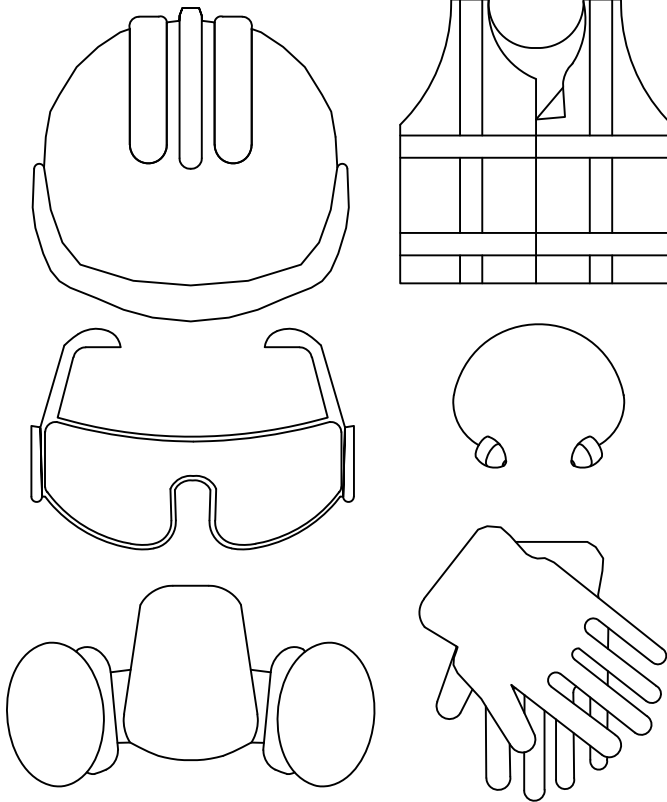


WINCO Window Company



Installation Instruction Manual

This is a Generic version with the most common trim configurations included. If the project is furnished with a Shop Drawing Packet prepared by WINCO, a project specific installation manual may also be issued in PDF format along with the 1st Shop Drawing Submittal. A project specific manual supersedes this generic manual.



Personal Protective Equipment (PPE)

The installer(s) should wear the appropriate Personal Protective Equipment. This includes, but is not limited to, Gloves, Safety Glasses, Hearing Protection, and Dust Masks or Respirator Filters. (Gloves should not be worn while operating rotating tools such as drills, circular saws, etc.) Many project sites additionally require Steel Toed Boots, Hi-Visibility Vests, Hard Hats and Safety Harness for work on Scaffolds or Ladders.

It is the installer's responsibility to evaluate which PPE will be required. Check with the General Contractor for minimum PPE required by the Project Site conditions.

WARNING

The windows, trim and consumable materials used in the installation of WINCO products contain chemicals which are known to the State of California to cause Cancer and/or Birth Defects or other Reproductive Harm. For more information go to www.p65warnings.ca.gov

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General Product Notes

1) Receipt and Inspection of Material

Upon receipt of delivery, all material must be counted and inspected for any apparent damage. All visible damage must be noted at this time on the freight bill. If a freight claim is required, the receiving party is to contact the delivery carrier. If assistance is required, contact our shipping department at extension 232.

2) Shipping and handling of the window product during installation may cause stress to frame joints and create voids in the seal of joints. After the window is installed into the opening, inspect & ensure the sealant is complete at the joints by re-tooling sealant into the face of the joint at each frame corner. This is a critical point for potential water intrusion.

3) Product Storage and Protection

A) Material should be handled and moved carefully to avoid damage and / or racking of windows and their accessories.

B) WINCO products should be stored in a secure and dry area out of the elements, which is safe from abuse from other construction trades.

C) Windows should be stacked in the storage area in the same position as they were shipped. Windows are not to be stored flat and / or on top of each other.

D) All products are to be stored in a manner where there will be no direct ground contact.

4) Field Adjustments and/or Modifications

All windows must be securely anchored and set level, square and plumb. This is critical to assure that the frame, vent and hardware operate and perform properly. Projected sash should be operated several times after setting it in the opening. This should be done to make sure the sash and frame are in the same plane to ensure that the window and hardware function properly. Make any necessary adjustments before final attachment of system to condition.

WINCO will not pay for any adjustments and/or modifications to our windows or their accessories by the purchaser of our products without prior written authorization from us. This is in accordance with WINCO's terms and conditions of sale.

5) Cleaning

A) Windows should be protected from other trade's debris / products (i.e. plaster, cement, etc.).

B) Cleaning compounds used to clean masonry structures are very harmful to our product's applied finishes and will cause permanent staining. These compounds and their residue should be removed immediately with mild soap and water mixture. You may refer to AAMA standard 609 & 610 for cleaning and maintenance of aluminum finishes.

6) All materials are to be installed plumb, level true, and in proper alignment. Products are to be installed maintaining tolerances of 1/8" in 12'-0" of length.

7) Isolate all aluminum that directly contacts masonry, stucco, EIFS, Drywall etc., or metals other than aluminum with a heavy coat of zinc chromate, plastic isolators or bituminous paint to avoid corrosive or galvanic reaction.

8) Pressure Treated Lumber is corrosive in nature and must not come into direct contact with any aluminum products furnished by WINCO. Any perimeter fasteners coming into direct contact with, or anchoring into, treated lumber must be coated for use in treated lumber.

9) Expanding Foam i.e. "Great Stuff™" or similar has not been tested for compatibility with anodized finishes, kynar painted finishes, thermal bridge materials, and silicone sealants used in WINCO windows. WINCO cannot endorse or recommend the use of these foam agents for this reason. If the frame cavity is to be filled in order to enhance thermal or acoustical performance, WINCO can recommend the use of rigid (fully cured) polystyrene foam board or glass fiber insulation materials. Refer to the chosen insulation medium manufacturer's MSD sheets and other documentation for safe handling instructions.

General Product Notes continued:

- 10) Do not drill, punch, penetrate or alter the thermal barrier (poured & de-bridged polyurethane or polyamide strut) of the windows or trim in any manner.
- 11) All blocking and shims shall be high strength plastic or other non-corrosive material and must be non-compressible by the weight of the windows, the torque of the fasteners, or the design loads of the window system. Shims and blocking are not furnished by WINCO. Blocking must be of sufficient size & shape to support the window or receptor frame at all anchor locations. This blocking must prevent the anchoring fasteners from bowing, racking, twisting or otherwise distorting the aluminum frames and accessories.
- 12) The vast majority of buildings WINCO products are installed in, utilize a Surface Barrier System as defined in ASTM E 2112. All sealant joints depicted in this set of installation instructions are therefore designed for a Surface Barrier System. Should your project / building be designed for a WRB system, the sealant joints at the sill must be adjusted accordingly to prevent incidental moisture from getting trapped within the barrier envelope. Consult the Architectural drawings & specification and the window shop drawings (if they were included in the Scope of Work).
- 13) Sealants must be compatible with all materials they contact, including other sealant surfaces. Any sealant detail shown in this manual or other WINCO documentation are furnished by others, not by WINCO, unless explicitly stated otherwise.
- 14) The minimum sealant gap used must allow for thermal movement of the window system, as well as allow for any variations of the substrate from level and plumb.
- 15) It is not WINCO's position to select or recommend sealant or caulking types and will assume no liability or responsibility thereof. Contact the sealant supplier for recommendations relative to compatibility, adhesion, priming, tooling, shelf life and joint design. As stated above in paragraph 12, WINCO's products and the sealant joints depicted within this installation guide are for a Surface Barrier System. All shim stack cavities visible on the room side should be closed with paintable caulking to keep dust & debris from accumulating in the shim stack cavity. Any such caulking is on the "dry / protected" side of the system and cosmetic in nature.
- 16) All exterior wall systems are protected with a weather proofing system of some sort. The windows penetrate this system. Since WINCO does not design or manufacture these membranes, the appropriate manufacturer's installation instructions must be followed. Typically WINCO's windows are installed on the "wet" side of a Surface Barrier System. It is important that any sealant used in installation of the window system, is compatible with the weather proofing membrane. Follow the membrane's manufacturer's instructions to seal any fastener penetrations of the membrane.
- 17) WINCO does not provide perimeter anchors / fasteners.
- 18) Anchor design, (type, diameter, minimum embedment, minimum edge distance, maximum O.C. spacing, etc.), is project specific as well as specific to each window opening type. Unless specifically contracted to do so, WINCO will not provide an anchor schedule or make anchor recommendations. Anchor schedules attached to product certifications are to test size & configuration, to tested / certification pressures, and are substrate specific to the testing apparatus.
- 19) The frame and trim extrusions shown in the following pages are generic in nature and reflect shapes used in a typical project. While the actual extrusions furnished may differ, the sequence of installation or the methods shown will still apply.
- 20) If the following installation instructions are unclear, please contact WINCO at (800) 525-8089 for assistance.

- 1) Check the Rough Opening size to make sure it matches the size in the shop drawings or other materials furnished to WINCO for window unit & trim sizing.
- 2) Establish the face of the window line at the head, sill and jambs. This reference is to be determined by using the architectural plans, existing field conditions or shop drawings.
- 3) Thoroughly clean off all construction debris from the opening. The opening should be free of existing caulking, dirt, dust and other loose materials. The opening needs to be prepared for the new window installation. Score lines of previous window installations may require grinding to remove all existing sealant remnants.
- 4) Determine the high point of the masonry sill, and the low point of the head, using a level, straight line & line level, or transit. Shim as required to achieve a level sill (jamb to jamb and inboard to outboard). Verify the opening height will work with the materials planned for usage of the opening. (See Fig.1)
- 5) Check the opening jambs to see if they are plumb. Verify the existing R.O. width at the parallel point will work with the fabricated materials.
- 6) In order for the window system to operate properly, all materials must be set plumb and level, both side to side and front to back. This is especially important for windows with operating vents. (See Fig.1)

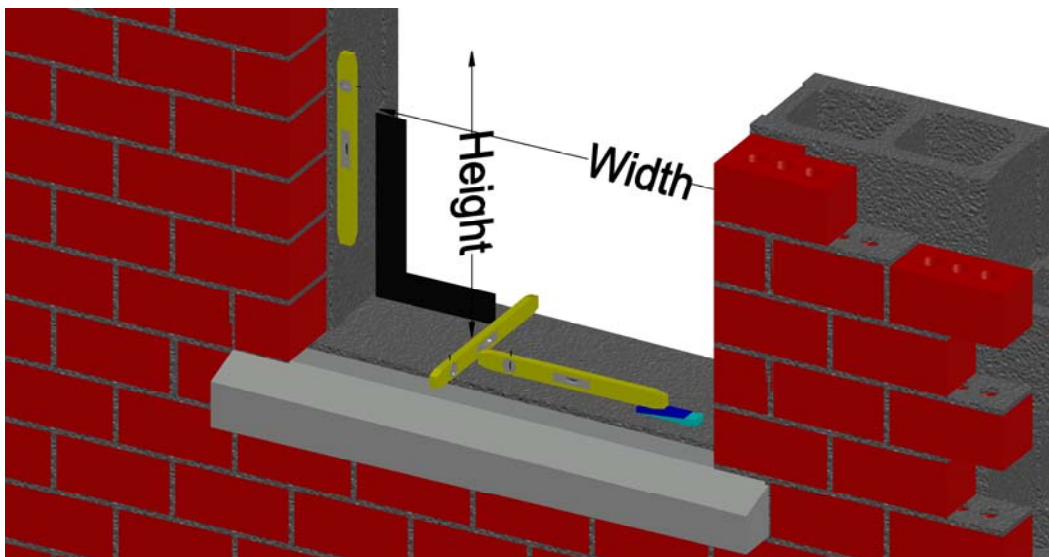


Fig. 1

- 7) The materials provided by WINCO are finished materials and great care must be taken to avoid scratches or other blemishes to the finish.
- 8) Any chemicals used to clean off the surrounding condition and area should be thoroughly washed clean prior to installing any materials furnished by WINCO. Any acidic or caustic solution must be neutralized prior to window installation to avoid the window's aluminum from reacting and corroding.
- 9) Prior to installation, aided by the shop drawings if furnished, determine the size, type and quantity of perimeter fasteners required. Unless specifically contracted to provide stamped & sealed Professional Engineering Calculations, WINCO will not be responsible for specifying perimeter anchors. WINCO will not be responsible for providing these anchors.

10) All casement windows must be securely anchored at jambs on hinged side. When butt hinges are used, anchor through each hinge. Do not bow or twist frames when anchoring. Use shims and / or blocking as necessary to keep jamb free of deformation from anchor fasteners. Pressure treated lumber is corrosive to aluminum and should not be used for this blocking. Any fastener which comes in direct contact with pressure treated lumber must be either Stainless Steel or otherwise be coated to resist corrosion as a result. (See Fig. 2 and Fig. 3)

11) Utilizing butt hinges at side stacked or mulled window units on the mullion or side stack side is technically possible, but will require extra care and blocking to prevent deformation of the window frame from anchors and rotational load of the casement sash. The space to receive the blocking is not readily accessible once the windows are placed in their respective installation position. (See Fig. 4 and Fig. 5)

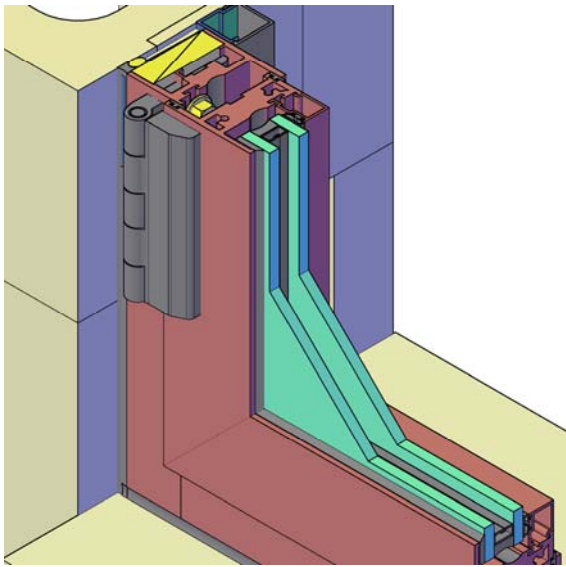


Fig. 2

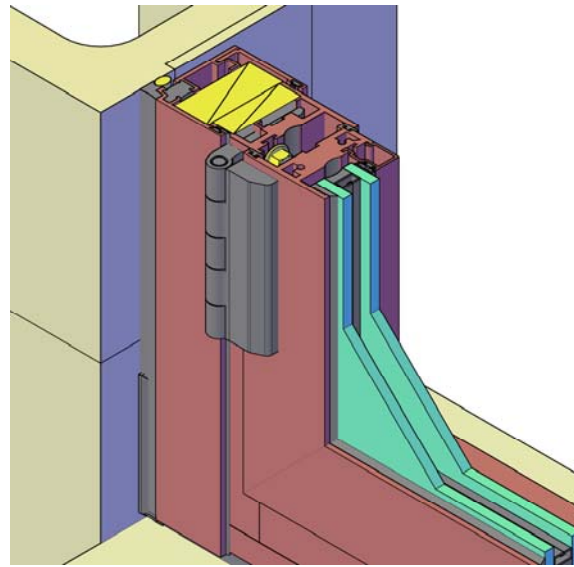


Fig. 3

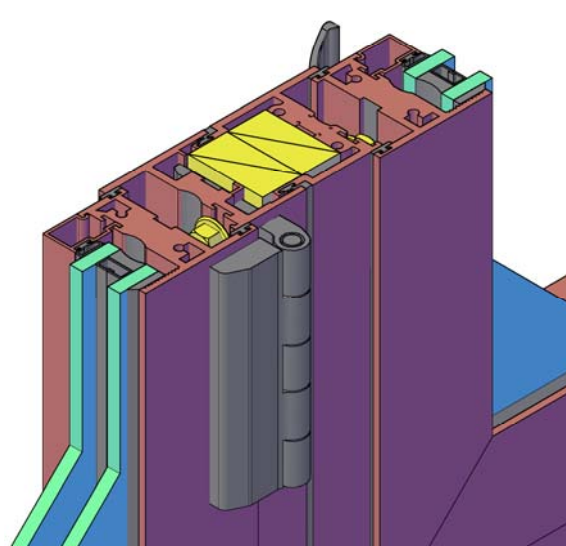


Fig. 4

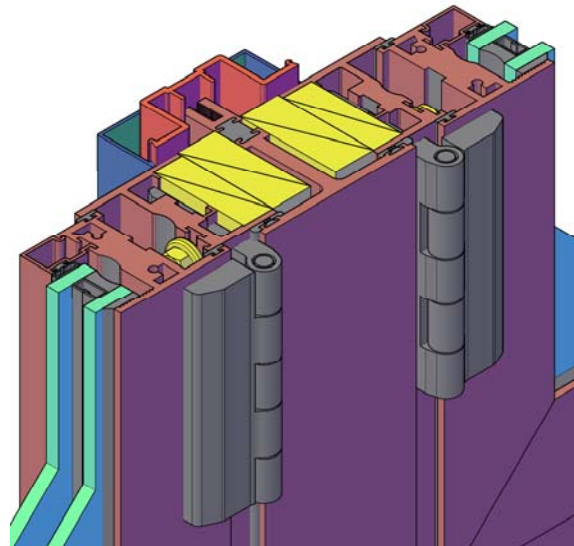


Fig. 5

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