



# *Custom Size Sash Pack Kit Premium Clad Double Hung & Wood/Wood*

## *Installation Instructions & Replacement Parts List*

### *Hurd Custom Sash Kit = Leaving Existing Non-Hurd Window Frame & Installing New Hurd Double Hung Sash Kit*

**Before you begin:**

- Read the installation instructions thoroughly.
- Take an inventory of all parts.
- Gather tools and safety gear for installation.
- Check your dimensions. Accurate measurements are crucial. When replacing or installing more than one window measure each opening.
- Because each set may vary in size, when replacing more than 1 pair of sash, mark each set as a pair and note installation location prior to finishing the wood surfaces.
  - A) On the edge of the sash that will be hidden next to the balance or,
  - B) With removable tape to the glass surface.
- Examine the entire window frame and surroundings; now is the best time to check for wood rot and repair any damaged wood or broken parts. Finish of frame parts must be dry prior to sash installation.

**Materials Needed:**

Hurd Sash Kit, safety glasses, measuring tape, miter gauge and protractor, level, stiff putty knife or small flat pry bar, flat head screwdriver, Phillips head screwdriver, small finish nails, 3/4" or 1" galvanized, roofing nails, hammer, saw, utility knife, drill and 1/8" bit, fiberglass insulation for the gap between the frame & window rough opening (if needed).

Work safely when using equipment to install or make adjustments to your window or sash kit parts:

- To protect your eyes, wear safety glasses or goggles.
- Wear gloves, long sleeves and hearing protection for field modifications of frame or sash kit parts.
- Many different types of balance systems have been used on older double hung windows: Always remove the old balance system and sash carefully to avoid injury. Excessive forces will break glass or may leave dangerous edges exposed.
- Hurd Windows and Doors is not responsible for injury as a result of installation of this sash kit.

Note: Technical data and specifications are subject to change without notice at Hurd Windows and Doors discretion.

Hurd Windows and Doors • 575 S. Whelen Avenue • Medford, WI 54451  
For more information, contact your nearest Hurd distributor or visit us at [www.hurd.com](http://www.hurd.com).

**How to Measure for Sash:**

- Note: when measuring the height of the frame, open the bottom sash so the meeting rails clear each other **Figure 1**, this will allow your measuring tape to slide between the sash.  
OR  
Remove each sash from the opening and then measure.
  - Measure existing sash opening at three locations:  
Left, Center, Right for *Height* measurements **Figure 1**  
AND  
Top, Middle, Bottom for *Width* measurements **Figure 2**.
- Please Note: Width and Height measurements as shown in **Figures 1 & 2**, must be taken from the inside of wood frame to the inside of wood frame.
- Record the measurements.
  - Use the smallest of three width and height sizes recorded for ordering.

The following formulas are used to determine the glass and sash sizes.

Glass Width:

Glass Width = Sash Opening - 4.125"  
 Minimum foam compression = Sash Opening - 4.5"  
 Maximum foam compression = Sash Opening - 4"

Glass Height:

Glass Height = (Sash Opening - 6.0625") / 2

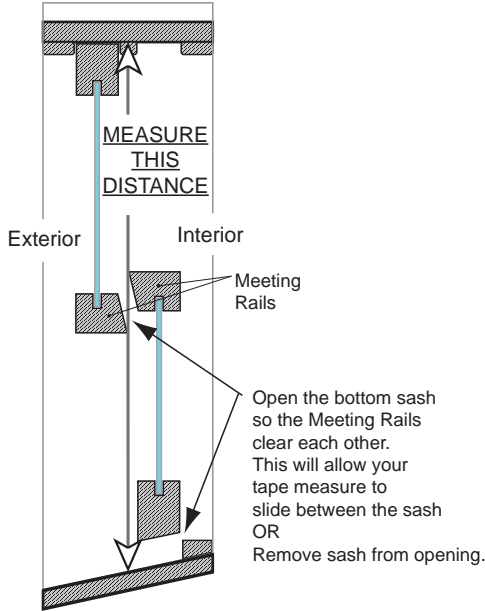
Glass to sash size offset:

Top Sash Width = (Glass) + 2.375"  
 Top Sash Height = (Glass) + 2.690"

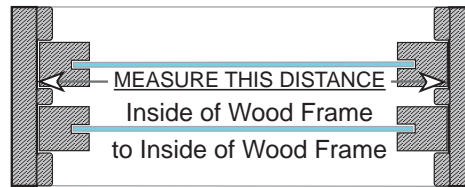
Bottom Sash Width = (Glass) + 2.375"  
 Bottom Sash Height = (Glass) + 3.878"

**Minimum size:** 16" x 14" glass size. **Maximum size:** 40" x 36" glass size

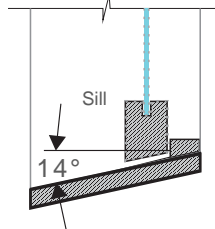
**Figure 1 Shows measuring the Height of the frame**



**Figure 2 Shows measuring the Width of the frame**



Sill Angle can be measured by using a protractor and miter gauge. Kit is supplied at 14°



Note: Parts drawings not to scale.

**How to Measure for Screens: (Sold separately. Not included in kit price.)**

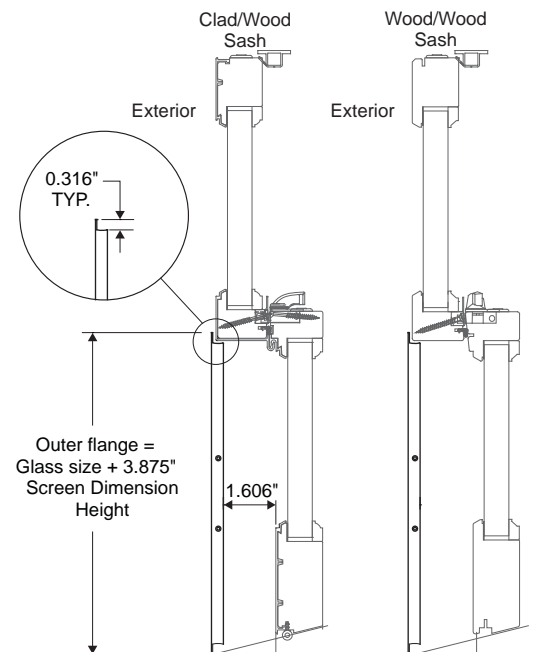
Full Screen:

When ordering, please specify if a screen/storm combination OR full screen replacement is required. Sizing will be determined by your existing screen width and height. Please provide the exact size of existing screen. Measure the width and height of the screen and provide those measurements when ordering.

Half Screens:

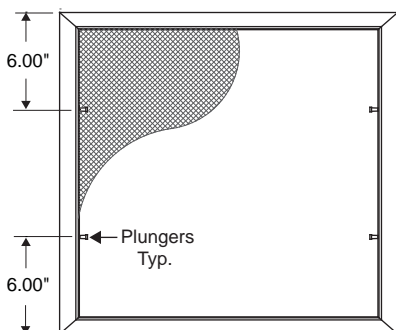
Width = Glass + 2.188" (includes flange) **Figure 1**  
 Height = Glass + 3.875" (includes flange) **Figure 2**  
 Please follow Figures for proper measuring. Please provide width and heights when ordering.

**Figure 2 Side Views Measuring for Height when ordering Half Screens**

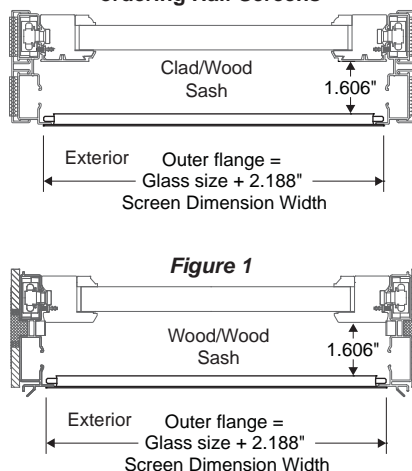


Note: Parts drawings not to scale.

**Half Screen Front Elevation**



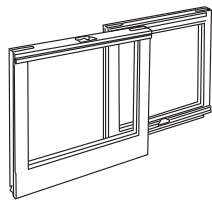
**Figure 1 Top Views Measuring for Width when ordering Half Screens**



# Premium Double Hung & Wood/Wood Custom Sash Kit

## Standard Replacement Parts List

### SASH PARTS

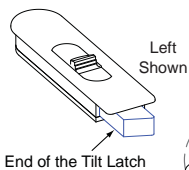


#### Sash

Top has keeper  
Bottom Has Lock  
Contact your Hurd Distributor  
for color & glass options

Contact Hurd  
Distributor  
for availability

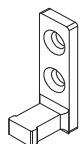
#### Tilt Latch



End Detail Views seen below show the position the tilt latch is to be installed in the sash. Details are viewed from the interior.

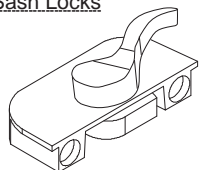
	TOP LEFT	TOP RIGHT	BOTTOM LEFT	BOTTOM RIGHT
Champagne	017410	017411	017408	017409
Gold	074494	074495	097830	097831
White	074496	074497	097832	097833
Bronze	090946	090947	097834	097835
Bright Brass	074498	074499	097836	097837
Oil Rubbed	094590	094589	097838	097839
Brushed Chrome	094594	094593	097840	097841

#### Pivot Pin



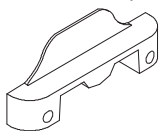
085268

#### Sash Locks



Champagne	017406
Gold	092892
White	092894
Bronze 03	092898
Bright Brass	092896
Oil Rubbed	094587
Brushed Chrome	094591

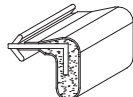
#### Sash Lock Keepers



Champagne	017407
Gold	092891
White	092893
Bronze 03	092897
Bright Brass	092895
Oil Rubbed	094588
Brushed Chrome	094592

#### Checkrail Weatherstrip

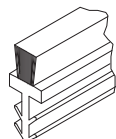
Beige



L/F 018207

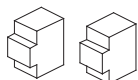
#### Stile Weatherstrip, Pile

Gray



L/F 019810

#### Sash Kit Jamb Plugs



White

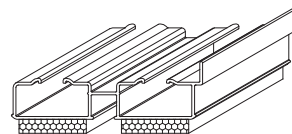
092686

Qty 2, Installed at sill of Jambliner

### BALANCE PARTS

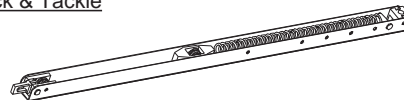
#### Jambliner

White L/F	092873
Almond L/F	091090



- To order complete Custom Sash Kit Jambliner Block & Tackle Assembly please specify existing width and height of the sash opening.
- When ordering Jambliner Block & Tackle Assemblies a Left & Right assembly will be sent.

#### Block & Tackle



Contact Hurd  
Distributor

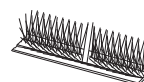
#### Balance Shoe



092454

#### Center Dust Pad

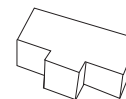
White only



092874

#### Bottom Dust Block

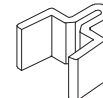
White only



092686

#### Sash Stop, 7/16"

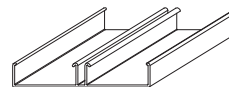
White  
Almond



021700  
021701

#### Jamb Clip

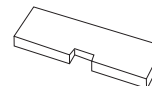
White  
Almond



L/F 091089  
L/F 096865

#### Head Gasket

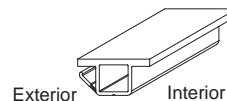
White only



031970

#### Head Parting Stop

White  
Almond

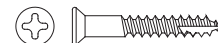


L/F 092872  
L/F 090948

### FASTENERS

#### Head Stop Installation Screws

#6 x 1" PH FL HD SMS



090906

#### Tilt Pin to Sash Screws

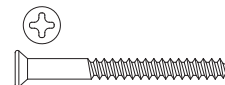
#7 x 7/8" PH FL HD SM



011963

#### Lock & Keeper to Sash Screws

#6 x 1-1/2" PH FL HD SM



086002

#### Pivot Pin to Sash Screws

#7 x 5/8" PH FL HD SM



022147

Note: Parts drawings not to scale.

# Premium Double Hung & Wood/Wood Custom Sash Kit

## Preparing the Opening

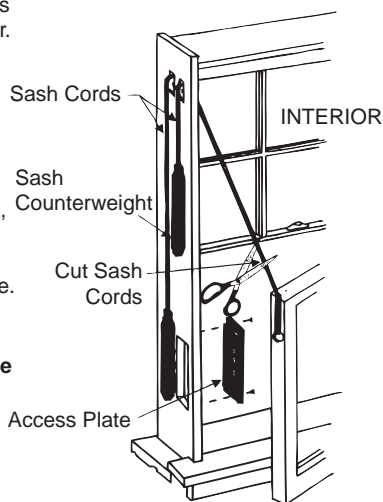
1. Using a putty knife or pry bar, gently pry off the inside wood stops.

NOTE: If needed, carefully score the paint line with a utility knife to break the bond before prying off the stop. This will prevent the paint from fracturing. Do not damage these stops as they can be reused later. Store them in a safe place for reinstallation.



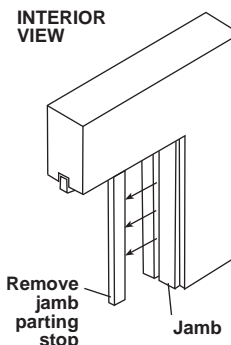
Note: Parts drawings not to scale.

2. If your existing windows have a weight and pulley balance system, cut the cords to the bottom sash and remove the old sash from the frame.



**Caution - Block or hold sash secure while cutting weight cords.** Some sash balance mechanisms may react when the weight of the sash is removed.

3. Remove the side parting stops by placing a putty knife at the stop and side jamb joint pry off and discard.
4. Lower the top sash to expose top weights and pulley. Cut the cords to release sash.
5. Remove top sash from the opening.
6. Remove the head parting stop by placing a putty knife at the stop and head jamb joint pry off and discard.
7. Check opening for square, level and plumb.



*Determine if the opening is square by:*

1. Measuring from bottom left corner to top right corner
2. Measuring from bottom right corner to top left corner
3. Record the two dimensions:
  - If they are equal, the opening is square
  - If they are not, the opening is out-of-square

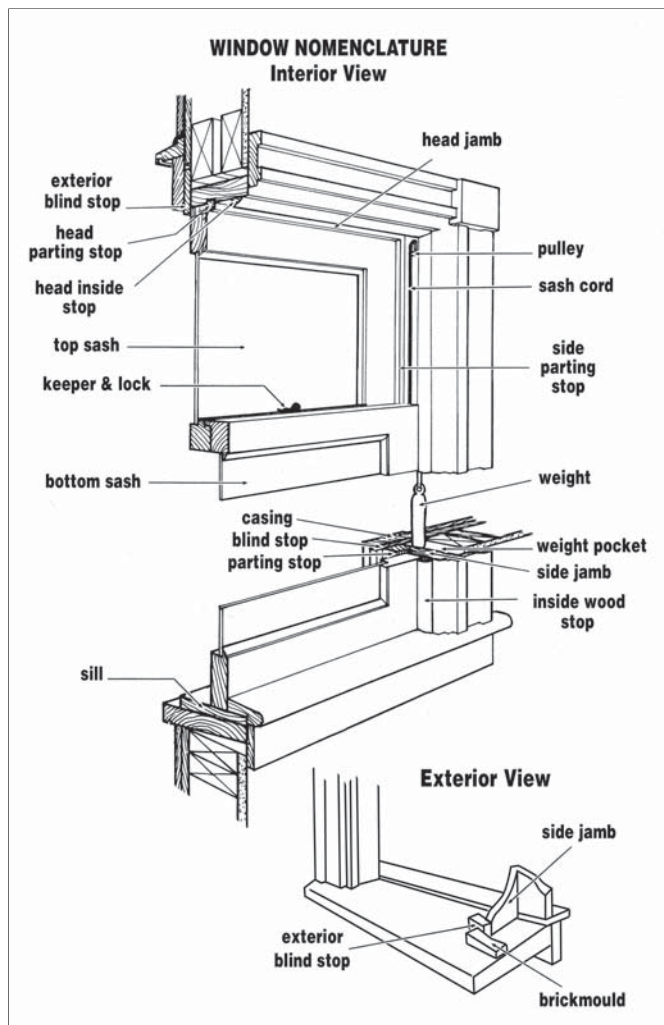
*Checking Level:*

1. Determine if the opening is level by placing a level at the head and the sill.
2. If opening is not level, shims can be added to make the opening level.

*Checking Plumb:*

Check for plumb by placing a level against the jamb on both sides of the opening. Be prepared to make adjustments when installing the product. If wall is out-of-plumb, shims or blocking can be added to plumb opening.

8. Remove pulleys and sash weights. If pulley mounting screws are corroded, it may be necessary to pry out the pulleys. Insulation may be added to the pulley cavity. Adjust and shim as needed to create the proper installation shelf for the Hurd Sash Kit.

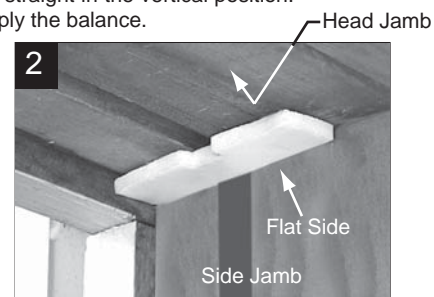


## Installation

1. **Replace original inside trim stops.**

Be sure the stop is applied straight in the vertical position. Leave a 3 1/2" space to apply the balance.

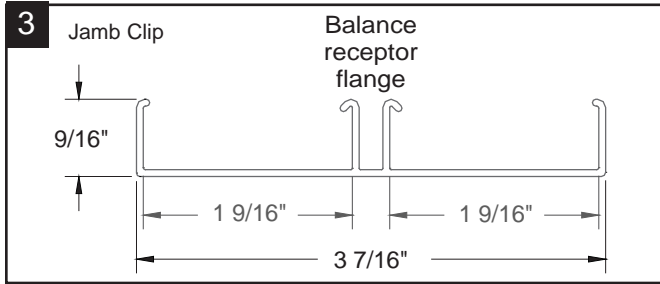
2. **Apply head gaskets** to both ends of the head jambs. Remove paper backing and place gaskets sticky side to head jambs. (Flat side touching side jamb). For proper adhesion clean head jamb area prior to placement.



3. **Prepare jamb clip for installation.** Test clip for sizing by placing it in the side jamb opening to observe the fit.

NOTE: The bottom of the clip is cut square and will not follow the slope of the sill.

# Premium Double Hung & Wood/Wood Custom Sash Kit



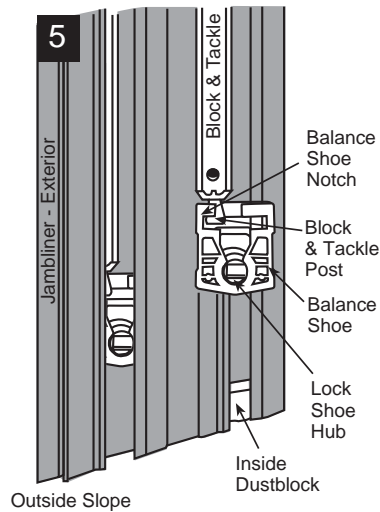
Note: Parts drawings not to scale.

4. Installing the jamb clip. Align and level clip flush with the inside trim stop. Insert jamb clip so that it compresses the head gasket and is flat to the side jamb. Pre-drill jamb clip on both sides of the receptor flange using a 1/8" drill bit. 3" from top and 3" from bottom spaced evenly approximately 10-12" apart. Nail clip in place using 3/4 or 1" galvanized roofing nails. It is important to keep balance receptor flange in good condition. Clip must be flat without ripples.



5. Prepare the balance for assembly

Balances are left or right handed. Test balance for length and angle. Verify sill angle. Trim bottom of balance if needed using a saw. Complete the assembly by making sure block and tackles, sash stops, balance shoes, center dust pad, and bottom dust block are installed. In the balance assembly, the block and tackle post is applied to the lockshoe on the outside notch toward the sloped part of the balance. The top sash stop and bottom dust block are installed on the interior track of the balance.



6. Install the balance onto the clip. Start at the top. Squeeze the balance face inward to spread the center kerf on the back of the balance. Make sure the jambliner exterior flange is placed behind the exterior blind stop. Apply the top 6" of the balance to the jamb clip. Release and gently snap remainder of balance onto clip.

7. Prepare balance for the sash installation. Insert flat head screwdriver tip into balance shoe: sliding shoe downward stopping 12" from sill. Lock balance shoe in place making sure the lock shoe hub is in the open position.

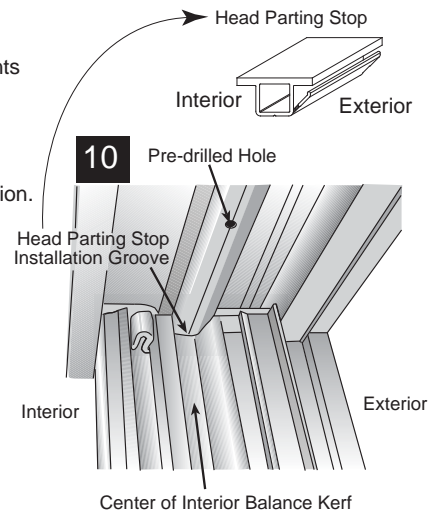
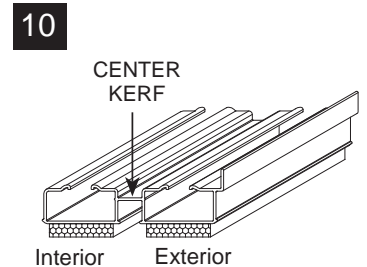


8. Sash installation. Locate top sash, which includes latch pins on top rail. With clad side up and sash pins furthest away, hold the sash horizontally, tilting sideways to a 30° angle allowing the pins to pass to the outer track. Insert one sash pin into the locked balance shoe. Lower the sash to a full horizontal position inserting the opposite side pin into the balance shoe. Make sure the pin is seated well into the shoe. Depress tilt pins and push sash to a full vertical position, advancing sash to the outer tracks. Release tilt pins. Repeat for bottom sash inserting sash pins into the inner tracks.



9. Check operation and locking functions.

10. Apply head parting stop: Lower top sash to allow sufficient room for use of a screwdriver. Align head parting stop to head jamb, centering installation groove to center of the interior balance kerf. Using a Phillips head screwdriver to install two of the supplied screws into the pre-drilled holes on both sides of the head parting stop. Test parting stop location by raising the top sash up and locking it into place. The top sash should seat into the weatherstrip pocket and supply a good seal. If adjustments are required, remove screws and reposition to obtain a tight seal. Install remaining screw in holes provided. Check window for proper operation.



**Hurd**  
Windows and Doors

**Custom Sash Kit**

# Premium Double Hung & Wood/Wood Custom Sash Kit

## Care & Maintenance

### General Cleaning Procedures for Exterior Cladding & All-Wood Exteriors:

Please Note: Keep all cloths, brushes and sponges free from any grit. Rinse these frequently while cleaning to avoid scratches. Mild soaps and detergents ruled safe for bare hands will be safe for clad exterior, all-wood exteriors and vinyl surfaces.

1. Apply a strong water rinse from top to bottom to dislodge any accumulated soil. Low water volume with moderate pressure is much better than higher volume with little pressure. Do NOT use a pressure washer.
  2. If soil is not removed following a water rinse, gently sponge the surface while applying a water rinse.
  3. If soil remains on the surface, repeat Step 2 using a mild detergent.
- Sponge the surface from top to bottom with a Thoroughly rinse the surface again with clean water.  
It may be necessary to sponge the surface while rinsing, particularly if the cleaner has been permitted to dry on the surface.

### Care of Your Screens:

Light dirt can be removed by gentle vacuum cleaning with the soft bristle brush attachment. For heavier dust and grime, remove screens and take outside (or use bathtub/shower) for washing. Use a solution of mild detergent and warm water and soft sponge (or cotton rag) to clean screens. Then, rinse thoroughly with clean water. Reinstall screens when dry.  
Caution: When using a sponge, rag or a vacuum bristle brush attachment to clean the screen, or when using a soft rag to dry the screen, *do not* press hard on the mesh.

### Care of Your Glass:

Normal glass manufacturing processes require the use of surface protection materials to prevent damage during production, handling, shipping and storage.

These materials are easily removed by most cleaning agents, with the exception of those containing ammonia.

We recommend that you try vinegar and water (diluted 4-to-1) first or a feldspar-based cleansing powder (such as Bon Ami®).

After initial cleaning, your regular window-cleaning product can be used effectively. Do not use sharp instruments to clean your glass.

Sharp instruments can score the glass, which will lead to cracking.

Avoid cleaning glass in direct sunlight; cleaning solution will dry quickly, giving inadequate time for cleaning the glass.

**IMPORTANT:** If your glass is dirty with solid material like soil or mud, wash it off with clear water before cleaning the glass to prevent scratches by the solids.

Clean glass as needed with any good glass cleaner from your supermarket or hardware store etc.

or make your own with 25% vinegar & 75% water.

If you use brand-name glass cleaners, be advised not to use ammonia or alcohol-based cleaners, which can leave a film that will attract moisture or dust,

and will leave streaks when used to clean glass.

Do not use abrasive cleaners, abrasive materials or harsh chemicals to clean glass.

To clean the exterior or interior glass, put your premixed solution in a spray bottle.

Spray area to be cleaned with a generous amount of cleaner and then wipe dry with either a squeegee or clean, dry, lint-free soft cloth.

If streaks appear after cleaning, rinse the glass surface with clear water and dry thoroughly. Removing Labels From Glass

### Removing Labels from Glass:

**CAUTION:** Do not remove labels when exposed to direct sunlight.

Cleaning agents are not to come in contact with weatherstrip or finishes.

For best results, labels and adhesive residue should be removed from glass as soon as possible after installation.

The following information may help in removing labels:

1. Soak the label thoroughly with isopropyl alcohol (rubbing until the adhesive and label are removed).
2. Soak the label thoroughly with acetone (nail polish remover) and peel the label off after a few minutes.
3. After removing labels and residue, apply a mild soap or detergent to the entire glass surface by either spraying or using a clean, grit-free cloth or sponge.
4. Remove cleaning solution from the glass surface. Using a squeegee or clean lint-free cloth, remove water from the glass surface.

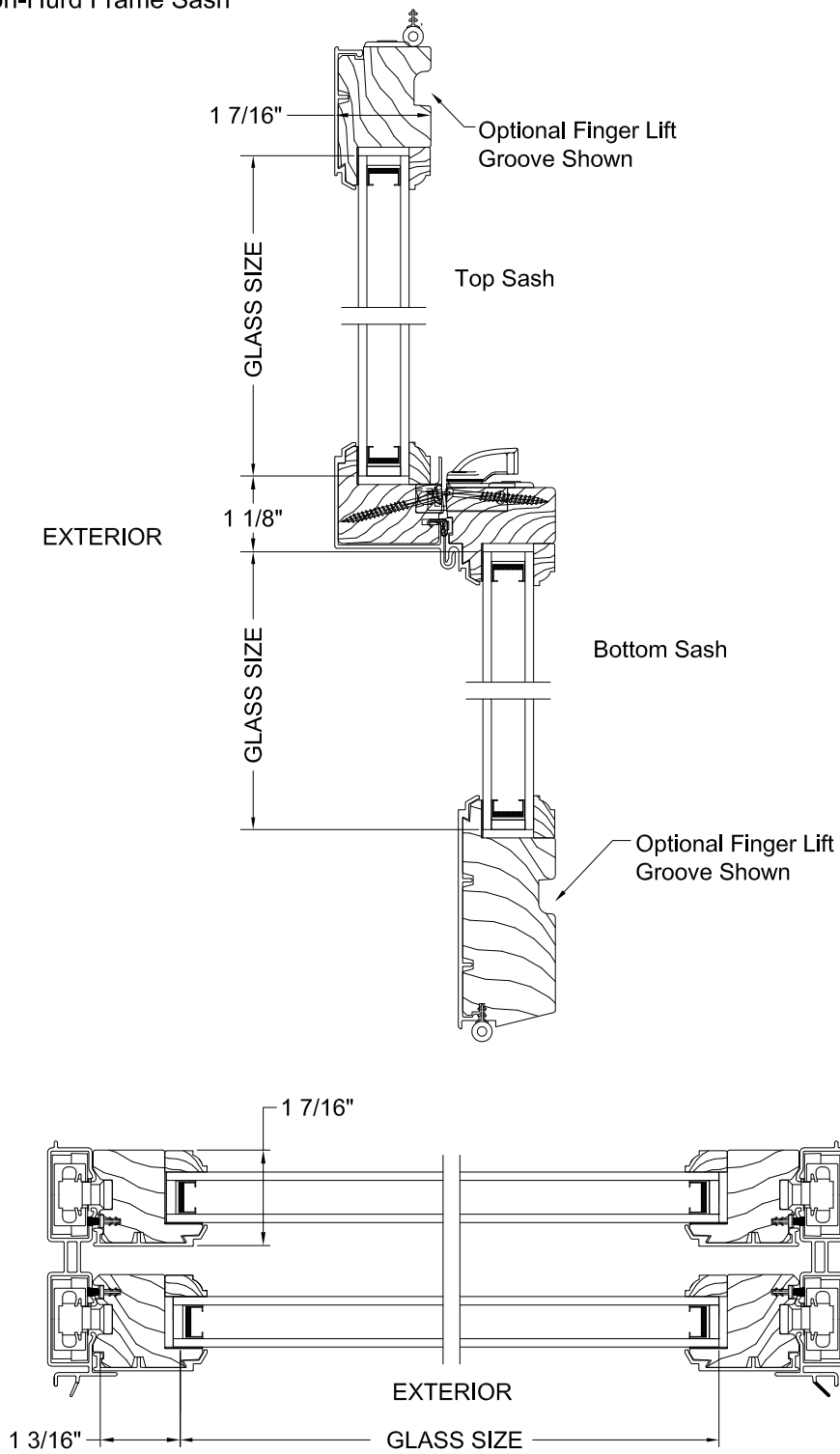
### Finishing:

- The interior wood should be finished within thirty (30) days of receipt of window sash.
- Do not paint the weatherstrip, hardware, vinyl balances or sash edges that slide on the vinyl balances.
- Visit [www.hurd.com](http://www.hurd.com) for additional Hurd Care & Maintenance information

Hurd and Non-Hurd Frame Sash

Horizontal & Vertical Section Detail

Scale: 1"= 1"



Hurd and Non-Hurd Frame Sash

Horizontal & Vertical Section Detail

Scale: 1"= 1"

