

## **Trinity® SERIES WINDOWS**

### **INSTALLATION GUIDELINES**

#### **General**

Read all guidelines prior to installing the window. Certain areas may require additional anchoring or special installation methods and accessories in order to comply with local codes and requirements. Please consult with a local code official to determine if this is the case. Additional installation accessories are available and may be specified from Dashwood.

Window sealing and flashing applications may vary based on wall construction and regional requirements.

**Safety:** proper safety equipment should be worn during installation of windows such as safety glasses, gloves, safety boots or shoes and appropriate clothing. Hard hats and hearing protection is also recommended and is required on most construction sites.

#### **Trinity Installation Methods**

Trinity Series Windows are designed for either Full-Frame Installation or Insert Installation Methods

**Full-Frame:** When the entire old window, sash and frame, is being replaced. This method may also involve replacement of existing interior and exterior casing or trim.

**Insert Installation:** When the existing window frame is in good condition and the new window unit is installed into the existing frame opening. This method generally allows interior and exterior trim and casing to be preserved.

#### **Preparation**

Check window unit to ensure it is the correct size and specification based on the intended application and has no visible damage. Ensure you have the proper tools and materials required for window installation.

##### **Required Tools**

- Tape Measure
- Level
- Carpenter's Square
- Putty Knife
- Utility Knife
- Hammer
- Staple Gun
- Screw Driver or Gun
- Caulking Gun

##### **Required Materials:**

- Insulation: Batt or Low-Expansion Foam Type
- Sealant
- Screws
- Shims
- Fasteners: 1" Galvanized Roofing Nails and 2" corrosion resistant Wood Screws

## FULL-FRAME INSTALLATION METHOD

### Prepare Rough Opening

- Remove old window completely including sashes and frame members
- Clear away debris from sill area and check condition of rough opening; weak or deteriorated wall members should be repaired or replaced.
- Check rough opening dimensions. New window should be a minimum of 1/2" undersize to allow for proper fit and function. DO NOT force a window into an opening that is too small! Alter opening if required to allow for minimum clearance of 1/4" between window and wall framing.
- For units with exterior Brickmould, outside of brickmould dimension should be a minimum of 3/8" undersize compared to masonry opening dimensions. This will allow a minimum of 3/16" between outside of brickmould and masonry.
- A vapour barrier is recommended to be used in the rough opening between the wall members and new window frame.

### Install New Window: with No Exterior Brickmould (see [Diagram 1](#)):

- Position unit in opening with bottom of window resting on sill with at least 1/4" clearance between window and wall framing and insert 1/4" shim under sill ensuring that the window sill is level.
- Insert shims at the sides of the window as shown on [Diagram 3a](#) so that window is square and plumb. Side jambs should be parallel to each other.
- Mullied combination windows should be supported with shims at mullions in addition to the shims used for each individual window.
- For Double Hung windows: remove balance covers on each sidejamb by tilting in the upper sash and placing a screwdriver under the cover. Pry up on the cover to remove as shown in [Diagram 4](#).
- Locate the shims and pre-drill 3/8" holes in side jambs for the type of window being installed in the position [Diagram 4](#) and install 2" screws.
- Snugly fasten so that window remains square, plumb and level. DO NOT over tighten.
- For Double Hung windows: Replace balance cover on sidejamb by snapping it back into place.
- Insulate around window using batt type or low-expansion foam type insulation. Be careful not to bow or distort window frame.

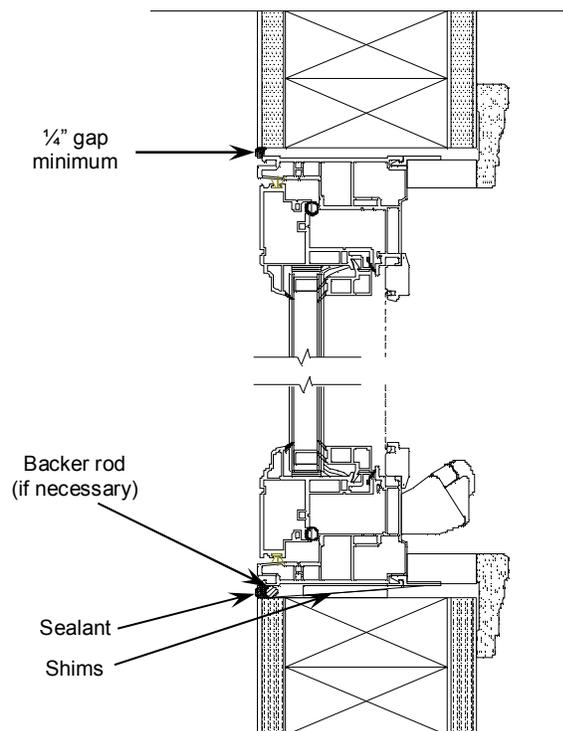


Diagram 1

## Install New Window: with Exterior Brickmould (see Diagram 2):

- Apply a bead of sealant to back side/wall side of brickmould
- Position unit in opening with bottom of window resting on sill with at least 3/16" clearance between outside of brickmould and masonry. On interior side there should be at least 1/4" clearance between window and wall framing at sides and head.
- Insert shims at the window bottom and sides for the window being installed as shown on Diagram 3 so that window is square and plumb. Window sill should be level. Side jambs should be parallel to each other.
- Mullied combination windows should be supported with shims at mullions in addition to the shims used for each individual window.
- For Double Hung windows: remove balance covers on each side jamb by tilting in the upper sash and placing a screwdriver under the cover. Pry up on the cover to remove as shown in Diagram 4.
- Locate the shims and pre-drill 3/8" holes in side jambs for the type of window being installed in the position Diagram 4 and install 2" screws.
- Snugly fasten so that window remains square, plumb and level. DO NOT over tighten.
- For Double Hung windows: Replace balance cover on side jamb by snapping it back into place.
- Insulate around window using batt type or low-expansion foam type insulation. Be careful not to bow or distort window frame.

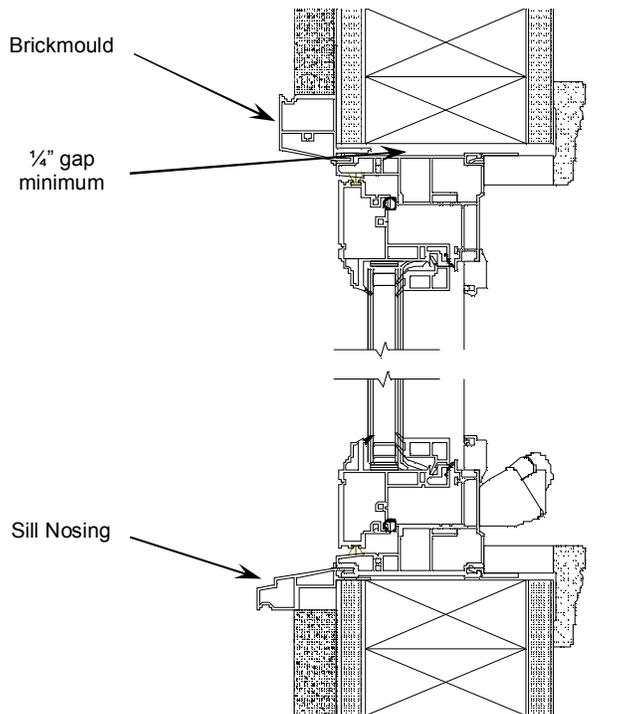
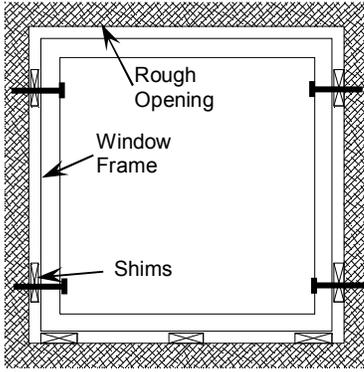


Diagram 2

## Sealing and Finishing

- Check window operation and locking to ensure proper function; adjust as necessary with anchoring screws and shims while maintaining a plumb, level and square installation.
- On casement windows, carefully open sash and remove the red shipping blocks by inserting a screw driver in the hollow chamber and prying up.
- Optional 3/8" plugs are available from you Dashwood dealer or sales representative.
- Do not install vinyl screw hole plugs on double-hung or glider units on the lower installation holes as they will interfere with sash operation.
- Apply desired interior trim and sealant as desired. Units with natural wood interior components should be finished promptly.



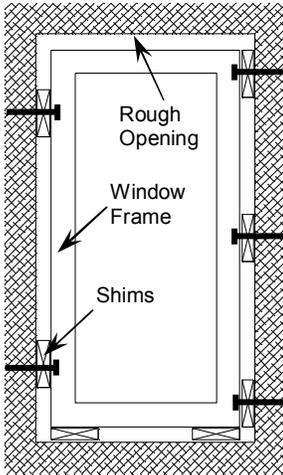
### Fixed Window

- 3 shims on sill up to 1000mm wide (40")
- 4 shims on sill up to 2400mm wide (8')
- 5 shims on sill over 2400mm wide

- 3 shims on side jamb up to 1600mm high (60")
- 4 shims on side jamb over 1600mm high

Note: Shims on side jambs are to be a minimum of 200mm (8") from the corners of the window

Diagram 3a



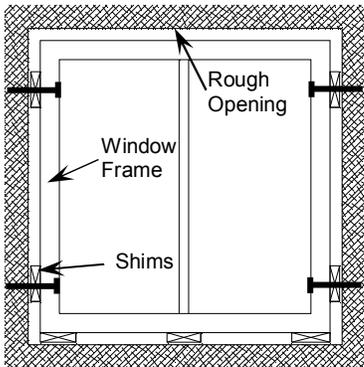
### Casement Window

- 2 shims on sill
- 3 shims on hinge side

- 2 shims on side jamb up to 1000mm high (40")
- 3 shims on side jamb up to 1600mm high (60")
- 4 shims on side jamb up to 2200mm high (7')

Note: Shims on lock side of side jamb are to be a minimum of 200mm (8") from the corners of the window

Diagram 3b



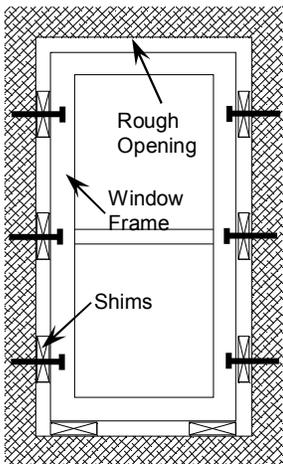
### Gliding Window

- 3 shims on sill up to 1600mm wide (60")
- 5 shims on sill over 1600mm wide

- 2 shims on side jamb up to 1000mm high (40")
- 3 shims on side jamb over 1000mm high (60")

Note: Shims on side jambs are to be a minimum of 200mm (8") from the corners of the window

Diagram 3c



### Hung Window

- 2 shims on sill up to 1600mm wide (60")
- 3 shims on sill over 1600mm wide

- 3 shims on side jamb up to 1600mm high (60")
- 5 shims on side jamb over 1600mm high (60")

Note: Shims on side jambs are to be a minimum of 200mm (8") from the corners of the window

Diagram 3d

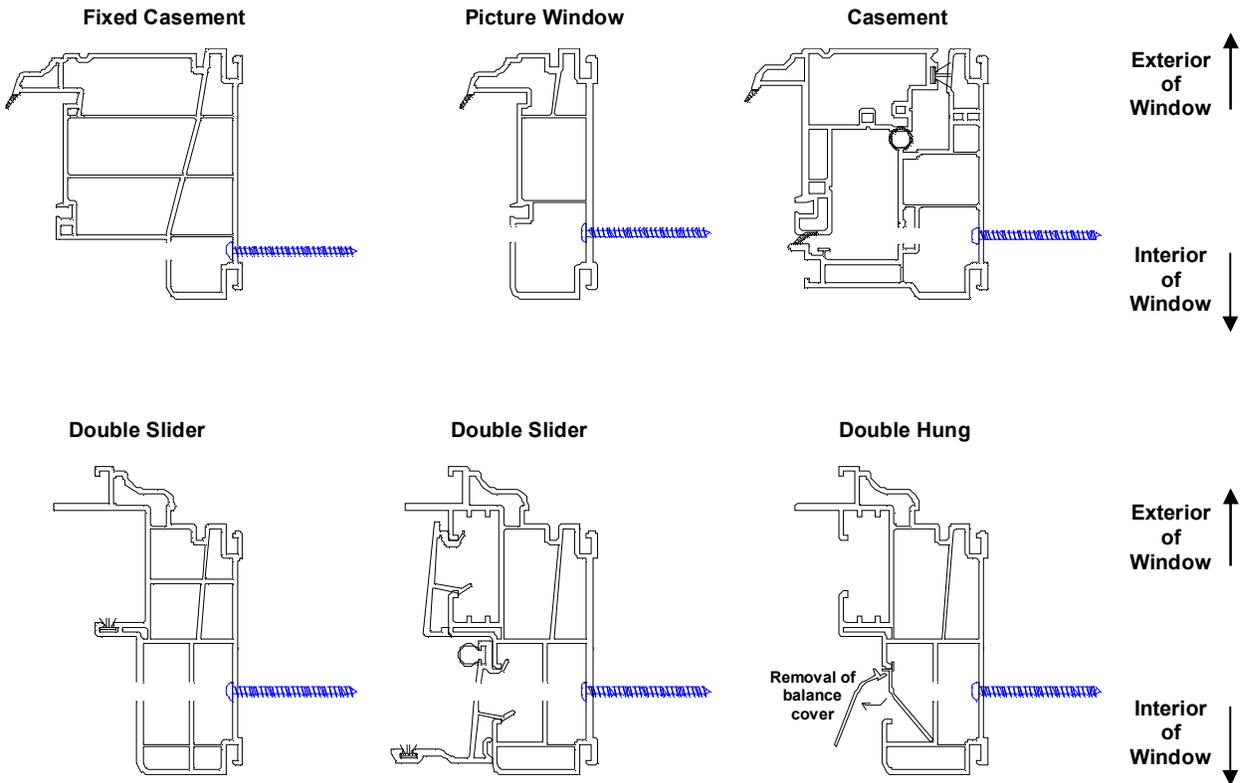


Diagram 4

## INSERT INSTALLATION METHOD (see [Diagram 5](#))

### Prepare Existing Opening

- Remove old window sash completely
- Clear away debris from sill area and check condition of original frame and sill; weak or deteriorated components should be repaired or replaced.
- Check inside opening dimensions. New window should be a minimum of 1/2" undersize to allow for proper fit and function. DO NOT force a window into an opening that is too small! Alter opening if required to allow for minimum clearance of 1/4" between new window and existing frame opening.
- For units with exterior Brickmould, outside of brickmould dimension should be a minimum of 3/8" undersize compared to masonry opening dimensions. This will allow a minimum of 3/16" between outside of brickmould and masonry.

### Install New Window

- Position unit in opening with bottom of window resting on sill with at least 1/4" clearance between window and inside of existing frame at sides and head.
- Insert shims at the window sill and sides as shown on [Diagram 3](#) so that window is square and plumb. Window sill should be level. Side jambs should be parallel to each other.
- Mullied combination windows should be supported with shims at mullions in addition to the shims used for each individual window.
- For Double Hung windows: remove balance covers on each side jamb by tilting in the upper sash and placing a screwdriver under the cover. Pry up on the cover to remove as shown in [Diagram 4](#).
- Locate the shims and pre-drill 3/8" holes in side jambs for the type of window being installed in the position [Diagram 4](#) and install 2" screws.
- Snugly fasten so that window remains square, plumb and level. DO NOT over tighten.
- For Double Hung windows: Replace balance cover on side jamb by snapping it back into place.
- Insulate around window using batt type or low-expansion foam type insulation. Be careful not to bow or distort window frame.

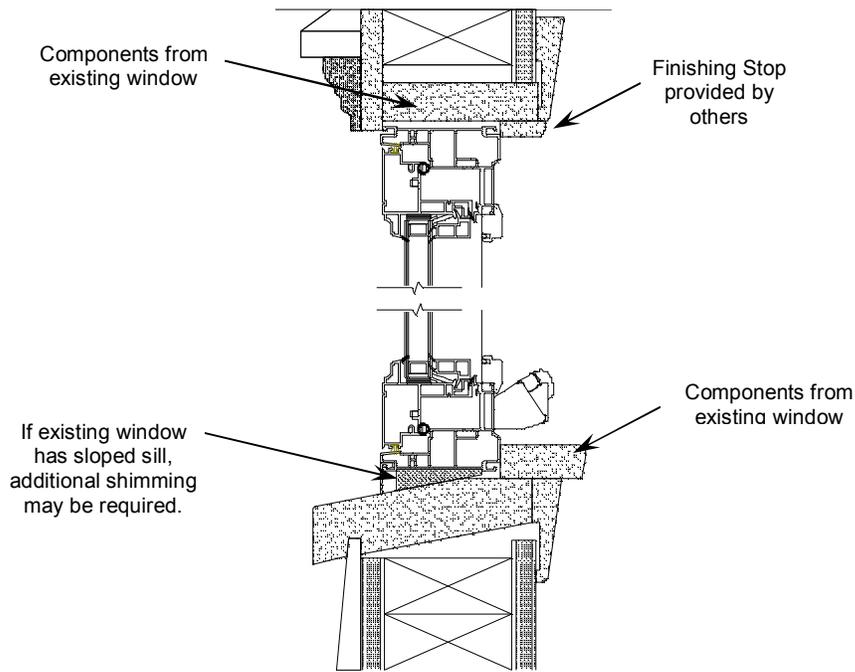


Diagram 5

### Sealing and Finishing

- Check window operation and locking to ensure proper function; adjust as necessary with anchoring screws and shims while maintaining a plumb, level and square installation.
- On casement windows, carefully open sash and remove the red shipping blocks by inserting a screw driver in the hollow chamber and prying up.
- Do not install vinyl screw hole plugs on double-hung or glider units on the lower installation holes as they will interfere with sash operation.
- Apply desired interior trim and sealant as desired. Units with natural wood interior components should be finished promptly.