



COASTAL SINGLE-HUNG WINDOWS

500 Series High-Performance Single-Hung

CLEANING

For ease of cleaning, single-hung sash may be tilted in. To tilt, unlock and raise the lower sash about three inches. Locate the tilt latches on the lower sash check rail. Release the tilt latches and tilt the sash toward the interior of the room. At 90° the balance shoe will lock into place so that they will not raise or lower in the jamb. If needed, the sash can be tilted past 90° and gently rested on the sill to allow cleaning the outside of the sash from the inside of the building. After cleaning, reverse the process to reposition the sash.

Vinyl Frames and Sashes—simply use a mild, nonabrasive soap and water solution to clean your vinyl frames and sashes. NEVER use chlorine bleach, liquid grease remover, nail polish remover (acetone) and other harsh or abrasive cleansers, detergents and solvents. **Glass**—use a mixture of mild dish soap and water, then rinse completely with clear water and wipe dry with a soft cloth.

Screen Removal—single-hungs feature half screens that are mounted on the exterior of the window. The screen is held in place by springs on the side. To remove the screen, fully open the lower window sash from the interior. Grasp the pull-tabs located on the side of the screen and pull towards the center to release the screen from the frame. **Screen Cleaning**—to clean your screens of dust and light debris once they are removed, gently scrub with mild soap and a soft brush. Screens should be rinsed to remove dirt and soap residue. Be sure that screens are dry before reinstalling.

OPERATION

Single-hung windows have two sashes, one upper and one lower. The lower sash operates and the upper sash is fixed.

To open the window, unlock the locks (smaller windows may have only one lock) located on the top of the lower (venting) sash. Open the window by raising the lower sash.

To close the window, slide the sash down to the closed position and lock the window.

MAINTENANCE

Lubricate the jamb tracks with a teflon spray every other month.

COASTAL DOUBLE-HUNG WINDOWS

500 Series High-Performance Double-Hung

CLEANING

For ease of cleaning, double-hung sashes may be tilted in. To tilt, unlock and raise the lower sash about 3 inches. Locate the tilt latches on the lower sash check rail. Release the tilt latches and tilt the sash toward the interior of the room. At 90° the balance shoe will lock into place so that they will not raise or lower in the jamb. If needed, the sash can be tilted past 90° and gently rested on the sill to allow cleaning the outside of the sash from the inside of the building.

Once the lower sash is tilted, the top sash may also be tilted in for cleaning. Lower the top sash about 6 inches. Release the tilt latches located on the top of the upper sash, and pull the sash toward the interior. The upper sash can be carefully rested on the lower sash. **NOTE:** To tilt the top sash, the lower sash must already be tilted. After cleaning, reverse the process to reposition each sash.

Vinyl Frames and Sashes—simply use a mild, nonabrasive soap and water solution to clean your vinyl frames and sashes. NEVER use chlorine bleach, liquid grease remover, nail polish remover (acetone) and other harsh or abrasive cleansers, detergents and solvents. **Glass**—use a mixture of mild dish soap and water, then rinse completely with clear water and wipe dry with a soft cloth.

Screen Removal—double-hungs feature either half or full screens that are mounted on the exterior of the window. The screen is held in place by springs on the side. To remove the screen, fully open the lower window sash from the interior. Grasp the pull-tabs located on the side of the screen and pull towards the center to release the screen from the frame. **Screen Cleaning**—to clean your screens of dust and light debris once they are removed, gently scrub with mild soap and a soft brush. Screens should be rinsed to remove dirt and soap residue. Be sure that screens are dry before reinstalling.

OPERATION

Double-hung windows have two sashes, one upper and one lower. Both sashes operate.

To open the window, unlock the locks (smaller windows may have only one lock) located on the top of the lower (venting) sash. Open the upper or lower sash by sliding the sash up or down. **To close the window**, slide the upper and lower sashes back to the closed position and lock the window.

MAINTENANCE

Lubricate the jamb tracks with a teflon spray every other month.