

Balance shoe replacement fiberglass Hung Window

1-Remove the bottom sash

- Lift the bottom sash up about 4"
- Pull the two sash locks (one on each side of the top rail of the sash) toward the center. Gently pull the sash inward to tilt.
- To remove the sash tilt the sash down to a 90° angle (this will lock the sash shoes in place) and slowly lift one corner up and away from the sash shoe, then pull the opposite corner out of its sash shoe.

2-Remove the balance shoe.

- Remove the top bumper stops at the top of the frame
- Slide the shoes to the bottom of the balance assembly
- Remove the screw on the balance assembly
- Slide balance assembly and shoe to the top of the frame
- Carefully pry out the balance shoe assembly

3-Installing new balance shoe.

- Reverse process to re-apply the balance assembly and sash
- Lower shoes to the center of the frame before applying the sash

4-Installing the sash.

-With the sash 90° to the frame slowly put one corner pivot pin into the balance shoe, then with the sash at an angle put the opposite corner pivot pin in the balance shoe.

-Push the sash up into place. Insure that the 2 sash locks on top of the sash are lock into place.

Note: once the sash is in place push it up first before closing it. This is done to position the weather-stripping against the exterior of the sash.

1-Remove the top sash

- With Bottom sash removed.
- To remove the sash tilt the sash down to a 90° angle (this will lock the sash shoes in place) and slowly lift one corner up and away from the sash shoe, then pull the opposite corner out of its sash shoe.

2-Remove the balance shoe.

- Take flat screwdriver and raise the shoe until it rest against the balance assembly
- Take out the two bottom bumper stops by prying them carefully out of the shoe cavity
- Remove the screw on the balance cover
- Lower the balance assembly to the bottom
- Carefully pry out the balance shoe assembly from the shoe cavity

3-Installing the sash.

- Reverse process to re-apply balance assembly
- With the sash 90° to the frame slowly put one corner pivot pin into the balance shoe, then with the sash at an angle put the opposite corner pivot pin in the balance shoe.
- Push the sash up into place. Insure that the 2 sash locks on top of the sash are lock into place.

Note: once the sash is in place push it up first before closing it. This is done to position the weather-stripping against the exterior of the sash.