

SERVICE

Builder Series Insert Unit Replacement

Relax, replacing this insert unit is the same as replacing a standard piece of insulated glass.

Be sure to wear gloves and protective eyewear.

Use a drop cloth to protect the area where you will be working.

Tools and Materials Needed

Work Gloves
Protective Eyewear
Drop Cloth
Putty Knife
Carpenter's Clamp
Latex Acrylic Caulk
Flat Head Screwdriver
Rubber Mallet
Small Piece of Wood
Silicone

1. Identify the side of the window in which the snap bead is installed. Depending on how the window was installed, the snap bead can be on either the interior or exterior side.
2. Carefully insert an ultra small screwdriver or other flat tool between the snap bead and the outer vinyl frame (*figure 1*). Pry the snap bead away from the insert unit. It should easily pop out. If the snap bead is in good condition, save it for reuse.
3. Break out the center of one of the bottom corner blocks. If you break out the exterior side first, you'll keep most of the debris outside.
4. Place a short 2 x 4 across the outside corner of the window frame (*figure 2*). Next, insert a clamp through the broken block. Place one end of the clamp on the 2 x 4 and the other end on the insert unit frame nearest the block. Be sure that the clamp does not touch the vinyl frame or damage will occur. It is acceptable for the clamp to partially rest on the edge of the broken block.
5. Slowly tighten the clamp making sure that it doesn't slip onto the vinyl frame. The insert unit will slowly pull away from the vinyl frame.
6. Once the unit has come loose from the corner, you should be able to pull it completely out of the vinyl frame. A pry bar may be of help, just make sure that you don't pry against any normally exposed portion of the vinyl frame, as damage can occur.
7. Clean the glazing area around the window frame. Remove any residue left behind from the previous insert. Once the area is clean, the replacement unit can be installed.
8. Dry fit the new insert unit into the frame to make sure it slides in the whole way. Remove the insert.
9. Apply a continuous $\frac{1}{4}$ " bead of silicone to the wall of the glazing pocket of the vinyl frame (*figure 3*). Ensure that there are no gaps in the bead, especially at the corners.
10. Slide the insert back into place. Apply a firm pressure around the perimeter for a tight fit.
11. Reinstall the snap bead. You can install the original snap bead if it is undamaged. Otherwise, cut to fit the supplied snap bead. Tap the snap bead into place using a small piece of wood and a rubber mallet (*figure 4*).
12. Go to the exterior side of the window (regardless of which side the glazing bead is installed) and apply a fine bead of color-coordinated latex acrylic caulking on the area between the insert and the window frame or glazing bead.

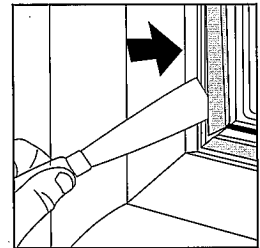


figure 1

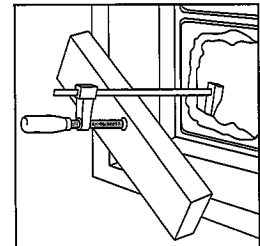


figure 2

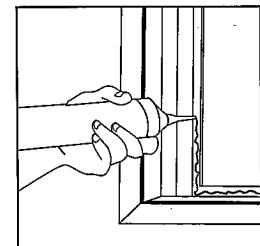


figure 3

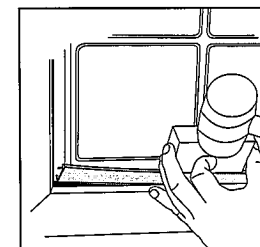


figure 4