrate the window's sill with 100% silicone. Special care must be taken to ensure that the screw head and surrounding sill area to be sealed is clean and dry. Follow sealant manufacturer's application instructions.
- 5.9 Ensure that exterior weep holes and baffles are unobstructed and functioning properly.
- 5.10 Check sash operation and make any adjustments as may be required per 6.0.

6.0 ADJUSTMENTS:

- 6.1 Ensure that all sash travel (open) to the maximum width without undue pressure, scrape or noise. Check sill track for any debris, dents or obstructions that impede proper travel, correct as necessary. In the event that a panel roller(s) has failed; notify Seal Craft immediately for replacement part, after confirming that the roller required was not included within "Customer Care Kit" provided.
- 6.2 Confirm that sliding window head & sill are not spread creating excessive air infiltration by reducing contact between the sash top rail weatherstrip and the header. Measure vertically between head & sill and compare similar dimension at the midpoint of window height. Even a slight bow or crown of the head and/or sill can cause poor weather sealing and sash operating characteristics.
- 6.3 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 jamb pockets for debris or dents and correct.
- 6.4 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.
- 6.5 Remove all labels or stickers from glass surface, DO NOT remove any gold AAMA labels that may have been required.

7.0 INSTALLATION TIPS:

- 7.1 When fasteners are applied through mainframe members and into the structure ensure that excessive tightening of the fastener does not pull or bow the frame member out of plumb or level. Proper use of shims at the fastener location may allow for the proper seating of fasteners without frame bow.
- 7.2 Where fasteners are used at window header locations; if conditions require penetrating steel lenti - ensure that masonry flashing above is not penetrated.
- 7.3 The installer may wish to ensure that all adjustments are made prior to application of perimeter sealants to ensure that the seal is not broken during adjustment and that there is no sealant smeared by workmen while making final adjustments.

8.0 MANUFACTURERS DISCLAIMER:

- 8.1 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.
- 8.2 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.
- 8.3 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.
- 8.4 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.
- 8.5 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.
- 8.6 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.
- 8.7 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.

- 8.8 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.
- 8.9 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.