



PARAMOUNT

WINDOWS & DOORS

INSTALLATION INSTRUCTIONS

DOUBLE HUNG WINDOWS

When installing wood windows, there are three (3) main installation processes that **must be** done, in order for the window to function properly. With proper installation and maintenance, a window can last a lifetime!

1. Wood Windows must be **Sealed** prior to installation:
 - a. **Prime** within **7 days of receipt** (If purchased unprimed and intend to paint the window.)
 - b. **Paint** within **10 days of priming** or upon receipt of pre-primed windows.—OR—
 - c. **Stain with a clear sealer** within **7 days of receipt**.
 - d. **Seal** the stain **immediately** after stain has met the stain manufacturer's recommended dry time.**ALWAYS—Inspect annually and maintain of the sealant, if required.**
2. Wood Windows can be properly Installed, **only after they have been properly sealed**:
 - a. A properly installed wood window should be **Level**.
 - b. A properly installed wood window should be **Square**.
 - c. A properly installed wood window should be **Secure**.
 - d. The Window Frame gaps should be properly **Insulated** next to the wall.
3. Wood Windows require proper exterior sealing.
 - a. **Moisture resistant paper** should be properly installed around the window frame.
 - b. **No stucco or brick gaps** should exist, to prevent water damage.
 - c. **No siding gaps**; water can seep into the window that rests directly on wood.
 - d. Proper caulking of siding is required.

PRIME & PAINT OR STAIN & SEAL

UNPRIMED WOOD PRODUCTS

It is **extremely critical** to **prime and paint**, or **stain and seal** **all wood surfaces** of the product, prior to installation (including the back of the frame and area being covered by the installation). This **MUST** be performed within **7 days** of receipt of the window or door. Do not allow the window to get wet before sealing.

1. Use a latex primer with **100% high-quality Acrylic Semi-Gloss Exterior House Paint**.
 - a. Trim with "Enamel" or Alkyd Primer with a high quality Alkyd Semi-gloss Paint.
 - b. Oil-based paints are not recommended.
 - c. Use **Exterior Finish** for the exterior.*
 - d. Use **Interior Finish** for the interior.
2. Use a stain and clear finish that is **not** lacquer-based
 - a. First coat apply a stain and sealer.
 - b. On the second coat, use a **Spar Urethane Resin-based product**.

***WARNING Never use a penetrating stain on the exterior.**
The UV radiation and moisture will destroy the product.



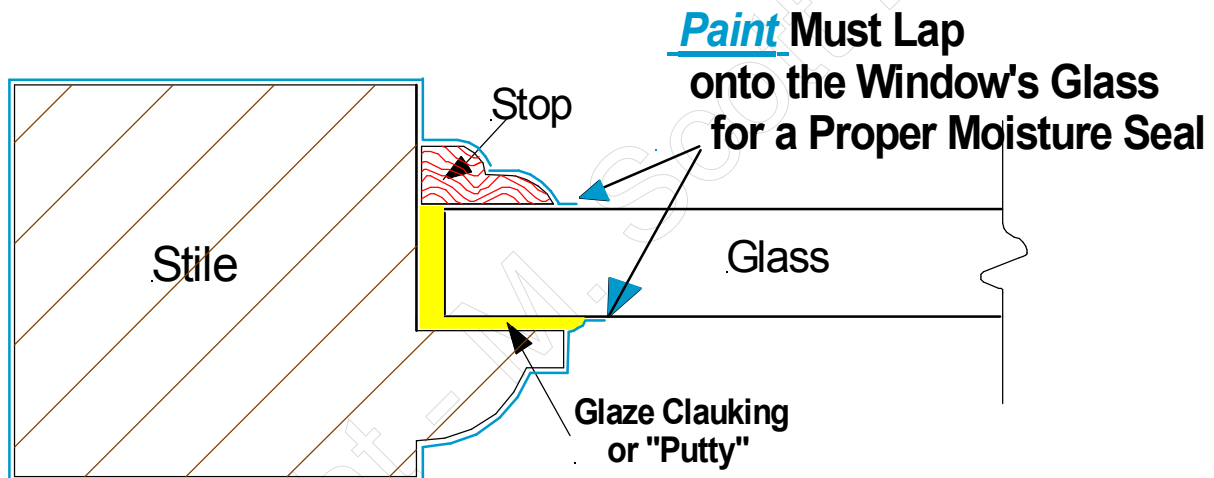
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PRIMED WOOD PRODUCTS

Paramount Windows and Doors now offers factory priming, on request. If you do not use our pre-primed product, please refer to the instructions below. It is extremely critical to **paint** wood products within **10 days**, after priming the wood, or upon receipt of your new Paramount Windows & Doors merchandise.

1. Use a latex primer with 100% high-quality Acrylic Semi-Gloss Exterior House Paint.
 - a. Trim with "Enamel" or Alkyd Primer with a high quality Alkyd Semi-gloss Paint.
 - b. Oil-based paints are not recommended.
 - b. Use **Exterior Finish** for the exterior.
 - c. Use **Interior Finish** for the interior.



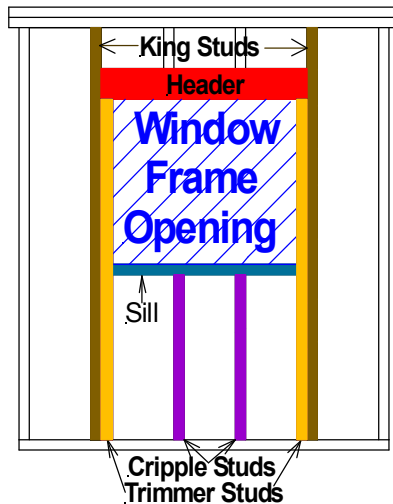
2. **Paint must lap** onto the glass for proper moisture seal as demonstrated above.
 - a. Once painted, remove over paint carefully from the glass using a flat razor blade or paint scrapper placed squarely on the glass.
 - ◆ **Do Not** hold the razor blade or paint scraper tilted, as this may scratch the glass.
 - ◆ Use proper **safety handles** on razor blades or paint scappers.
 - ◆ **Be careful** to not cut yourself as you scrap excess paint. Always stroke the tool away from your body.
 - ◆ Be sure to leave a **slight paint overlap for the seal**.
 - b. Sills: It is necessary to seal sills (especially Oak Sills) on all sides before installation.
 - c. **Installer:** Always use a licensed contractor, who is an experience installer, who follows the installation instructions.



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FRAME & WINDOW MEASUREMENTS



Most windows are framed in this basic configuration. Measuring a window frame opening is performed by taking six (6) measurements. Measure the “Window Frame Opening” in 6 areas.

Measure the width from the—

1. Side-to-side across the top,
2. Side-to-side across the middle
3. Side-to-side across the bottom.

Measure the height from the—

4. Top-to-bottom on the right-hand side,
5. Top-to-bottom on the left-hand side,
6. Top-to-bottom on the and the middle.

- ◆ Always use the Shortest Dimension for the Window Frame Opening.
- ◆ The “Window” measurement is $\frac{1}{2}$ ” less for both the width and height of the net “Window Frame Opening”.

EXCEPTION

Double Hung Windows with Acme Balances, when the sash weighs more the 32 pounds.

Subtract 1" from the width of the Window Frame Opening.

INSTALL THE “WINDOW INTO “WINDOW FRAME OPENING”

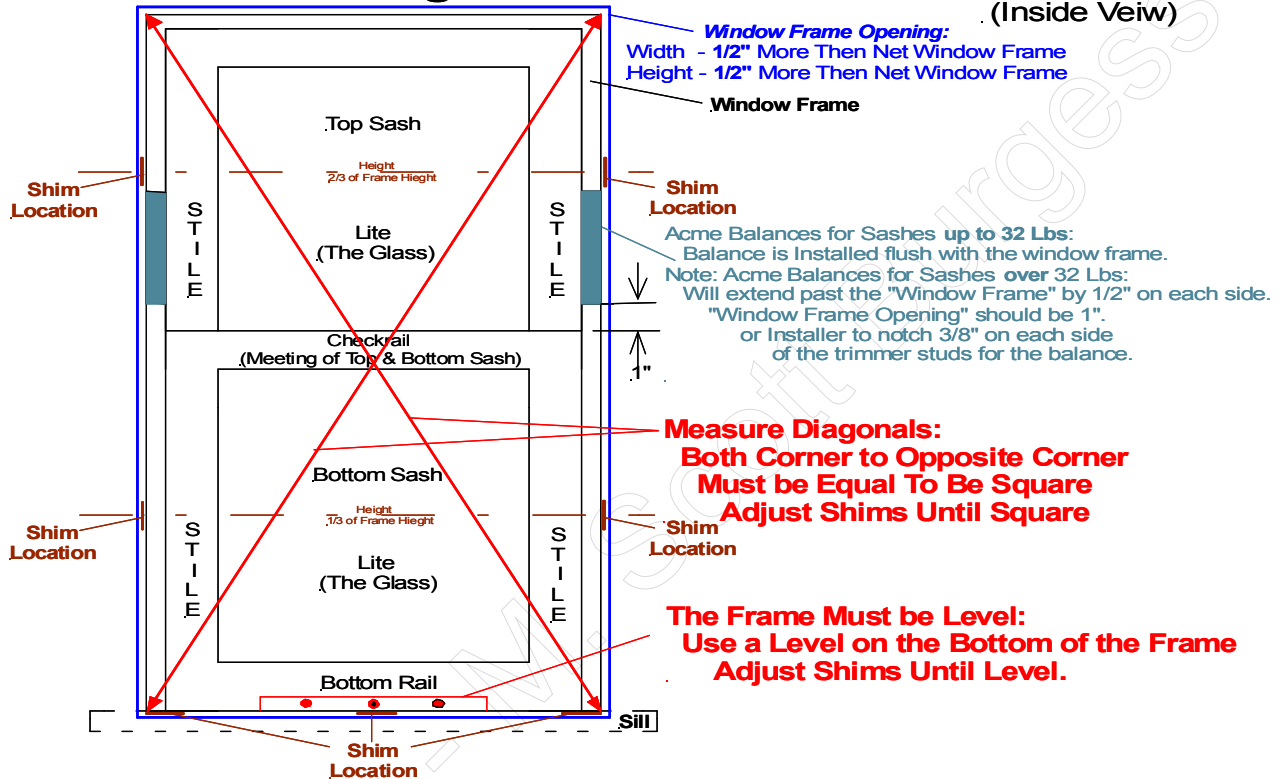
- ◆ The Window should be placed into the *window frame opening* from the outside.
- ◆ Apply an acrylic caulking around the edge exterior **Header, Trimmer Studs and Header.**
- ◆ Be sure the moisture paper is sealing completely around the window’s exterior, with the top sheet overlapping downward.
- ◆ Place the window tightly up against the exterior wall and tact.



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Double Hung Acme Installation 9-32# Sash (Inside View)



The Window is to be installed "Level"

- ◆ Level the window using a level resting on the window sill, shim the sill in three locations on each side, and the middle of the window.
- ◆ Loosen and tighten tact as necessary.
- ◆ A double hung window will not operate properly unless the window is properly "leveled" during installation.

The Window is to be installed "Square"

- ◆ Square the window using a tape measure.
- ◆ Measure diagonally from corner to corner.
- ◆ The measurements must be equal.
- ◆ Using shims 1/3 and 2/3 up the frame on both sides, adjusting until the each diagonal measurement is equal to each other. A double hung window will not operate properly if the window is not squarely installed.

The Window is to be installed "Securely"

- ◆ Preferably, use a screw (some contractors may use nails).
- ◆ Attach the window frame to the trimmer studs, sill stud, and the header.
- ◆ Fasten every 6" to 12"; DO NOT fasten where the Acme Balance is located inside the frame.

The Window Frame should be properly "Insulated" with the wall.

- ◆ Installation (preferably urethane foam) should be placed in-between the frame and the trimmer studs, sill stud and the header.
- ◆ Lastly, trim the window to your specifications.



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PREVENTATIVE MAINTENANCE REQUIREMENTS

Wood & Glass:

- ◆ You must maintain the finish to provide continued protection of the wood. Not maintaining the exterior and interior finishes can cause permanent damage to the product.
- ◆ Lack of proper maintenance can cause product performance to deteriorate.
- ◆ An inspection every six (6) months on painted surfaces and Ninety (90) days on stains and clear finish surfaces.
- ◆ If necessary, reapply coat(s) of paint or sealer after properly preparing the old surface in accordance with the paint or sealer manufacturer's recommendations.
- ◆ Be sure to maintain any and all caulked joints before refinishing.

Note

Most wood products should be repainted every 2-3 years. Dark colored paints and harsh weather or coastal conditions may require more frequent coats. On wood, stain-and-seal finish, the need may be every six months.

Joint Maintenance

- ◆ Preventive maintenance requires inspection of all wood joints for a tight moisture seal. Inspection.
- ◆ Should include all stucco or brick molding, sill, frames, sash, bars and stops.
- ◆ Schedule every ninety (90) days for stain joints and Six (6) months for painted joints.

Weather stripping

- ◆ Preventive maintenance requires a check of the weather stripping every two (2) years. Replace as needed.

Hardware

- ◆ Casement and awning operators, hinges and locks should be lubricated on a bi-annual, preventive maintenance schedule.
- ◆ Clean the surfaces prior to lubricating.
- ◆ Use lithium grease on the hardware and silicon spray on the hinge tracks and locks.

Horizontal Sliding and Double Hung windows

- ◆ Preventive maintenance on horizontal sliding and double-hung windows using plastic tracks should be lubricated every two (2) years.
- ◆ Clean the track thoroughly before lubricating.
- ◆ Use silicon spray to lubricate.

Improper Maintenance may void PARAMOUNT WINDOWS & DOORS limited warranty.

- ◆ In order for you to be fully protected by our limited warranty, it is the homeowner's responsibility to properly care for and protect the wood against moisture or excessive dryness. It is imperative for all six (6) sides of the wood surfaces to be thoroughly primed and painted or sealed and varnished with an approved wood moisture sealer on the window or door.
- ◆ Bi-annual inspection is highly recommended with a refinishing and sealing process implemented immediately when there are signs that the sealer has deteriorated, indicating that the wood is no longer sealed from moisture or dryness.