

Screen Removal Instructions

Screen Door

- 1) Unlock latch on screen door by sliding it up. Window washers will slide door out of way to clean door panel.



Windows

Tilting Bottom Sash for Screen Removal

- 1) Unlock window unit.
- 2) Open (raise) the bottom sash 6-8".
- 3) Slide the tilt latch buttons, one on each side of the top sash, towards the center of the unit.



Screen Removal Instructions

- 4) While holding tilt latches in retracted position, pull sash towards you to tilt sash.



- 5) Keep window sash as level as possible across the opening while tilting to the interior.
- 6) Open the bottom sash enough to gain access to the screen pins.
- 7) Support sash when it is in the horizontal or cleaning position by resting the sash against your body or a padded surface while you remove the screen.

Remove Screen

- 8) Find the 2 spring pins located on the top edge of the screen.



- 9) Pull down on the 2 spring pins to release the screen.
- 10) Carefully pull the screen towards the interior of the room and remove the screen from the opening.
- 11) To reinstall the screen, reverse the procedure.

Screen Removal Instructions

12) Make sure the 2 spring pins are fully engaged after reinstalling the screen.



Reinstall Bottom Sash

13) To reinstall bottom sash, reverse the procedure in steps 1-7.

14) Be sure to hold the tilt-latches in the retracted position as you push the bottom sash back into the window frame.

15) Make sure the tilt-latches are fully engaged after tilting sash back into operating position.