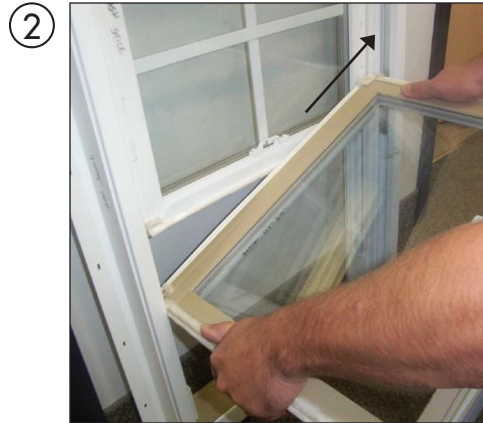


## REMOVAL OF SASH AND BLOCK AND TACKLE BALANCE (for windows purchased between June 3rd, 2007 and June 3rd, 2010)



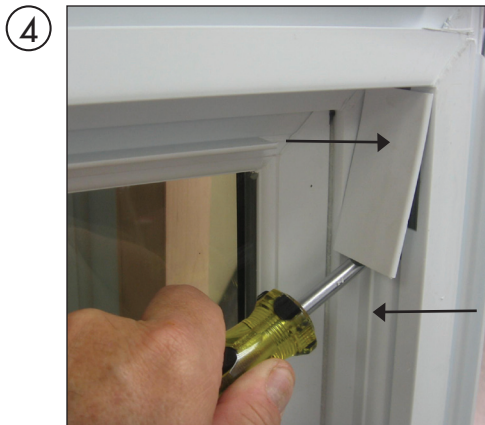
① To remove a sash, raise the bottom sash up at least an inch above the sill. Using the tilt latches at the top corners, push the latches toward the center and pull the sash towards you.



② Lift the sash higher on one side to offset. You will now be able to disengage the pivot pins from the block and tackle balances and remove the sash.



③ The window is now in a position to remove the block and tackle balance.



④ Remove the sash stop and balance cover.



⑤ Unhook the clip that holds the balance in place with a flat head chisel or screwdriver.



⑥A Tilt the balance arm 90 degrees (6A) and slide the balance out of the sash stop cut out (6B)

## REMOVAL OF SASH AND BLOCK AND TACKLE BALANCE (for windows purchased between June 3rd, 2007 and June 3rd, 2010)

6B



**Note:** All balances will have a number and letter (Example: 24C) stamped to the metal sleeve. This number will determine the balance strength to operate the top and bottom sash.

Simply reverse the above steps to install a replacement balance and sash.