



**SPENCERWORKS™**

*Where tradition meets innovation.*

**ALL-SEASON HANGING WINDOW™,  
TRADITIONAL STORM WINDOW  
AND TRADITIONAL SCREEN  
INSTALLATION  
GUIDE**

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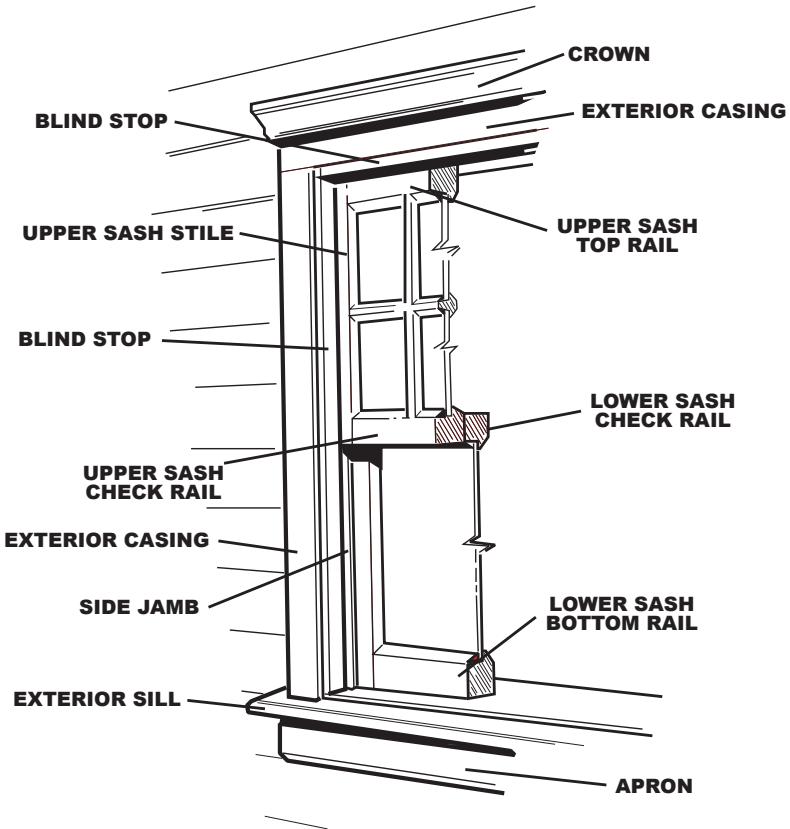
## INSTALLATION

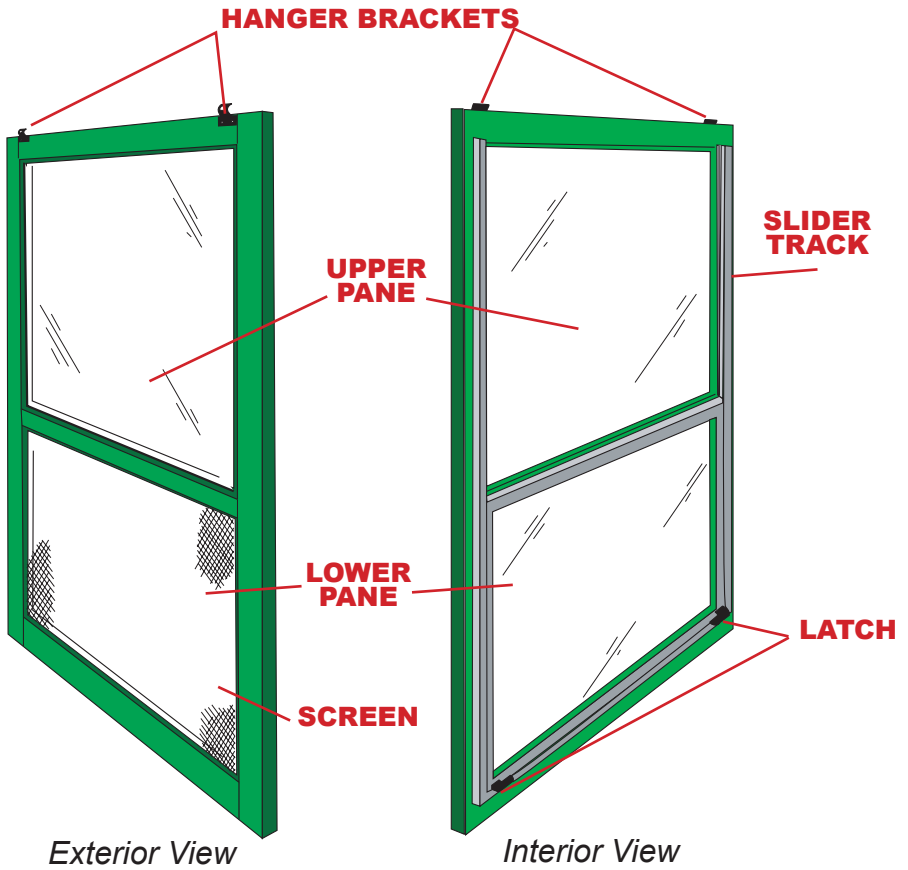
Congratulations on your purchase of a Spencerworks Window. Nothing complements the traditional architecture of your home like our hanging storm windows and screens. By following our installation instructions carefully you will enjoy years of outstanding performance and energy efficiency.

After opening your packing materials familiarize yourself with the following parts and terminology.

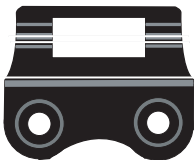
### Tools Required

- Shims
- Electric Drill with 1/16" bit
- Tape Measure
- Screw Driver

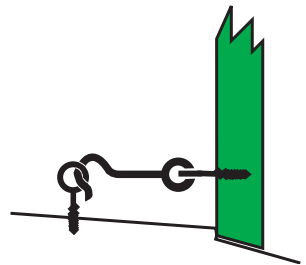




**MALE  
HANGER BRACKET  
(LEFT)**



**FEMALE  
HANGER BRACKET**



**HOOK AND  
EYE**

## FITTING

Spencerworks windows are designed to custom fit your existing window openings. This allows our windows to match the architectural features of your home while providing the benefits of a true storm window. It pays to take the time to carefully fit your windows. Properly installed windows will give years of service and add value to your home.

The window hangs from the exterior casing by replicated 1901 hangers made exclusively for SpencerWorks™. The interior of the storm window rests against the blind stops of your homes window. A space of 1/16" between your homes exterior casing and the storm window gives the most desirable appearance and best performance. Caulk and sealing tapes are not necessary and will adversely affect both the performance and durability of the window.

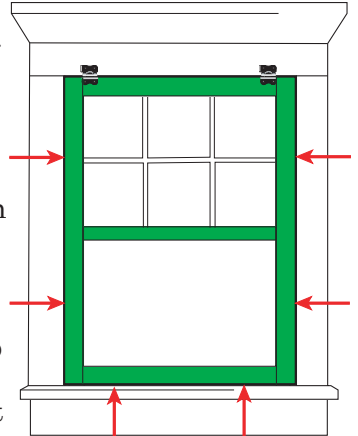
***NOTE:** The 1/16" space around the window accommodates seasonal expansion and contraction of the window frame and your homes exterior casing. The space at the sill is especially important as it prevents moisture from lingering. When moisture is present for extended periods, the window and trim components may deteriorate over time.*

**CAUTION:** *Spencerworks™ windows are heavy. To avoid injury and or product damage we recommend that at least 2 people install windows. If the window cannot be comfortably lifted and maneuvered by the installer a professional carpenter is recommended.*

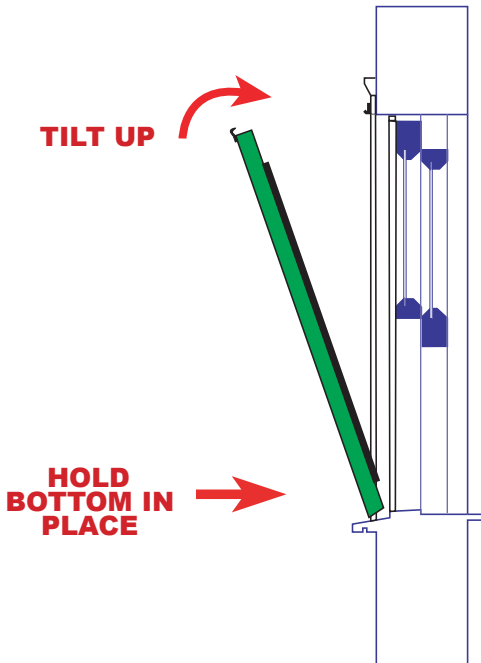
**DANGER:** *Some windows may require the use of ladders for installation and removal. Proper ladder safety must be followed. The correct ladder for the load must also be used. Failure to properly use the ladder or the use of the wrong ladder can cause extreme injury and possible death. We strongly recommend that a professional be hired to install and remove windows requiring the use of any ladder over 4 feet.*

Step 1 Make sure that your existing windows' blind stops and sill are free of excessive paint build-up and other debris that can keep the hanging widow from making a smooth connection.

Step 2 Place the storm window on the sill of your homes window. Tip the windows top to the house while a helper keeps the bottom rail against the sill. Shim the bottom of the window so a 1/16" gap is located at the bottom. Place shims on the sides of the window to center it between the blind stops. Turn buttons or blocking may be used to temporarily hold the window in place while brackets are installed.



**Shim Locations**



*Note: If your window will not tip into position, or has gaps less than 1/16" on any side see "Fitting Oversize Windows".*

Step 3 Have an assistant inspect the window from the interior of the house. The window should rest against the blind stops of your homes windows. Any excessive gaps created by warped blind stops should be marked at this time.

***If your window fits correctly procede to “Final Installation”.  
If your windows are oversized go to  
“Fitting Oversize Windows”.***

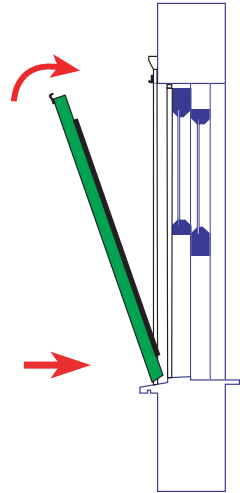
***NOTE:*** *Gaps between the storm window and your homes blind stops may cause air infiltration. This can be remedied by marking and trimming your blind stops.*

***NOTE:*** *Allow paint to cure to manufactures recommendation before final installation.*

## FITTING OVERSIZE WINDOWS

**NOTE:** *Trimming storm windows to exactly match an out of true opening requires a moderate amount of woodworking skill. While this is possible for an amateur with proper tools, it is advised that a carpenter be hired to trim the window. If your windows come painted, you will need to prime and paint those areas that have been trimmed.*

- Step 1 Make sure that your existing windows' blind stops and sill are free of excessive paint build up and other debris that can keep the hanging widow from making a smooth connection.
- Step 2 Place the window on the sill of your homes window. Tip the windows top to the house while a helper keeps the bottom rail against the house. Brace or shim the bottom of the window so a 1/16" gap is located at the TOP between the hanging window and the exterior head casing. Make sure the centerline of the window is located in the center of the exterior casing (marking a centerline on both the exterior casing and the hanging window helps).
- Step 3 Have an assistant on the interior of the house mark the edge of the exterior side casings on the hanging window.
- Step 4 Remove and trim the hanging window so a 1/16" gap is on all sides of the window.



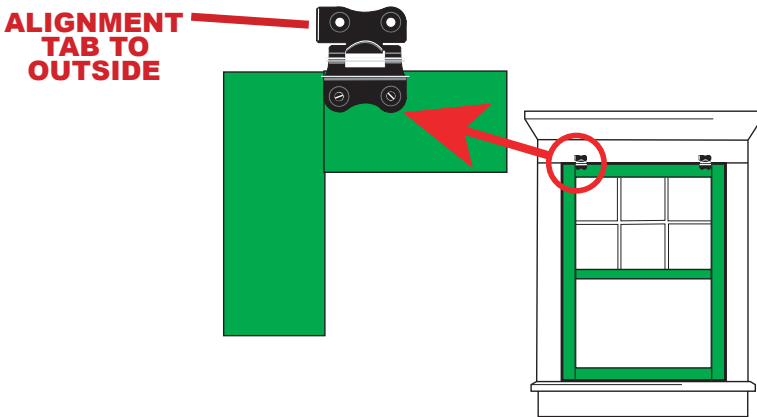
**Important:** *You ordered windows with a sill angle matching your home. When trimming the bottom duplicate this angle.*

Follow the steps in “Fitting” to check your work, when the window fits properly prime and paint the exposed wood. After the paint has cured to manufacturers recommendations continue to final installation.

## FINAL INSTALLATION

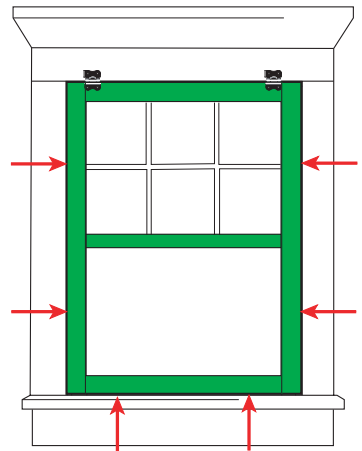
After the window has been fitted and sets in the opening properly, it's time to hang the brackets and install any eye hooks.

- Step 1 Attach the female bracket to the top of the hanging window side rail as shown in the illustration. Mark and pre-drill 1/16" diameter holes, using the screws provided secure the brackets.



**NOTE:** Brackets must be located on the top rail, where it meets the side rail. A haunched tenon joins the rails to the stiles making this the strongest location. Do not locate the brackets in the middle of the top rail, this will significantly weaken the window and void manufactures' warranties.

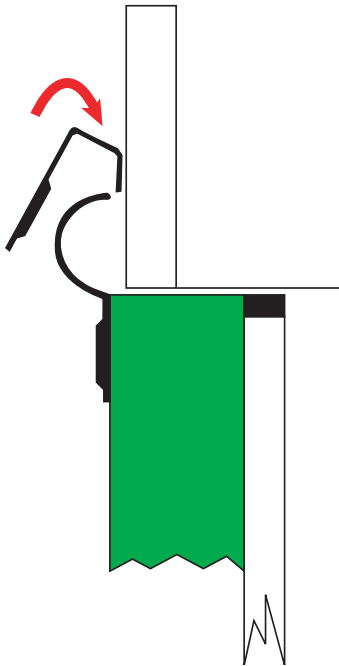
- Step 2 Place the window on the sill of your homes window. Tip the windows top to the house while a helper keeps the bottom rail against the sill. Shim the bottom of the window so a 1/16" gap is located at the bottom. Place shims on the sides of the window to center it between the blind stops. Turn buttons or blocking may be used to temporarily hold the window in place while brackets are installed.



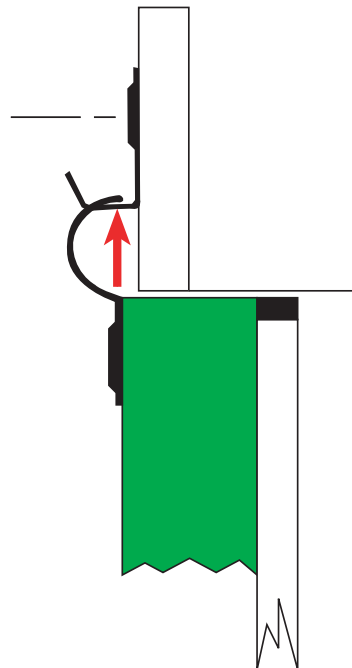


Step 3 Roll the male brackets (tabs to outside) into the female brackets and push the male bracket upward to ensure contact. Locate and pre-drill 1/16" diameter holes in the exterior head casing. Remove the window and attach the Male bracket with two screws.

*Caution: The exterior head casing must be solid, rot free, securely fastened material that can support the hanging window. If your exterior casing shows signs of rot, replace them with sound material.*



**ROLL THE MALE BRACKETS INTO THE FEMALE BRACKETS**



**PUSH MALE BRACKET UPWARD**

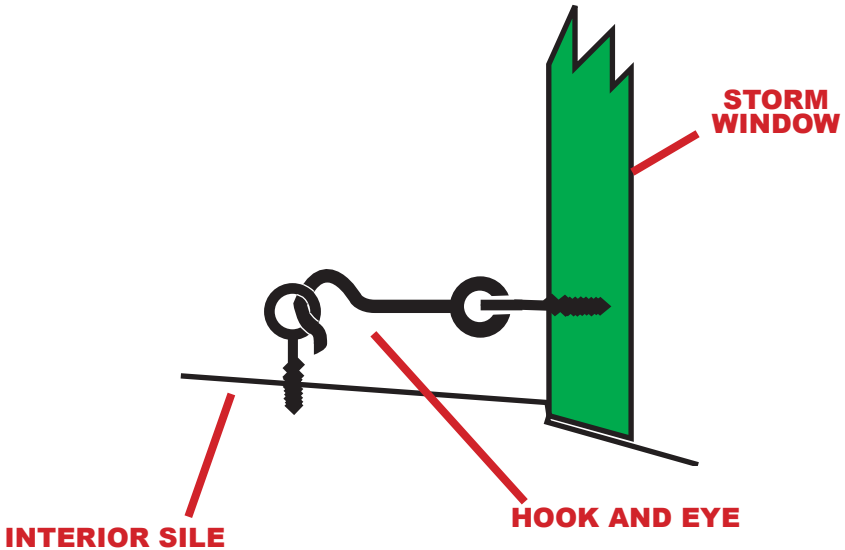
Step 4 Lift the window above the two male brackets and place in position.

*Continued Next Page*

Step 5

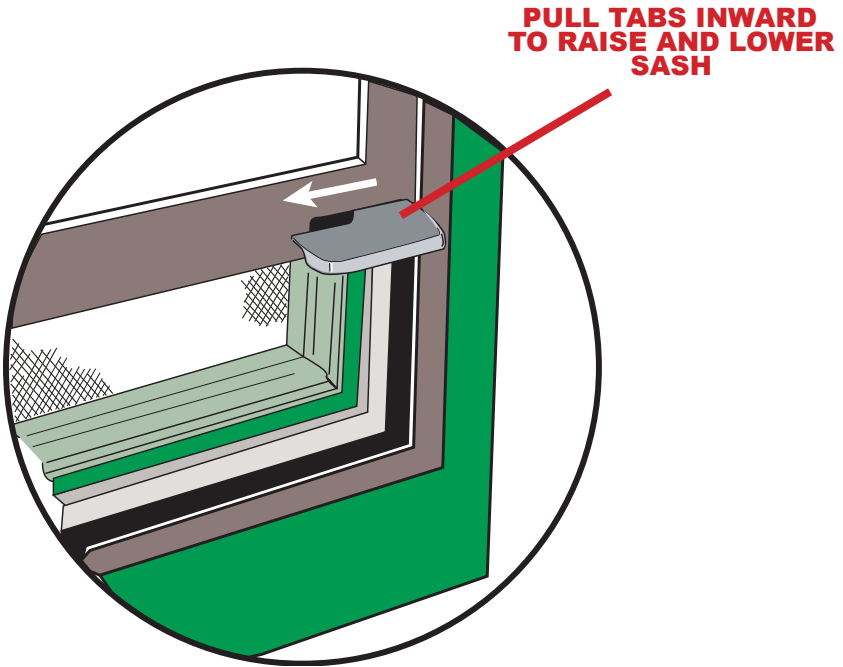
A hook and eye must be installed in the interior of the window opening to hold the bottom of the hanging window in position. Install the hook in the center of your storm windows lower sash rail, 1/4" above the lower blind stop. The eye is then located in the lower blind stop so that when the hook is engaged the storm window is snug with the blind stops. Larger windows require two hook and eye assemblies. When installing two hook and eyes locate them 6 to 10 inches from the side blind stops.

*NOTE: Hook and eye assemblies must be installed to ensure that the storm window seals and as a security measure.*



## OPERATION

Spencerworks™ All-Season Hanging Windows™ are convenient from top to bottom. Easy tab locks make this storm window a snap to open and close. Your window opens and closes by simply pulling the tabs and raising or lowering the window to the next position. The spring loaded tabs will make a snapping sound as they push into position.



## MAINTENANCE AND REPAIR

Spencerworks™ All-Season Hanging Window™ can be cleaned and repaired in the same way as your homes existing windows. Our windows are constructed of commonly stocked materials that can be found or replaced at your local hardware store or glass shop. Exceptions are the easy-tab locks, 1/4 round molding, slider frame and the replica 1901 hanger brackets which must be ordered from Spencerworks™ All-Season Hanging Window™. If you prefer or a local shop does not carry the component you require, any item may be ordered from Spencerworks™.

The following describes cleaning and repair procedures that differ your Spencerworks™ All-Season Hanging Window™ from standard storm windows.

### REMOVAL

Spencerworks™ All-Season Hanging Window™ are simple to remove. To remove your storm windows for storage or cleaning, first ensure that any hook and eye is released. Have an assistant push the bottom of the window outward 6 to 12 inches. From the outside of your home grab the window on both side at the mid point of the window. Lift and remove the window (see *Figure 1* next page).

***DANGER: Some windows may require the use of ladders for installation and removal. Proper ladder safety must be followed. The correct ladder for the load must also be used. Failure to properly use the ladder or the use of the wrong ladder can cause extreme injury and possible death. Spencerworks™ strongly recommends that a professional be hired to install and remove windows requiring any ladder over 4'.***

### CLEANING LOWER PANE

To clean the exterior side of the lower pane, the window must be removed from the house. Stand the window upright and slide the lower pane up and out of the extrusion. Clean and replace. All other panes can be cleaned in place.

## BROKEN GLASS

When repairing a broken pane the rubber glazing that secures the lower glass in the frame must be carefully removed and kept for use when assembling the new pane. The upper pane is bedded in 100% silicon behind a 1/4 round molding. See “Screen Repair” to remove and install the upper pane molding.

## SCREEN REPAIR

To remove the screen from your window, use a sharp utility knife to cut the caulk along the union of the 1/4 round molding and the sash/stile. Carefully pry the quarter round molding off. Remove the 1/8” rubber spline and the damaged screen. Scrape any caulk that is on the mating surfaces of the sash/stile and the quarter round. Replace the screen and install the rubber spline. Place a single bead of 100% clear silicon caulk continuously around the mating surface and replace the quarter round molding. Secure the 1/4 round molding with painters tape until the caulk has cured to manufactures recommendations.

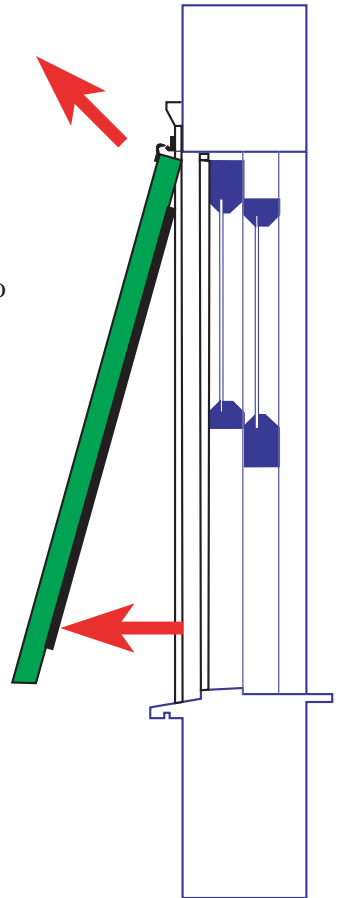


Figure 1





