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TRADEWINDS & EASYVENT DOOR BOTTOM SASH AND BALANCE REPLACEMENT INSTRUCTIONS

23 MAY 2007

TOOLS NEEDED: PHILLIPS SCREW DRIVER, SMALL FLAT BLADE SCREW DRIVER.

STEP ONE: REMOVE BOTTOM SASH FROM DOOR FRAME

There are two different styles of bottom sash frames. Fig 1 and 2 show one style. Fig 3 and 4 show another style.

If your door is like fig 1 and 2, remove the screws from the clear sash wedges (located on both sides of the bottom sash at the top) as shown in fig 1. Remove the wedges from door by prying them out with a flat bladed screwdriver as shown in fig 2.

If your door is like fig 3 and 4, punch out all 4 screw hole plugs using a Phillips screw driver as shown in fig 3. Then remove the 4 screws that are behind these plugs as shown in fig 4.

For both sash designs, slide the sash towards one side of opening and remove it from the door frame as shown in fig 5. Sometimes lifting the sash up towards the middle of the door will help to remove it as well.

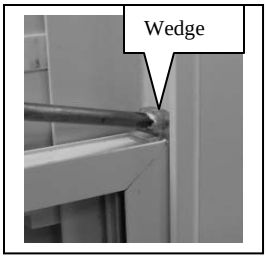

Fig 1

Fig 2

Fig 3

Fig 4

Fig 5

IF YOU ARE REPLACING THE BOTTOM SASH ONLY, PLEASE PROCEED TO STEP SIX. IF YOU WISH TO REPLACE THE BALANCES IN THE DOOR PROCEED WITH STEP TWO.

STEP TWO: REMOVE HEAD COVER, INSTALL "TAKE-OUT" CLIPS

First remove the screws on each end of head cover as shown in figure 6. Next remove the head cover as shown in fig 7. Then lower the sash approximately 18". Next, insert the "take-out" clips shown in fig 8 into the track of the door frame towards the top. Insert the bottom curved end of the "take-out" clip into the bottom hole and then snap the top leg into the other hole. Finally, using a flat bladed screw driver, pry the bottom of the "take-out" clips out as shown in fig 9.

Fig 6

Fig 7

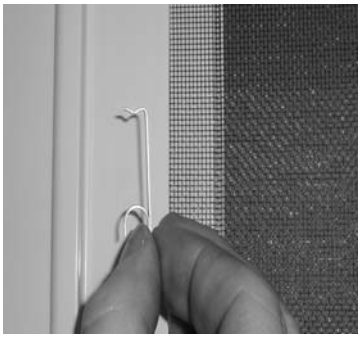

Fig 8

Fig 9

STEP THREE: REMOVING TOP SASH

First, remove the balance screws as shown in fig10. These screws are located on the bottom of the operating sash. Some models do not have these screws. Next slowly raise the sash up allowing it to slide past the "take-out" clips as shown in fig 11. Then, slide the sash to one side of the opening as shown in fig 12. Remove the opposite side of the sash first. The rubber screen connector has to clear the door frame before it can be removed as shown in fig 13. Slide the sash off of the rubber screen connector and set it aside. The screen still has tension on it so slowly raise it up and release it. The screen will retract upwards slightly and then stop as the rubber seal becomes wedged between the screen roll and the aluminum door frame.

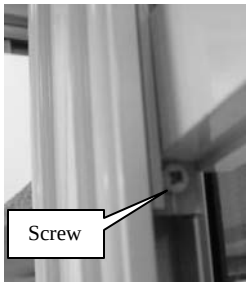

Fig 10

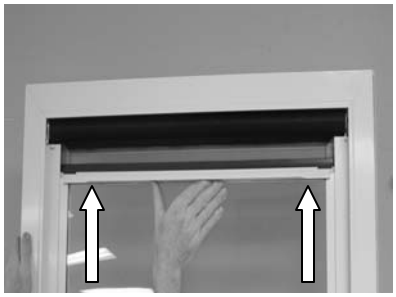

Fig 11

Fig 12

Fig 13

STEP FOUR: INSTALLING NEW BALANCES

The old balances should now be seated in the take out clips as shown in fig 14. Push down slightly on the balance to disengage it from the take out clip. Next, using a flat bladed screw driver, pry out the plastic plug that holds the balance into the door frame as shown in fig 15. Lift up on the balance and disconnect it from the door frame. Then, connect the new balance to the door by placing the clip on the bottom of the balance into the top hole as shown in fig 16. The bottom hole is only a relief hole for the knot. Put the plug from figure 15 back into the top hole. Push the balance down and reconnect it to the take out clip, making sure that the balance is seated properly with the take out clip directly in the center of the balance end as shown in fig 14.

Fig 14

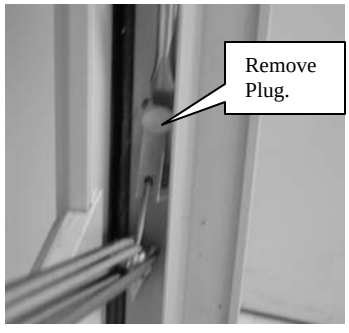

Fig 15

Fig 16

STEP FIVE: REINSTALLING TOP SASH

The new balances should now be seated in the "take-out" clips as shown in fig 14. Pull the screen out as shown in fig 17. Insert the rubber screen connector into the top of the operating sash as shown in fig18. With the top of the sash several inches above the top of the balances, slide one side of the sash into the door frame and then the other as shown in fig19. Lower the sash until the balances engage the insert and support the full weight of the sash. See figs19 and 20 to determine if your balances are installed correctly. If you can see the end of the balance like in fig 20, your balances are installed INCORRECTLY. You can grab the end of the balance with a needle nosed pliers, pull it down approx ½" and let it up again. Eventually the balance will seat itself correctly. If your door looks like fig 21 they are installed CORRECTLY.

Once they are correctly installed, remove the "take-out" clips as shown in fig 22 and reinstall the balance screw as shown in fig 10.

Fig 17

Fig 18

Fig 19

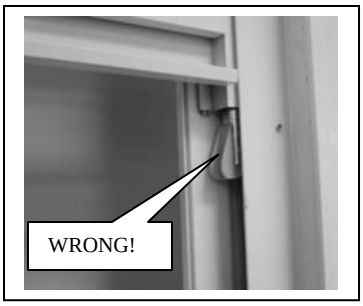

Fig 20

Fig 21

Fig 22

STEP SIX: REINSTALLING BOTTOM SASH

Clear bottom track of door of any debris.

Slide one side of the bottom sash into the door frame and then the other. Center the sash and make sure it is seated completely in the bottom of the door track.

As mentioned in step one, there are two different types of bottom sash. Follow Step A for replacement sash's.

Note: It is acceptable to replace a sash like shown in fig 24 with a sash like shown in fig 23.

A.) If you have the type with the clear plastic wedges as shown in fig 1, insert both of the wedges at the same time and push them all the way down until they make firm contact with the top of the bottom insert, as shown in fig 23. Then screw them into place.

B.) If you have the type with the 4 hole plugs as shown in fig 3, make sure insert is seated properly and reinstall the 4 screws that were taken out in step 1 as shown in fig 24. Finally, replace the screw hole plugs.

Fig 23

Fig 24