



WINDOWS & DOORS

Heritage Series Traditional
**SINGLE HUNG, DOUBLE HUNG,
DOUBLE SLIDING, TRIPLE SLIDING,
STUDIO, TRANSOM & DIRECT SET
WINDOWS**

*INSTALLATION INSTRUCTIONS
Utilizing Installation Clips and/or Screws
Through the Frame*

**READ AND COMPLETELY UNDERSTAND
THESE INSTRUCTIONS
BEFORE STARTING ANY INSTALLATION**

⚠ CAUTION

Lead-based paint may be present in older homes, and the removal of windows & doors may cause this paint to be disturbed. In order to minimize exposure to lead-based paint dust, please consult www.epa.gov/lead for more information.

NOTICE

Proper installation and periodic home maintenance of Kolbe windows & doors is essential for upholding and sustaining the quality of our products. Failure to install and maintain our product according to these instructions will void any warranty, written or implied. The installer is responsible for consulting the contractor, structural engineer, architect, or consumer, for proper installation according to local codes and/or ordinances.

NOTICE

Some codes require the use of pressure-treated lumber to line the rough openings. Corrosion resistant materials, such as stainless steel or hot-dip galvanized steel, must be used for fasteners and anchors having direct contact with pressure-treated lumber.

NOTICE

Before applying sealant or adhesive pads, ensure the area to be sealed is clean, dry, and frost-free. Use color-matching or transparent sealant. Photos show contrasting sealant for clarity and demonstration only.

⚠ WARNING

Improper use of hand/power tools could result in personal injury and/or product damage. Follow manufacturer's instructions for safe operation of equipment.

⚠ WARNING

Proper Eye and Hearing Protection must always be worn when installing, removing or performing adjustments to Kolbe window and door products.

INTRODUCTION

These instructions are for installing units into a wood or concrete/masonry wall utilizing installation clips and/or screwing through the frame.

- Ensure that the rough opening has a 1-1/2" (38 mm) thick wood buck.
- For guidance on installation in other wall conditions, please contact your Kolbe window and door supplier.
- Please visit our website at www.kolbewindows.com for additional literature and information.

ITEMS REQUIRED BY INSTALLER

- | | |
|--|-----------------------------|
| • Hearing protection device | • Safety glasses/goggles |
| • Sealant | • Caulk gun |
| • Level | • Square |
| • Hammer | • Shims |
| • Tape Measure | • Phillips head screwdriver |
| • Power Drill | • Flat head screwdriver |
| • Fiberglass Insulation | • Flashing tape |
| • 10d Finishing Nails | • Putty Knife |
| • Closed cell foam backer rod in 1/2" (13mm) ø (diameter) and 1" (25mm) ø (diameter) | |

For temporary nailing through wood:

- 10d finish nails

For Installation **Technique #1, Installation Clips** Page 4:

- Kolbe installation clips **PART A**, Page 2
- #8 x 3/4" (19mm) Phillips flat head screws
- #8 x 1-3/4" (44mm) Phillips flat head screws or
- 8d common nails

For Installation **Technique #2, Screw Thru Frame** Page 5:

- 9/64" (4mm) drill bit
- Putty knife
- #10 x 2-1/2" (64mm) Phillips flat head screws

PRELIMINARY PREPARATION

1. **Unpacking:** Remove and recycle or properly dispose of all shipping and packaging materials. These materials may include the protective shipping film and covers on the exterior of the frame, cardboard wrapping, skid plates, factory bracing, or factory applied ridged or strap handles attached to the frame.
2. **Positioning:** Place the window(s) on a clean, flat work surface with the exterior side facing up.
3. **Assessment:** Ensure the unit is undamaged. Take note of its size dimensions for reference.
4. **Hardware Check:** Verify that all necessary hardware, including screws, brackets, and handles, is present.
5. **Before applying sealant or adhesive pads,** make sure the area to be sealed is clean, dry, and frost-free.
 - Use color-matching or transparent sealant, in the following illustrations sealant is shown in a contrasting color for clarity and demonstration only.

⚠ CAUTION

When installing into a wall with exterior rigid foam insulation panels, place solid blocking material behind the brickmould to provide proper support when fastening the unit.

PREPARE ROUGH OPENING

Before installation, inspect window rough opening(s) to ensure it/they meet proper size requirements per window. Ensure it is plumb, square, and level for a precise fit.

1. **IMPORTANT** The material/lumber quality and fasteners must be structurally adequate for design load requirements.
2. Typically, the rough opening is to be sized 1/2" (13mm) wider and 1/2" (13mm) higher than the outside measurement of the window frame. For a masonry opening, size the rough opening 1/2" (13mm) wider and 9/16" (14mm) higher than the wood nosing/exterior casing (**verify sizing with local building code requirements**).
3. The rough opening must be plumb, square, level, and in plane.
4. Ensure individual construction members are not twisted.
5. The sill plate beneath the unit must be perfectly level for proper unit operation.
6. Installing brick, stone, marble, or concrete directly up against the window sill may cause the window to not operate.

SELECT INSTALLATION TECHNIQUE NOTES & INSTRUCTIONS FOR CLIP & THRU FRAME FASTENING

These techniques are general guidelines only, and may not be appropriate for all performance requirements.

See the *Installation Anchor Calculator* on our website to help determine whether to use *Installation Clips* or the *Screw Through the Frame* method of installation.

Kolbe recommends using **installation clips as instructed in Installation Technique #1**, for units with exterior trim, and units in high wind pressure locations.

Screwing through the frame, Installation Techniques #2, may be required with some mullion situations.

Important Note: Installation clips are mandatory for single hung units.

- If using installation clips **Technique #1**, and they are not factory applied, fasten the clips to the frame head and sides now. Use two #8 x 3/4" (19mm) Phillips flat head screws (provided by others) per clip and follow the spacing determined by the *Installation Anchor Calculator*.
- On standard double hung units clips along the sill are optional. Studio units require installation clips along the sill.

For more information, see the instructions provided with your Kolbe installation clips.

For additional support, installation clips can be factory-applied to achieve a DP 20 (Design Pressure 20 psi) rating.

If a higher DP rating is required, additional installation clips must be applied in the field, following the spacing guidelines provided by the *Installation Anchor Calculator*. For single and double hung units, sill clips are optional but required for studio units. Attach the clips to the frame head and sides using two #8 x 3/4" (19mm) Phillips flat head screws per clip. For more specific instructions, refer to the documentation provided with your Kolbe installation clips.

SEALANT AND FLASHING

- Kolbe recommends following ASTM E 2112 guidelines for sealing and flashing exterior windows.
- Maintain a minimum gap of 1/4" (6mm) on each side, and 1/4" (6mm) at head, and 1/4" (6mm) at the sill between the window frame and the rough opening structure or a masonry opening, size the rough opening 1/2" (13mm) wider and 9/16" (14mm) higher than the wood nosing/exterior casing (**verify sizing with local building code requirements**).
- Create a proper seal between the window and the building exterior.
- For additional details not shown in the following instructions, see our pamphlets *Sealant Information* and *Flashing Information*. These publications are available from your Kolbe window and door supplier or visit www.kolbewindows.com to download a copy.
- The guidelines in this instruction are intended for utilizing a surface barrier system. If employing a membrane drainage system, please refer to our *Sealant Information* and *Flashing Information* for appropriate sealing methods.

⚠ IMPORTANT

Follow the flashing manufacturer's application instructions.

All Units (Fig. 1)

Apply a 3/16" (5mm) continuous tooled bead of sealant around the perimeter of the unit on the interior (backside) of the window where the jambs and the brickmould form a 90° (degree) angle.

In addition, also apply a second 3/16" bead of silicone sealant 3/8" in from the edge of the interior brickmould, at top and each side.

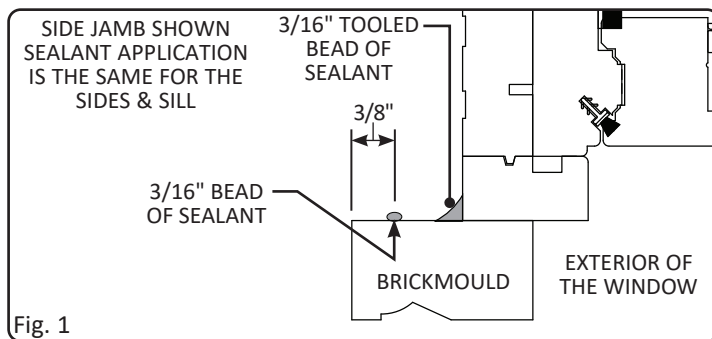


Fig. 1

INSTRUCTIONS FOR BOTH TECHNIQUES

Exterior Installation:

From the exterior (outside), set the unit on the sill of the rough opening and tilt inward. Ensure that the brickmould is pressed uniformly and firmly against the exterior sheathing. Center the window from side to side making the space between the frame and the rough opening the same.

Shimming Process (Fig's 2 & 4):

Place shims along the top, bottom, and side jambs, 4" (102mm) from each corner or end, and then every 8" (203mm) on center thereafter.

Additional shims must be used at the center of the head and sill to support the meeting stile. On triple and quad sliding units, additional shims are required at both meeting stiles.

Place shims directly at the checkrail between the side jamb and the rough opening. Proper shimming is crucial for maintaining even margins/reveals, parallel jambs, a level unit, and ensuring the unit operates correctly. Avoid warping the side jambs and refrain from excessive shimming.

Proper shimming is crucial for maintaining even margins/reveals, parallel jambs, a level unit, and ensuring the unit operates correctly. Avoid warping the side jambs and refrain from excessive shimming.

⚠ CAUTION

It is very important to properly shim at the checkrail location. If the checkrail is not properly shimmed, it may become difficult to operate or remove the sash.

Measuring and Adjusting (Fig's 3 & 5):

Measure diagonally from the upper left interior corner of the frame down to the lower right interior corner. Perform the same measurement for the other two corners. Ensure the two diagonal measurements are within 1/16" (2mm) of each other. Next, (Fig's 3 & 5) measure the width between the side jambs at the head, checkrail, and sill—ensure these three widths match.

Examine the sash installation spacer; make sure it fits tightly between the sash and the interior side stop when shims are installed. Adjust the shims as needed.

Finally, tilt the sash inward as detailed in **SASH TILT-IN / SASH REMOVAL AND SASH INSTALLATION** on page 8.

Follow either **Technique #1** or **Technique #2** for permanent fastening in the following steps.

SINGLE & DOUBLE HUNG Interior View

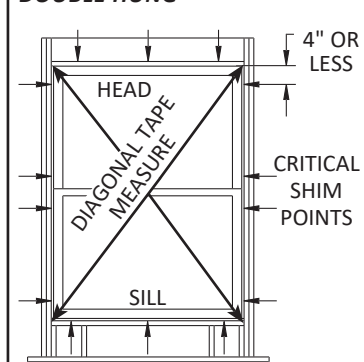


Fig. 2

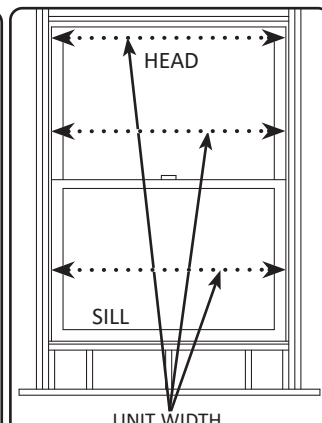


Fig. 3

Interior View APPLIES TO DOUBLE & TRIPLE SLIDING WINDOWS SHIM LOCATIONS, SHIMMING, and DIAGONAL MEASUREMENTS

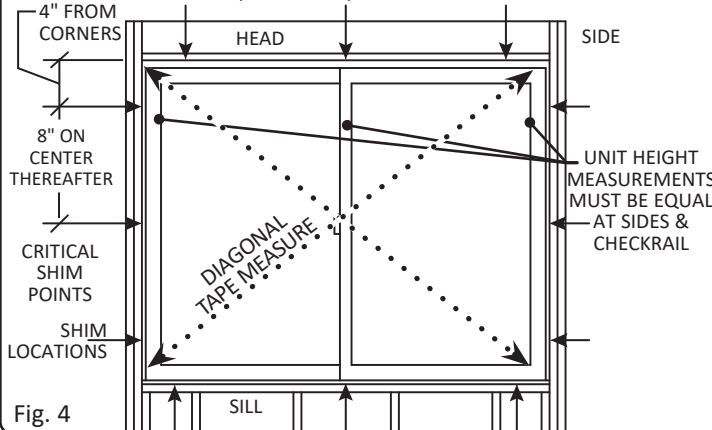


Fig. 4

Interior View

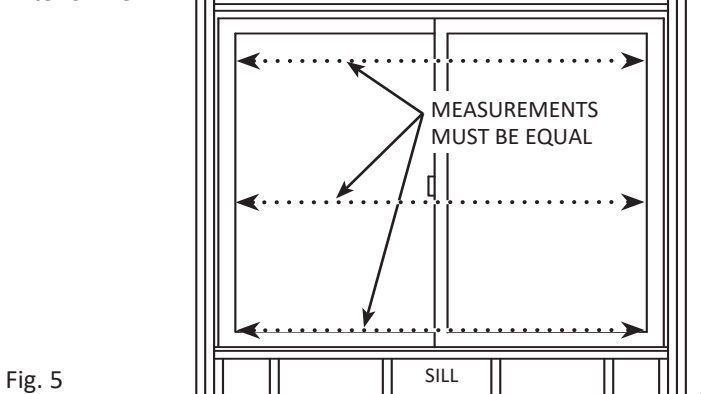
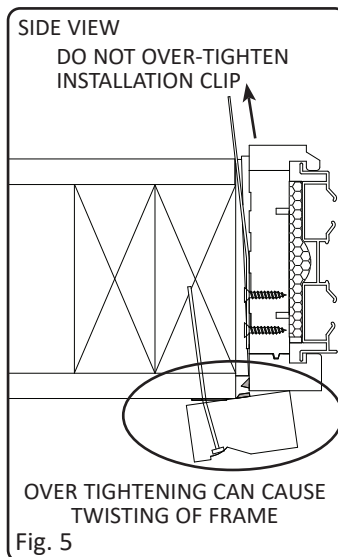
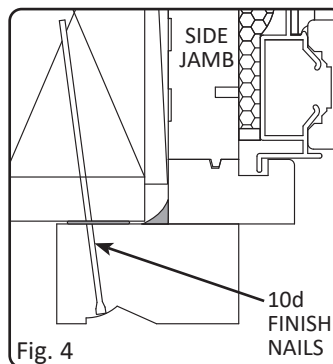


Fig. 5

Temporary Fastening by Nailing Through the Brickmould

In addition to the following instruction, you must follow **Technique #1** or **Technique #2** for permanent fastening.

1. Using 10d finish nails, fasten through one upper corner to temporarily tack the unit in place.
2. Do not drive the nails all the way down.
3. Double-check the unit to ensure the sill is level and straight.
4. Plumb the exterior side jambs. Level the exterior head jamb.
5. Adjust the shims as necessary.
6. Again, make sure the unit is square.
7. Finish fastening unit and setting nails.



⚠ CAUTION

Nailing through the brickmould is NOT recommended for units with factory pre-finished K-Kron II exteriors, and will void the finish warranty. **Utilize installation clip or thru frame installation methods.**

TECHNIQUE #1: INSTALLATION CLIP

Kolbe provides general installation techniques that may not suit all performance needs.

Factory-applied installation clips are available at a minimum rating of DP20, for higher DP ratings, additional clips must be applied in the field. For further details refer to the instructions accompanying your Kolbe installation clips.

Apply Installation Clips:

NOTE: The clips do not have specific left or right designations.

⚠ CAUTION

Excessive tightening of installation clips could potentially distort frame components and compromise the integrity of the sealant joints, (Fig. 5).

To determine the clip size (PART A):

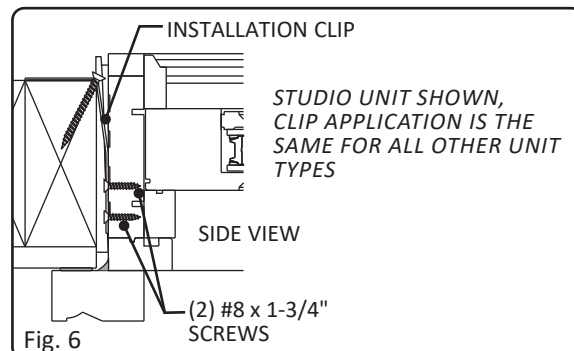
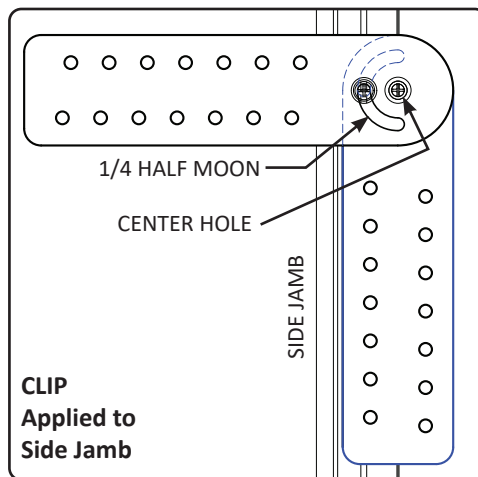
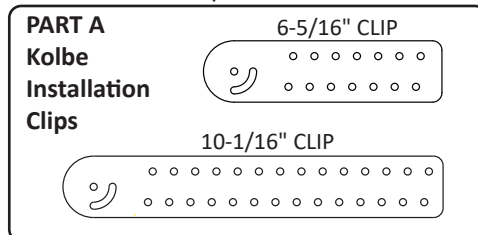
Wall Framing 5-3/16" and smaller use the 6-5/16" clip.

Wall Framing larger than 5-3/16" and less than 10-3/4", use 10 1/16" clips.

- When using Installation Clips, and they are not factory applied, fasten the clips to the frame head, sides, and sill now see **CLIP** detail. Use two #8 x 3/4" (19mm) Phillips flat head screws (provided by others) per clip.
- Position the clips parallel to the jambs, consulting the instructions that came with the installation clips for spacing. Ensure the clips don't stick out past the frame edge.
- Put the first screw in the center hole. The second screw goes in the quarter-moon slot, facing the jamb's interior and aligned with the first screw.
- For units with multiple openings, apply clips to each opening as if it's a separate unit.
- For non-rectangular units, count clips as if the unit is rectangular. If a flat-top rectangular unit needs two clips, use two clips on a radius top unit's radius, keeping the same spacing. Measure the clip's position from the frame edge from the radius's start at the side jamb.
- Unit gets installed into the opening, attaching the clips to the wall with two #8 x 1-1/4" (32mm) Phillips flat head screws per clip.

NOTES: The interior (mull) sides receive no clips and are site installed. Mull end anchors are by others. Clips are then attached to the rough opening with two #8 x 1-1/4" (32mm) Phillips flat head screws per clip.

See *Flashing Information* for additional installation information.



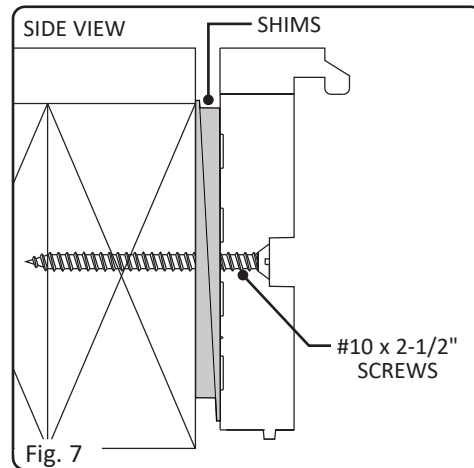
TECHNIQUE #2: SCREW THRU THE FRAME INSTALLATION

Ensure the sill is straight and level. Plumb side jambs and level exterior head jamb. Remove both sash, refer to pages 8, 9, & 10 for removal instructions.

Double Hung Units

Remove the vinyl jambliner (Fig. 8)

1. Starting at the bottom of the jambliner, place a putty knife in between the interior edge of the jambliner and the extension jamb.
2. Push towards the jambliner, angling the blade away. Do not pry up against the interior extension jamb; this may mar the wood.
3. Using your other hand, pull out the base of the liner. Continue up the length of jamb.
4. Following the recommended spacing from the *Installation Anchor Calculator* mark each screw location and shim underneath, (Fig. 7).
5. Check that the unit is still level. Drill a 9/64" (4mm) diameter pilot hole through the jamb, shim and into the rough opening at each marked location.
6. Fasten through the holes and into the rough opening with #10 x 2-1/2" (64mm) Phillips flat head screws.

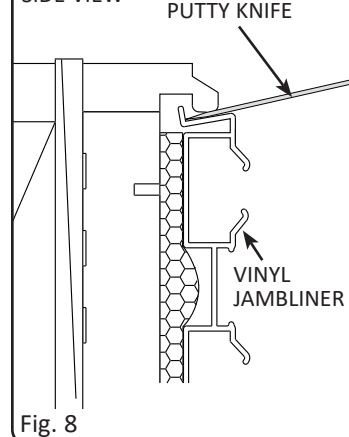


Replace the jambliner

1. Starting with the top end of the jambliner, squeeze both sides of the liner together, allowing the center to bow.
2. Place an end into its original location.
3. Working your way down, replace the remainder of the liner. Replace the sash.

DOUBLE HUNG

SIDE VIEW



Sliding Windows (Fig. 9)

1. Remove the vinyl jamb sash guide.
2. Check that the unit is still level. Drill a 9/64" (4mm) diameter pilot holes through the jamb, shim and into the rough opening at each marked location.
3. Fasten through the holes and into the rough opening with #10 x 2-1/2" (64mm) Phillips flat head screws.
4. Re-install the vinyl jamb sash guide.

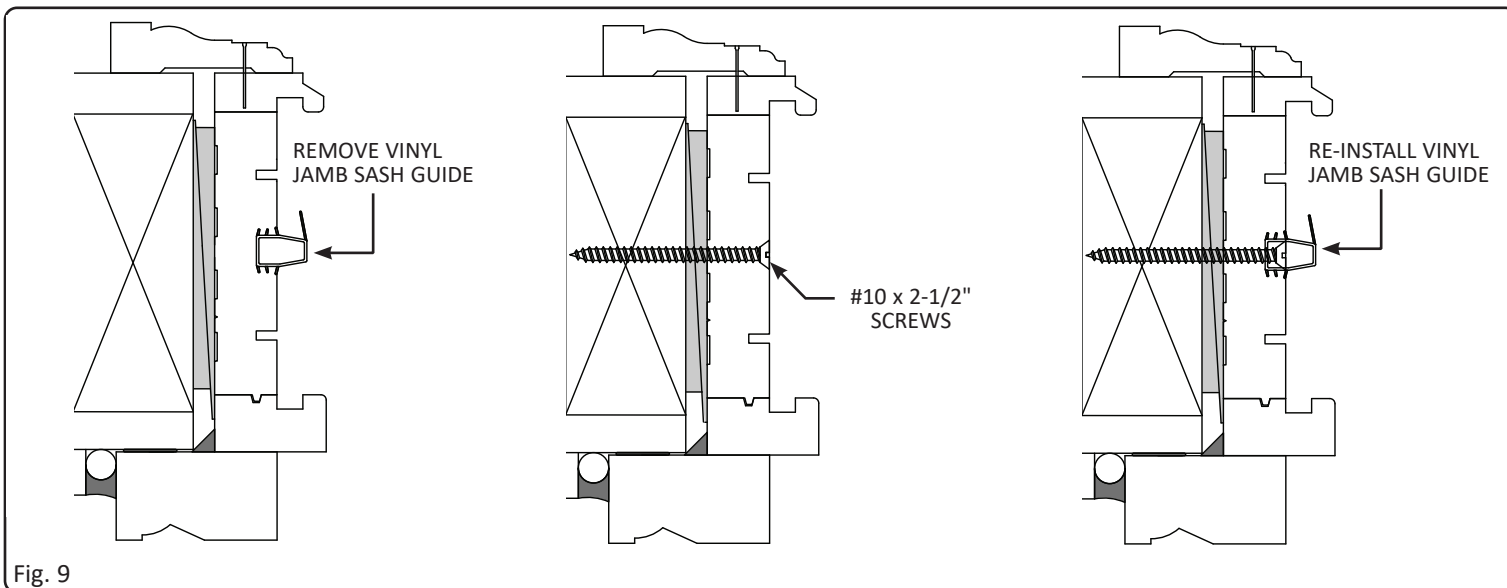


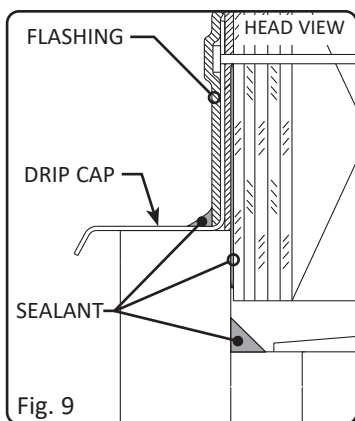
Fig. 9

Heritage Series Traditional
**SINGLE HUNG, DOUBLE HUNG, DOUBLE SLIDING, TRIPLE SLIDING
STUDIO, TRANSOM, & DIRECT SET WINDOWS**
INSTALLATION INSTRUCTIONS

COMPLETING THE EXTERIOR

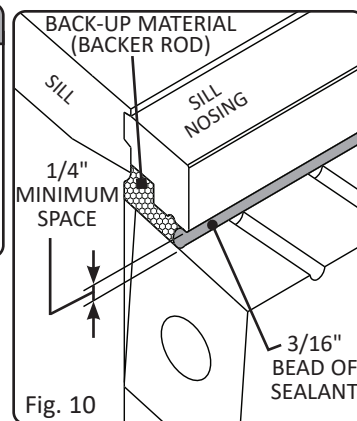
(Fig. 9) A drip cap must be installed/applied to direct water away from the window. (This is required by most building codes and a requirement of proper installation for all Kolbe products.)

1. If a drip cap has not been applied, apply now.
2. Seal the side ends of the drip cap to the window.
3. Seal between the drip cap and the exterior sheathing.
4. When using building wrap to cover the exterior sheathing, also seal the wrap to the drip cap.
5. Secure a support block underneath the sill if needed, **(Fig.10)**.
6. Apply a 3/16" bead of sealant to the inside corner of the sill and sheathing **(Fig. 10)**.



IMPORTANT

Ensure there is a minimum 3/8" (10mm) expansion joint between the window perimeter and any exterior facing materials such as brick, stone, marble, or concrete. This gap allows for structural movement or settling, which could impact the unit's operation. Use an appropriate sealant to span the gap, as shown in **(Fig. 10)**.



INSULATION

Kolbe recommends installing fiberglass insulation in the void created by the outer perimeter of the door frame and rough opening members. Using a putty knife, loosely fill the entire depth of the gap with insulation. (Foam insulation may be used, but it must be a low expansion type foam for window and door installation. Use of any foam other than low expanding foam will void the warranty. Apply the interior casing.

⚠ CAUTION

Over-packed insulation can lessen the insulation effectiveness and distort the frame, resulting in poor sash operation. If you are using a foam type insulation, it must be a low expansion type foam for window and door installation and used in conjunction with fiberglass insulation. Follow the manufacturer's instructions for proper application of the foam.

⚠ CAUTION

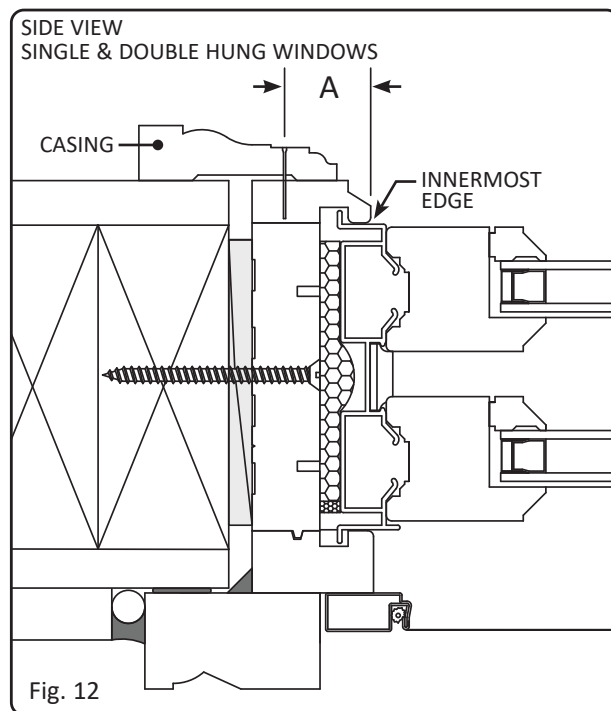
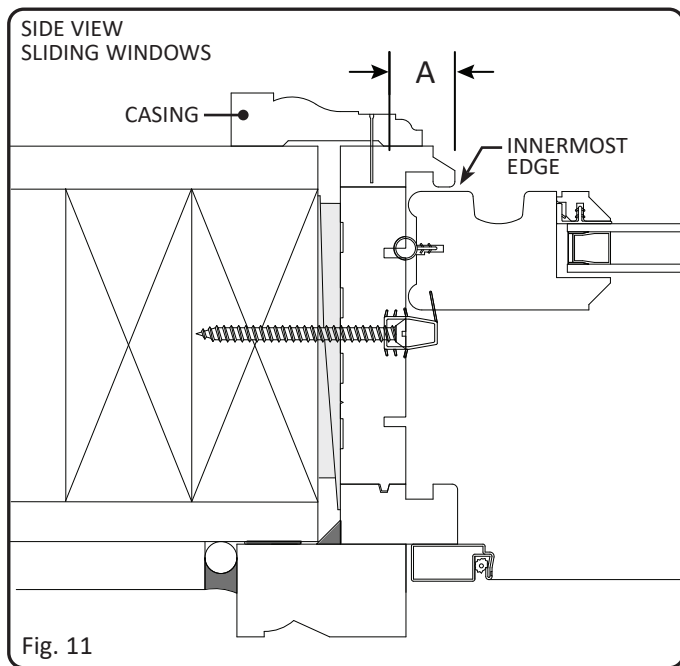
Be cautious not to install fasteners too close to the innermost edges, **(Fig. 11)** on the sides as they can puncture the jambliner, penetrate the balance cavity, and interfere with sash operation.

INTERIOR CASING/TRIM

1. Apply the interior casing as shown in (Fig. 11 & 12).
2. Note that the spacing for "A" in (Fig. 11 & 12) can vary.
3. At the head, avoid installing fasteners too close to the innermost edges as they can penetrate through the head extension jamb.
4. Install fasteners along the head and sides, ensuring they are at least 1" (25mm) away from the innermost edge of the extension jamb.
5. At the sill, ensure fasteners are not installed too close to the innermost edges as they can penetrate the sash.
6. At the sill, install fasteners at least 1-1/2" (38mm) away from the innermost edge of the sill extension jamb.

⚠ CAUTION

Installing fasteners closer than the minimum spacing will damage the unit.



EXTERIOR & INTERIOR FINISHING

Exterior: Fill any voids created by fasteners used in securing the primed unit to the building structure. Use exterior wood filler. Sand filler flush and scuff remaining primed wood surfaces prior to applying exterior top coat. Primed wood units must remain dry and finishing should be done immediately. See our *Prefinish Recommendations/Instructions* for more information.

Interior: Within 90 days of installation, finish all (with sash edge exceptions for double hung and sliding windows as indicated below) interior wood surfaces and exposed wood edges with a high-quality finish.

Bare wood must be stained, sealed, painted, or varnished; factory-primed surfaces must receive a quality top coat.

Properly finish exposed wood surfaces and edges to protect against moisture and preserve warranty coverage.

Do not finish vinyl, weatherstripping, jamb liners, hardware, locks, or other non-wood components.

For double hung and sliding units, do not paint or varnish sash edges that contact the jamb liner and vinyl components, including the top and bottom sash edges of sliding window units. Keep vinyl jamb liners clean.

A light coat of wax or furniture polish may be applied to exposed sash edges to promote smooth operation.

For additional guidance, see *Finishing Your Kolbe Windows and Doors*.

IMPORTANT

Avoid getting finishing products on any vinyl components and weatherstripping.

EXTERIOR CASING/TRIM

1. For the sides, leave a 1/4" (6mm) gap between the casing and your exterior siding material.
2. Insert the backer rod into the 1/4" (6mm) gap along the entire length of each side.

MAINTAINING YOUR INTERIOR FINISH

Finish all interior unprimed or primed components with a high-quality finish within 90 days, ensuring that bare wood is finished either before product installation or within 90 days after installation.

Do not apply a finish to any vinyl, plastic, metal, or non-wood components such as hardware or locks.

Also, do not apply a finish to the top and bottom portion of the sash on slider units

See our **Finishing Your Kolbe Windows and Doors** for more information found on the Kolbe website.

MAINTENANCE TIPS / PROCEDURES

Regularly check your Kolbe products for any gaps, cracks, or damage in the exterior sealants or finishes. Immediately caulk any cracks with a quality sealant to maintain the paint finish and prevent water and air infiltration.

Refer to our **Care and Maintenance of Exterior Aluminum Clad Products** more details found on the Kolbe website.

CLEANING

Use standard glass cleaner for the glass, avoiding drips on the frame and weatherstrip.

1. Vacuum the Frame

Use a vacuum cleaner with a narrow attachment to remove loose dirt and debris from the window frame, paying special attention to corners and hard-to-reach areas.

2. Brush Away Dirt

Using a soft-bristle brush, gently clean the sash tracks and cladding to loosen any built-up dirt, dust, or grime.

3. Clean the Surfaces

Mix equal parts cold water and white vinegar in a spray bottle. Spray the solution onto the sash tracks and other hard-to-reach areas. Use a soft cloth, wrapped around your finger if necessary, to clean corners and remove remaining dirt. As an alternative, use a mixture of mild, unscented dish soap and water.

4. Dry Thoroughly

Wipe all surfaces with a clean, dry cloth to remove excess moisture. Ensure all components are completely dry before proceeding.



Do not pressure wash!

HARDWARE

Please refer to the **Care and Maintenance of Window and Door Hardware** manual for comprehensive instructions on maintaining your window hardware. Manual can be found on the Kolbe website.

- Check all fasteners, making sure all hardware is properly secured.
- Clear any debris from strike openings, grooves, rails, moving parts or other areas where hardware is engaged, particularly any applicable areas on the sill.
- Clean water should be used to flush the hardware clean. A mild (hand wash) dish soap and clean water mixture can be used to loosen stubborn dirt. Always rinse the hardware with clean water. Allow the hardware to dry completely before lubricating.
 - DO NOT USE THE FOLLOWING: Vinegar based cleaners. Citrus based cleaners (lemon, etc). Industrial Strength cleaners. Abrasive cleaners. These types of cleaners will not only remove the lubricants from the hardware, they can also remove the corrosion resistant coatings.

Lubrication

- Avoid over-spraying or applying lubricant on wood, painted, or vinyl components.

Recommended Lubricants:

- Light oil (e.g., 3-in-1 oil): Can be used on sliding and rotating joints. Avoid contact with wood, finishes, or plastics.
- Graphite: Ideal for sliding and rotating joints as well as locks and hinges.
- Silicone sprays: Use a straw applicator for precise application. Apply a silicone spray lubricant or a window and track dry lubricant to the sash tracks and sash tilt latches. Operate the sash several times to distribute the lubricant evenly. Be cautious as silicone can make some plastic parts brittle and negatively affect wood, painted areas, or vinyl components.

INSULATING GLASS

Broken or fogged IG units, requiring re-glazing or replacement, refer to your Kolbe window & door supplier.

NOTE

Kolbe's standard insulating glass has a LoE coating on surface two (2). It does not match clear glass or other LoE products. Do-it-yourself re-glazing/replacing without Kolbe & Kolbe's permission, will void the product's warranty.

REMOVAL OF PROTECTIVE FILMS

All factory-applied protective film on frames and/or sash metal surfaces should be removed within six (6) months. The glass protective film (Preserve Film) should also be removed within six (6) months of installation. Timely removal of the Preserve Film helps prevent haze or residue that may require additional cleaning after the film is removed.

Note: Inspect all sides of the stiles for any factory-applied film on clad surfaces and remove the film from all areas where present.

RECYCLING

Care must be taken to properly recycle or dispose of old materials.

Separate recyclable materials from non-recyclable materials.

Please consult with local or state authorities regarding proper disposal of non-recyclable materials.

SINGLE & DOUBLE HUNG SASH TILT-IN / SASH REMOVAL AND SASH INSTALLATION

Double hung windows, both sashes can tilt inward and can be removed.

Single hung windows, only the bottom sash operates.

Remove Single and Double Hung Sash(s):

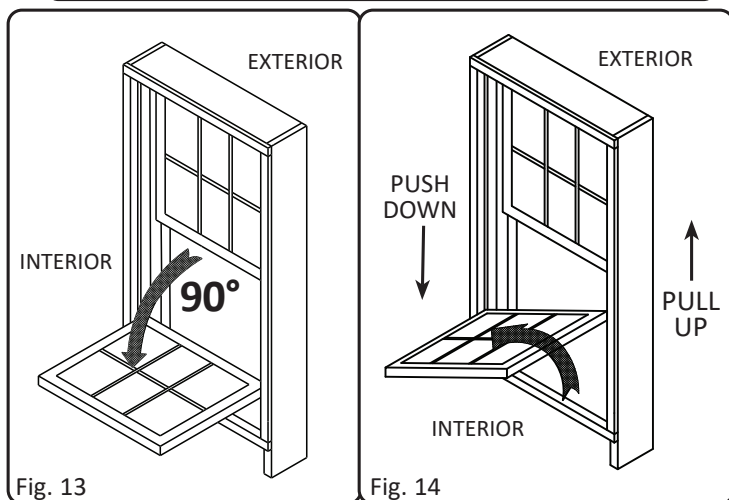
1. To remove a sash, first compress the jambliner while simultaneously pulling the top of the sash towards the interior.
2. Raise the bottom sash approximately 3" (three inches).
3. Place both hands on either end of the top sash and, using the sides of your hands, push against the vinyl jambliner to compress it. While maintaining this pressure, pull the top of the sash towards you, (**Fig. 13**).
4. To fully remove the lower sash, tilt it down to a 90-degree angle relative to the window side jamb (**Fig's 12**).
5. Lift one side of the sash upward until the pivot pin is visible on the sash side.
6. Once the pivot pins clear the jambliner, you can swing the sash out.
7. Lower the upper sash to within a few inches of the sill before removing it in the same manner.

Re-install the Sash:

1. When reinstalling the sash, position the top sash with the interior facing down.
2. With one side higher than the other, place the sash into the opening, aligning the pivot pins above the clutches in the clutch/balance tracks, (**Fig. 15**).
3. Insert the lower side's pivot pin into the cam, then rotate the higher side down until the sash is level and the second pivot pin is seated in the other cam.
4. Snap the pivot pins into the cams to engage the clutches. (Right-handed individuals may find it easier to place the left pivot pin first, then lower the right one into place.)
5. Rotate the top of the sash towards the exterior until it aligns with the jambliner.
6. You may need to compress the jambliner to swing the sash into position.
7. Slide the sash down until you hear a soft click, indicating that the clutch has engaged.
8. Move the sash to the top of the opening, and then install the bottom sash in the same way, (**Fig. 14**).

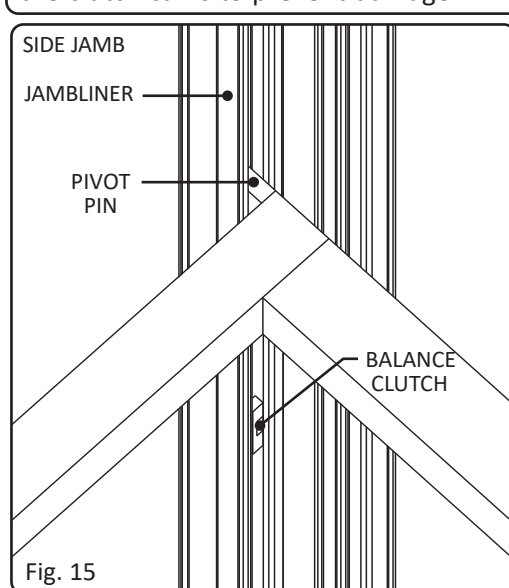
⚠ CAUTION

Avoid getting your fingers caught between the sash and jambliner.



⚠ CAUTION

Ensure the pivot pins are fully seated in the clutch cams to prevent damage.



DOUBLE & TRIPLE SLIDING SASH OPERATION / SASH REMOVAL AND SASH INSTALLATION

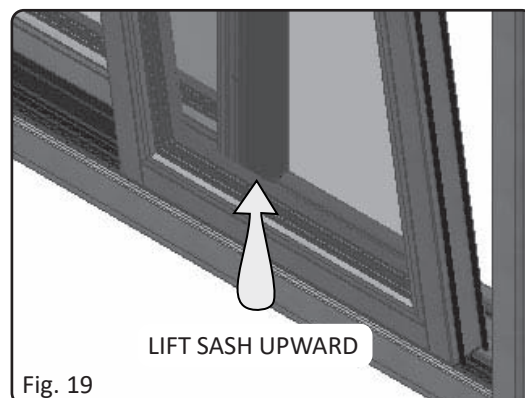
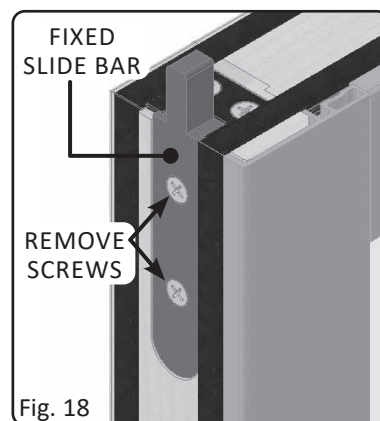
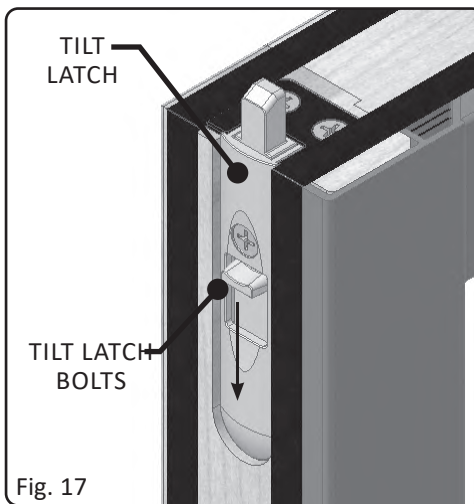
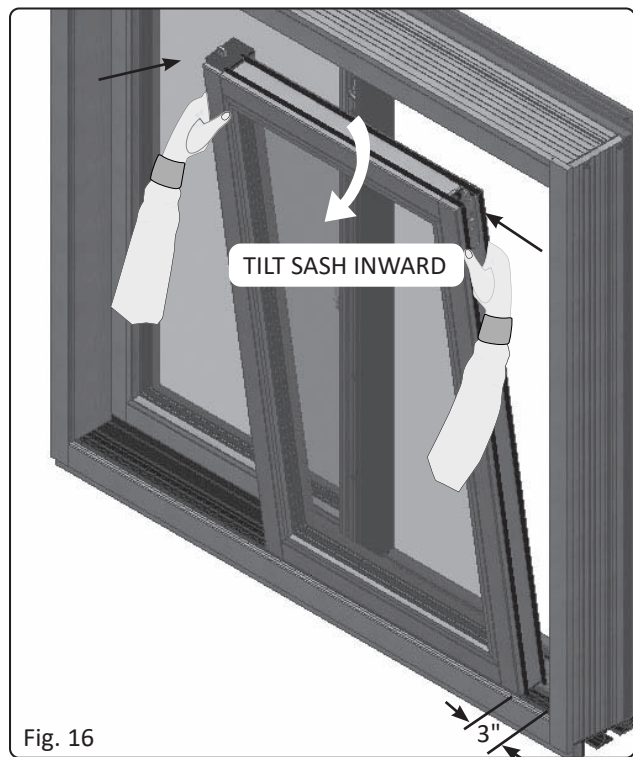
Both sashes on double sliding windows can be unlocked, opened, tilted inward, and removed. To remove a sash, unlock it, slide it open, and engage the tilt latches to tilt the sash inward. On triple sliding windows, the two outer sashes can be unlocked, slid open, and removed. Use an adequate number of people to safely handle and remove larger sashes.

Removing Small to Medium-Sized Operating Sash:

1. **Open the Sash:** Slide the sash open approximately 3" (Fig. 16).
2. **Locate Tilt Latches:** Place one hand at each side at the top of the sash near the tilt latches (Fig. 17). One latch will be on the meeting stile between the inner and outer sash, and the other will be on the opposite side facing the side jamb or center sash (Fig's 18 and 19).
3. **Retract the Latches:** While holding the sash, pull down on the tilt latch buttons (Fig. 17), of both latches to retract the bolts down into the sash.
4. **Tilt the Sash:** Once both bolts are fully retracted, tilt the sash inward (Fig. 16) toward you (interior) until the sash top rail clears the frames head jamb completely.
5. **Remove the Sash:** Lift the sash (Fig. 19) upward off the sill track and remove it from the frame. Place it upright in a secure location where it won't be damaged, for later re-installation.
6. Repeat this process above to remove the outer sash.

Removing Large Sash Without Light-Colored Tilt Latches:

1. **Open the Sash:** Begin by sliding the sash open approximately 3" (Fig. 16).
2. **Locate and Remove the Fixed Slide Bar (Fig. 18):** Identify the fixed slide bar on the stile end (Fig. 18). Remove the screws (Fig. 18) attaching the slide bar to the sash, pull the bar out of its slot, and remove it from the unit. Set aside the screws and fixed slide bar for re-installation when re-installing the sash.
3. **Use the Opposite Tilt Latch:** Utilize the tilt latch (Fig. 17) on the opposite end of the sash to tilt and remove the sash.
4. **Remove the Sash:** Lift the sash (Fig. 19) upward off the sill track and remove it from the frame. Place it upright in a secure location where it won't be damaged, for later re-installation.



Heritage Series Traditional
**SINGLE HUNG, DOUBLE HUNG, DOUBLE SLIDING, TRIPLE SLIDING
STUDIO, TRANSOM, & DIRECT SET WINDOWS**
INSTALLATION INSTRUCTIONS

Contact your Kolbe window and door supplier, visit us
at www.kolbewindows.com or call 715-842-5666 for further information.

Thank You
for purchasing Kolbe products

*Kolbe & Kolbe Millwork Co., Inc. reserves the right to
change specifications without notice.*

© 2026 Kolbe & Kolbe Millwork Co., Inc.