

Essential Stationary Sash & Leveling Block

Field Applied Replacement Instructions

ABSTRACT: This instruction covers the removal of stationary sash and leveling blocks on the following essential products: Picture, Transom, Glider XO/OX and XOX. This instruction is relevant for product produced from November 2006 to present.

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You Will Need to Supply

- Safety glasses
- Clear or white sealant
- Stationary sash removal tool or 2-flexible putty knives (for removing pre-March 2009 sash).
- 1" wide wood chisel
- Phillips head screwdriver

Stationary Sash Removal

NOTE: New parting stops should be ordered and used when replacing any components that require the removal or installation of the stationary sash. (New stationary sash and frames will include new parting stops).

Include one of the following items:

- 1-XOX parting stop
- 2-XO/OX parting stops
- 3-Picture/Transom parting stops

1. For picture and transom units proceed to [step 2 on page 1](#) . Remove the operator sash. Slide the sash away from the jamb a few inches, engage the tilt latches and tilt sash to the interior. Lift the sash off the sill and set aside. [See Figure 1](#) .



Figure 1

2. Using a stiff putty knife or chisel, remove and discard the head jamb parting stop. [See Figure 2](#) . Remove the jamb parting stop in the same manner and discard. Remove and save the sill liner on picture and transom units. For picture and transom units, proceed to [step 6 on page 2](#) .



Figure 2

| | |
|---|------------------------|
| 1 | Head jamb parting stop |
|---|------------------------|

3. Partially remove the head jamb weather strip at the meeting stile area. Do the same for the sill weather strip. See Figure 3 and Figure 4.



Figure 3 Interior view

| | |
|---|------------------------|
| 1 | Head jamb weatherstrip |
|---|------------------------|



Figure 4 Exterior view

| | |
|---|-------------------|
| 1 | Sill weatherstrip |
|---|-------------------|

4. Use a Phillips head screwdriver to remove the leveling block end cap screw. See Figure 5.

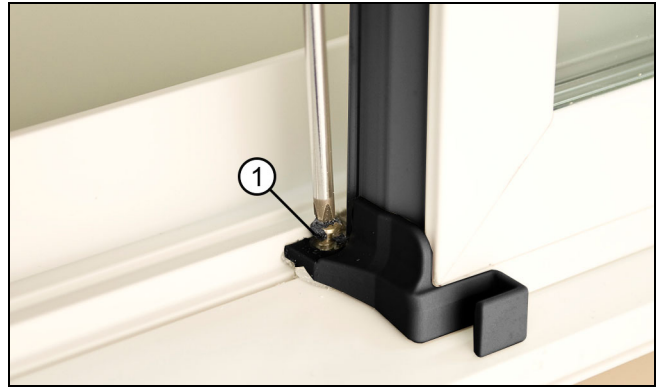


Figure 5

| | |
|---|------------------------------|
| 1 | Leveling block end cap screw |
|---|------------------------------|

5. Remove the head jamb bracket screw and set aside for reuse. See Figure 6.

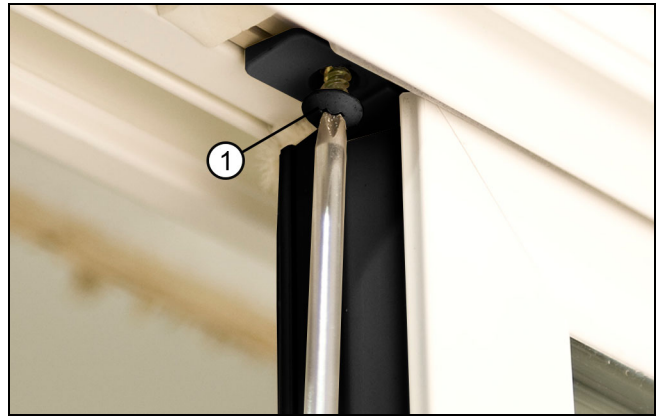


Figure 6

| | |
|---|-------------------------|
| 1 | Head jamb bracket screw |
|---|-------------------------|

NOTE: Refer to steps 5 and 6 of the included retrofit instructions for units manufactured prior to March 2009.

6. Pry up between the stationary sash and header and pull top edge of sash inward. See Figure 7.



Figure 7

| | |
|---|---|
| 1 | Pry up with a chisel or stiff putty knife |
|---|---|

7. Once the stationary sash is tilted to the interior, start at one end and lift the sash off the sill. The barb on the leveling block will disengage from the kerf in the sill. A putty knife may be necessary to help disengage the end cap from the sill on gliders. See [Figure 8](#).



Figure 8

Stationary Sash Installation

Stationary Sash Kits include the following items:

- 1- Replacement sash
- 2- 7/8" flat head stainless steel (ss) screws.

NOTE: If completely replacing the existing stationary sash with a new one shipped from factory, proceed to step 1 for gliders and step 2 for pictures/transoms. If you are only replacing the frame on a glider manufactured prior to April 2011, or replacing the leveling block on a Picture/Transom unit, see [Leveling Block Replacement on page 4](#) before proceeding to step 1 or 2.

NOTE: If replacing the frame only on gliders manufactured prior to March 23, 2009, refer to other set of included instructions for retrofitting the stationary sash before reinstalling into the new frame.

1. Clear debris and old sealant from the kerf around the old end cap screw hole. Inject sufficient sealant to completely seal and fill the existing end cap screw hole in the sill. White or clear colored general purpose sealant is recommended for visual purposes. Wipe away excess sealant after installation is complete. See [Figure 9](#).



Figure 9

2. Lift the new stationary sash into place. For XO and OX units, keep the new stationary panel close to the jamb, set it on the sill so that the barb on the leveling block fits into the kerf in the sill. Tilt the sash into place. For OX and XO gliders ensure that the sash is slid tight up against the side jamb. See [Figure 10](#). For picture and transom units, proceed to step 6.



Figure 10

NOTE: Insert the header and sill weather strip on XOX units before proceeding to the next step. This will help position the stationary sash in the correct location prior to installing the header bracket.

3. Position the glider header bracket under the Euro Groove block in the header. Insert the truss head screw from the old sash back through the header bracket and into the hole in the Euro Groove block.

NOTE: If reinstalling the sash into a glider frame manufactured prior to March 2009, simply reinsert sash peg into bracket.



Figure 11

NOTE: Confirm location of the stationary sash on XOX units by measuring the distance from each jamb and making sure they are equal.

4. Inject a small amount of sealant into the hole in the leveling block end cap. See Figure 12.



Figure 12

5. Drive the supplied flat head stainless steel screw through the hole and down into the sill kerf until the head is flush with the end cap. See Figure 13. Be careful not to strip out the screw. Wipe away excess sealant.



Figure 13

6. Replace the head jamb weather strip on OX and XO units followed by the sill weather strip making sure that the weather strip butts up tight against the end cap(s). Lastly, insert the new sash stops starting with the head jamb first, then the jamb. For gliders, replace the white sash stop(s). For pictures/transoms, replace the sill liner.

7. Replace operator sash on gliders.

Leveling Block Replacement

Leveling block replacement kits include the following items:

- 1-Leveling block (all kits)
- 2- 3/4" pan head screws (Glider)
- 1 or 2- 7/8" flat head SS screws (Glider)
- 1 or 2 Dust blocks (Glider)
- 1 or 2 End caps (Glider)
- 3- 3/4" pan head screws (Picture/Transom)

1. First remove the stationary sash per the enclosed stationary sash removal instructions.

2. Remove and discard the existing leveling block (and end cap(s) for gliders). Depending on the style of leveling block removal will vary. Units built after April 2010 can have leveling block removed by simply removing the screws located in the underside of the leveling block. See Figure 14.

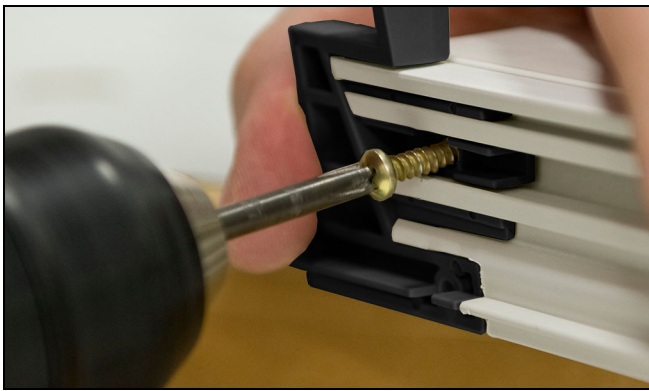


Figure 14 Remove screw

3. The other style of leveling block can be removed by sliding it out of the bottom rail. It may be necessary to make slight notches with your knife in the sash stile (see [Figure 15](#)) to allow the leveling block to slide out (see [Figure 16](#)). For picture and transom units, proceed to [step 5 on page 5](#).



Figure 15



Figure 16

4. Attach the dust block to the end cap and insert the end cap in the end of the leveling block. [See Figure 17](#).



Figure 17

5. Fasten the leveling block to the bottom corners of the sash with 3/4" pan head screws. [See Figure 18](#). Proceed to the following step for picture/transom units.

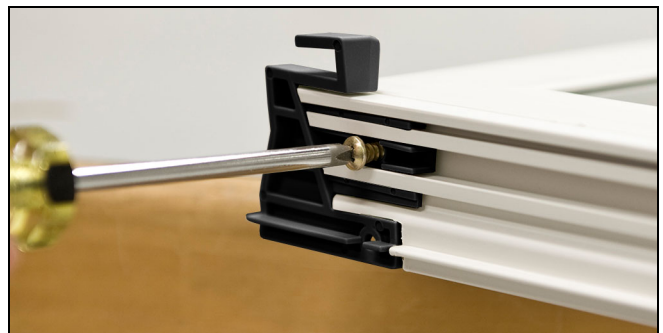


Figure 18

6. Picture and transom units require a third 3/4" pan head screw to be installed through the leveling block at the center of the sash. [See Figure 19](#).

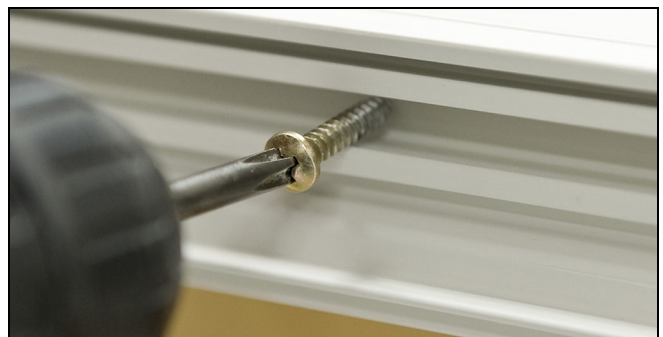


Figure 19

7. Install the stationary sash per the enclosed stationary sash installation instructions.