# INTRODUCTION

The information demonstrated in this manual has been developed specifically to show how to properly install windows manufactures by Premium Windows and Doors. The installation manual is developed as a guideline for licensed contractor when they are installing Premium's products. Premium Windows does not guarantee the completeness of this manual as every installation is different. Consult local building codes ensuring and verify methods of warranty coverage as it relates to installation. The installation manual may be revised as products are updated and new concerns arise. Always follow the OSHA safety guide for proper protection.
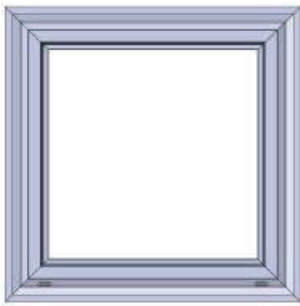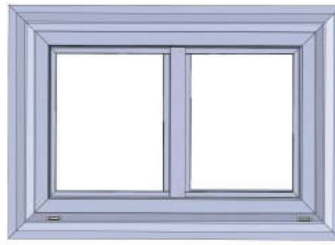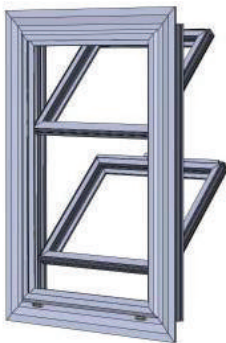
1.FIXED

2.HORIZONTAL SLIDER

3. SINGLE HUNG

4. DOUBLE HUNG

5. CASEMENT

6. BAY/BOW

1. FIXED OR PICUTRE WINDOW (PW)
- Fixed non-venting sash
- Ideal for large openings, great for letting in lots of natural light
- Available in Imperial, Galaxy or GS Series
- No moving parts, little to no maintenance

2. HORIZONTAL SLIDER (XO)
- A versatile window with left or right horizontally rolling sash, with or without a fixed center panel
- Ideal for very large openings
- Configurations include XO or OX and XOX
- Automatic lock
- Composite bearing rollers for smooth operation
- Available in Imperial, Galaxy or GS Series

3. SINGLE HUNG/TILT (SH/T)
- A versatile window with opening lower sash, fixed upper sash
- Ideal for very large openings
- Automatic lock
- Heavy duty balance shaft for easy open and close operation.
- Available in Imperial, Galaxy or GS Series
- Tilt latch, vent lock available on GS Galaxy models

4. DOUBLE HUNG/TILT (DH/T)
- Dual moving upper and lower sashes.
- Ideal for multi leve home where easy access to outer glass is needed
- Easy to remove sashes
- Automatic lock

- Heavy duty balance for easy open and close operation.
- Available in luxury, GS Series
- Tilt latch, vent locks

5. CASEMENT (CM)
- A versatile window with left or right horizontally swinging sash, with or without a fixed center panel
- Ideal for very large openings
- Configurations include XR or XL
- Crank handle folds neatly in place when not in use
- Heavy duty hardware
- Opens 90 degrees
- Many glass configurations available
- Awning configuration also available
- Available in Luxury or GS Series

6. BAY/BOW
Bay Window
- Available in various configurations
- Automatic lock(SH Models)
- Dual night latches on both sashes (SH Models)
- Plywood top and bottom included
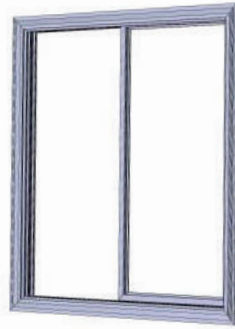- 1" IG, Many glass configurations available(GS Models)

Bow Window
- Many configurations available, single hung, casement
- Automatic locks(SH models)
- Dual night latches on both sashes
- 3/4" IG, Many glass configurations available(GS Model)

7. FRENCH SWING DOOR

8. SLIDING PATIO DOOR

7. FRENCH SWING DOOR (FSD)
- Swing Door Design
- Many configurations,XX XO,OX XOX, OXXO
- Great transitional doorway
- Durable die zinc cast hardware with powder coated finish
- New fully adjustable tamper resistant hinges
- Available Transoms, fixed or operable side lights
- 1 1/4" IG, Many glass configurations available

8. SLIDING PATIO DOOR (PD)
- Many configurations, XO,OX XOX, XOO
- Great transitional doorway
- New modern ergonomic lock
- Heavy duty nylon rollers for smooth operation
- Night latches
- Available Transoms, fixed or operable side lights
- 1 1/4" IG, Many glass configurations available

PRE-INSTALL CONSIDERATION

Following are some factors that should be taken into consideration in the pre-installation process: type of walls, windows/doors frame style, types of windows/doors, weather, neighborhood environment, etc. **NOTE: Ensure all remodelling permits are in order prior to remodeling installation.**

Walls Types: In California, most residential buildings have wood frame walls, however other wall types exist such as masonry/concrete walls, brick walls, steel stud walls, etc.

Frame Types: Premium provides three general window frame types: Retro-fit, Nail-on, and Block. For the Block windows and/or doors, provides option for customers: 3/4" Spacer, or 1" Spacer.

Product Types: Premium provides fixed window, horizontal sliding window, single hung windows with or without tilting, double hung tilting window, casement window, awning window, Bay and Bow window, Garden window, and other combination windows. Premium provides sliding patio doors, and French swing doors. Premium provides different series windows and doors as well. Different series windows & doors have different design and installation requirements.

Weather Tupes: Premium strongly recommends NOT to install any products during severe weather, such as storm, hurricane, etc. NOT install any exterior products during such weathers as rainy, snowy, foggy, etc.

Type of neighborhood environment: Premium recommends that homeowner notify neighbors prior to the installation. Premium recommends that the installation team inspect the environment before installing and prepare the necessary tools and equipment, such as long latter, scaffolding, saw, etc. Installer should discuss the installation plan with homeowner. If necessary, a disclaimer should be signed before installation.

PRE-INSTALL INSPECTION

INSPECT the windows, doors, and for correct series, model, colors and size, as per your order.

INSPECT the glass ensuring it is matching your order. The LowE glass is greenish hue compared to clear glass. The temper glass has the engraved mark on the glass corner. Th e laminated glass has the embossed printing mark on the glass corner. For the other special glass (obscure, brown, etc.), please contact your sales representative for identification.

INSPECT the glass for cracks or blemishes. If a crack is found, call our service department immediately.

INSPECT the glass for scratches. If any scratches are found from a distance of 40 inches away, please call our service department

INSPECT visually inspect the window frame for dents or chip-off, please call our service department if blemishes are present. For the Color-coated windows and doors, if minor painting scratches are found, please contact your installer for touch-up paint; if serious painting scratches and/or paint chip-offs are found, please contact our service department immediately.

INSPECT the screen window/door. If damage found, please contact for our service department immediately.

INSPECT handle and sheet to see if there is any loosen or damage.

INSPECT the accessories if there is any, and read the attached installation instruction carefully.

PRE-INSTALL PRODCUT STORAGE

If the window(s) or door(s) are not expected to be installed immediately upon delivery, they must be properly and carefully stored until the installation takes place. Improper storage of Premium product may cause damage to the products, and will render the lifetime warranty ineffective.

Premium strongly recommends the installer or home-owner to keep the factory packaging and corner protections until installation takes place.

Premium recommends the products to be stored indoor to avoid accidental and severe weather damage.

Premium recommends the products to be stored in a space such as storage or garage where product will not be damaged.

Premium recommends the products to be covered to avoid dust or other contamination.

Premium recommends the cross-bracing the windows and doors to maintain squareness.

Premium recommends the products to be installed within 3 months upon the date of delivery.

PRE-INSTALL CLIENT PROPERTY PROTECTION

For window and door replacement project, installers and workers should take caution to protect client/homeowner`s property including exterior/interior furnishing, gardening, and other real estate. If any damage cannot be avoided, for example bush or flowers blocking the working spaces, a pre-negotiation should be discussed with client. If necessary, a disclaimer should be signed before installation.

Installer should wear gloves to remove client`s furniture or other property for working spaces, and should move it back after installation.
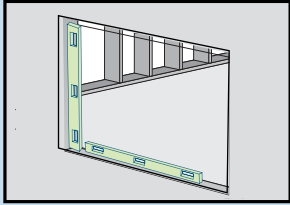
Installer should use tape and paper to protect the interior of floor and walls.
Installer should notify client/homeowner to cover furniture or other property to avoid dusts.
Installer should cleanup the working spaces when the job is finished, specially for broken glasses.

NEW CONSTRUCTION INSTALLATION PREPARATION

For the new construction project, the installation team should check the window or door opening for level, plumb, and square-ness. During installation, installer should adjust the level, plumb, and squareness of the window and door regardless of the jambs, headers, and sails of the rough opening using shims as necessary. Use flashing paper and seal caps for nail-on style windows and doors. Follow the instruction of flashing paper settlement in the Chapter 4 Nail-on Window and Door Installation.

REPLACEMENT INSTALLATION PREPARATION

Measure the opening and replacement product prior to removing the existing window or door to be replaced.

For replacement remodeling project, the installation team should remove the previous window or door before new product installation.

1. When removing the old window or door, following the procedures as a guide:
2. Installers or workers shall wear safety equipment, such as glove, safety goggles, masks, etc.
3. Apply cross-tape to glass breakage in case occurs and to avoid injury.
4. While removing single hung or double hung style window, the movable sash must be removed.

movable sash must be removed first off the position of the anti-lift design.

For retro-fit style window replacement (mostly for previous aluminum windows or doors): To cut off and remove the mullion. (Be aware of the glass in the fixed panel.)

Gently remove the glass in the fixed panel. Pry off the exposed nails and/or screws from the old frame. Use a sander to sand the old frame for new window installation. **Note: safety goggle is required for sanding.**
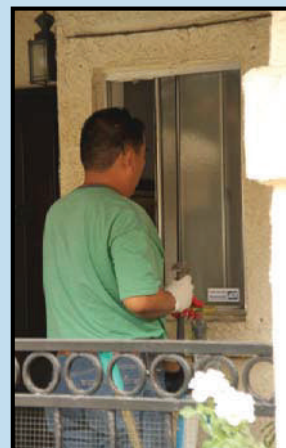

Remove the sash one after another

Caution: be aware of the balance mechanism when removing the movable sash to avoid injury.

5. While removing horizontal sliding window, the
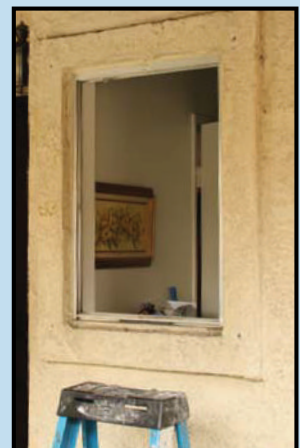
Only leave aluminum Frame

7. For block frame window replacement (mostly for previous wood windows or doors): First to cut off and remove the mullion. (Be aware of the glass in fixed panel.) Gently remove the glass unit from the fixed panel. Pry of all the nails and screws on the frame. Clean all the old edge trimmings. Use a sander to sand the opening for new window installation as necessary. **Note:Wear safety googles prior to sanding.**

IMPORTANT: Installer must notify and discuss the replacement plan with clients/homeowners, including product performance, appearance, and environmental effects.

Remove old side trim, nails, and screws

SAFETY CONCERN

Safety protection and caution are very important in the construction project. Severe injury due to lack of safety awarness will occur.

To avoid accidents during installation, installer and workers must follow the proper safety rules. **Following are some safety tips.**

- Always read and fully understand all manufactur-ers` installation instructions before installation.
- Always follow the local building code for proper and legal installation.
- Apply OSHA safety instruction during installation

- Do not work alone. Two or more people are re-quired. Use safe lifting techniques.
- Wear safety protective equipment. (e.g. gloves, safety goggles, masks, ear protect, etc.)
- Do not wear any open-toe shows during installa-tion. Steel toe working boots are recommended.
- Use latter, scaffolding, or scissorlift/bomblift for elevated heights
- Use cross-tape when glass breakage is necessary.

CAUTION: IF INJURY OCCURS, IMME-DIATELY SEEK MEDICAL ATTENTION!

SAFETY AWARENESS

DEALING WITH LEAD-BASED PAINTS:
Prior to 1970s, many paints contain lead. The lead-based paints dust or chips can cause serious health problems. While dealing with lead-based paint, installer and workers must wear masks and safety googles to avoid contamination. A work area containment is recommended during installation. In addition, children and pregnant women must not be present during the process of lead-based paint removal. Clean-up is necessary after the installation project has been completed. If the project lasts more than one-day long, daily clean-up is strongly recommended at the end of work every work day. While cleaning, avoid expanding the dusts and particles, preventing pollution. If a person is contaminated, go to the nearby medical center immediately for help. **NOTE: Permit may be needed for lead-based paint removal project, and after-work waste-treatment.**

DEALING WITH ASBESTOS DRYWALL:
Prior to mid-1970`s, asbestos was commonly used in buildig products including drywall. The dust of drywall containing asbestos can cause serious health problems. During installation, installer and work-ers must wear masks and safety goggles to avoid dust pollution. The removed drywall should be carefully stored for proper waste treatment. Children and pregnant woman must not stay in the work area. After work is complete clean-up is required. If pollution occurs to a person, go to the nearby medical center immediately for help. **NOTE: permit may need for asbestos removal projects, and after-work waste-treatment.**

GENERAL INSTALLATION PROCEDURE
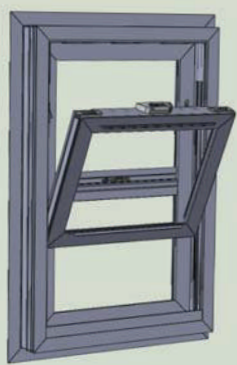
1. Check the operation and sizes of the window before installation. DO NOT INSTALL if you find any defects or improper operation. Call our service department for further inspection.

2. Prepare the opening for installation. For replacement window, installer should remove the old window before installation. Make sure there are 1/4" gap per side between the frame and opening for adjustment.

3. Remove the movable sash panels from the window. For the Galaxy or GS series Single Hung Tilt Windows, remove the two side covers as well. (DH007 and DH008 for GX or C27 for GS)

4. Pre-drill 3/8" holes on the inner surface of the frame where screw goes. Caution DO NOT drill through 2nd layer of the frame.

5. Apply flashing paper for Nail-on window. Apply a continuous bead of high quality sealant on the back of the fins (Retro-fit or Nail-on), toward the interior of the building, or on the four sides of the frame (Block).

6. Place window into rough opening, making sure fin (Retro-fit or Nail-on) is parallel to the wall, and the entire frame centered to the opening.

7. Apply screws/nails at most 16" apart from each other. Apply screws wherever the screws holes are pre-drilled. Do not apply screws/nails within 3" from the edges of the four corners. Apply shims wherever the gap between the opening jambs and door frames is larger than 1/8" for extra support.

8. Check the level, plumb, and square of the frame. Before tighten the screws. Install the two side covers back onto the frame (DH007 and DH008). Install the panel, make sure the window has a proper operation performance.

9. Apply foam, sealant, and trim as necessary. (See **CHAPTER 15** and **CHAPTER 16**) After the foams and sealant are dry, place the screw caps on the screw holes pre-drilled. Double inspect the operation performance of the window.

SINGLE HUNG WINDOW INSTALLTION DETAIL

STEP 1: REMOVE SASH

Imperial Windows feature external balance shafts that must be removed in order to drill mounting holes. Drilling holes with the sash in place is **NOT** recommended.

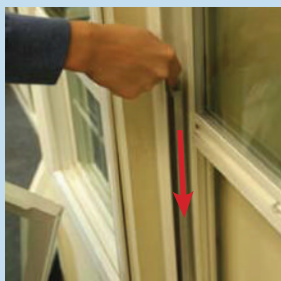1. Close sash. Flip open balance retaining clip on both sides.

2. Unlock the sash.Then slowly lift sash to fully open position.

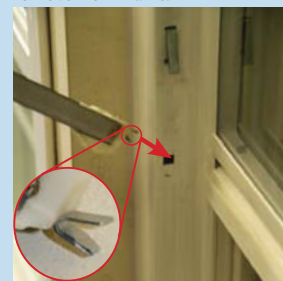3. Push the sash to one side a little bit. Tilt out sash from one side to remove from frame.

4.Remove balance, lower balance and disengage from balance clip retainer.

5.To remove balance, slowly push down the balance and unhook from retaining clip.
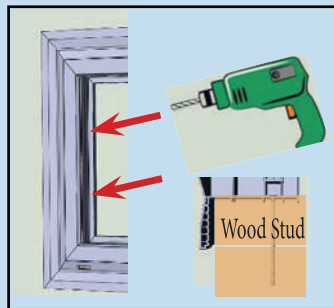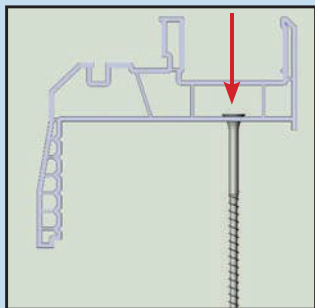
6. Once disengaged remove balance. Tilt out a little. Then lift slowly as balancer will have resistance from the springs.

7. To reinstall balance, insert balance hook into the hole on the frame, push down and reengage with retaining clip. After that push the clips close and put the sash back on.

STEP 2: SCREW POSITIONS

Pre-Drill Holes into Frame for Screws

Using 10 mm mill bit, locate correct screw location and pre-drill holes for installation screws. Vinyl plugs will cover the holes **Caution: Do not drill all the way through the frame! Do not drill on bottom!**
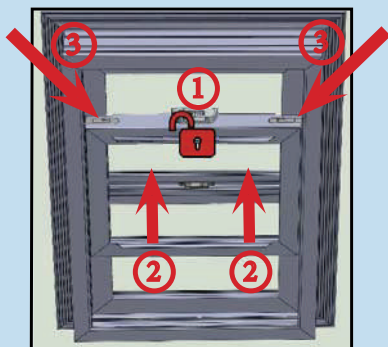
Wood Stud

NOTE 1:Before installation, the sash should be removed from the window. The sash should be opened 2/3 of maximum to removed.

NOTE 2: Pay attention to screw positions. Screws must be installed in the correct location as shown on the left to avoid leaking and locking problems.

NOTE 3: 3 1/2 inches long screws must be used to screw into the side jambs or headers to properly support the window. No screws should be applied to sills.

SINGLE HUNG TILT WINDOW INSTALLTION DETAIL

STEP 1: REMOVE SASH AND SIDE COVERS

1. Unlock the sash. Slide sash up. Then Unlock Tilt latches.
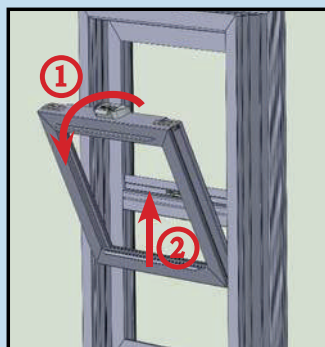
2. Swing out sash 90°. Then lift up at pivots.
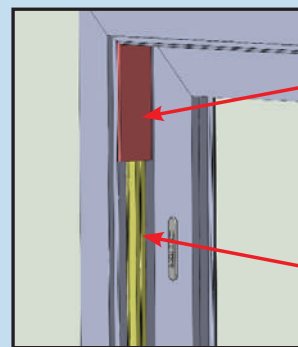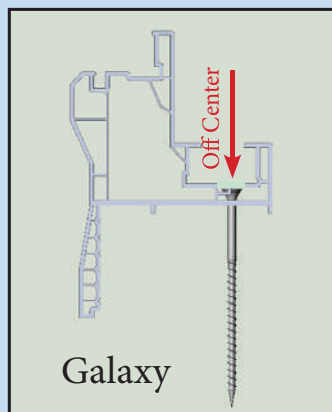
3. Remove side covers before drilling holes.
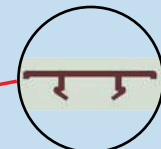
Side Cover-DH007
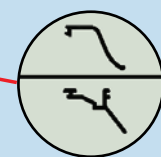
Slide Track-DH008 (Top) or C27(Bottom)

STEP 2: SCREW POSITIONS
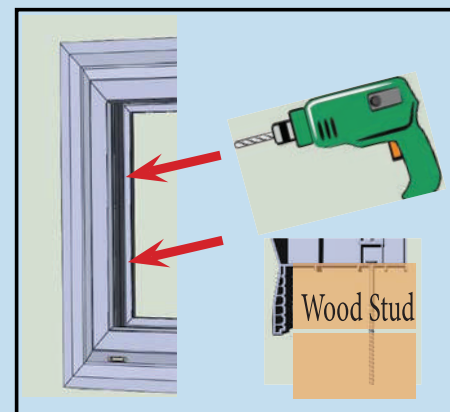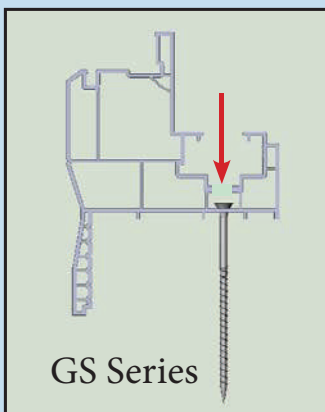
Off Center

Galaxy

GS Series

Wood Stud

Pre-Drill Holes into Frame for Screws
Using 10 mm mill bit, locate correct screw location and pre-drill holes for installation screws.
Vinyl plugs will cover the holes after installation.
Caution: Do not drill all the way through the frame! Do not drill on bottom!

NOTE 1: Before installation, the sash should be removed from the window. The sash should open 2/3 of maximum before tilting open.
**NOTE 2: In order to properly place the screws on the frames, the two side covers (Side Cover DH007, and Slide Track DH008 for GX or C27 for GS) need to be removed before installation.**
NOTE 3: Pay attention to screw positions. Screws must be mounted in the correct location as shown on the left to avoid leaking problems.
NOTE 4: 3 1/2 inches long screws must be used to screw into the side jambs to properly support the window. No screws should be applied to sills.

SPACER OPTION
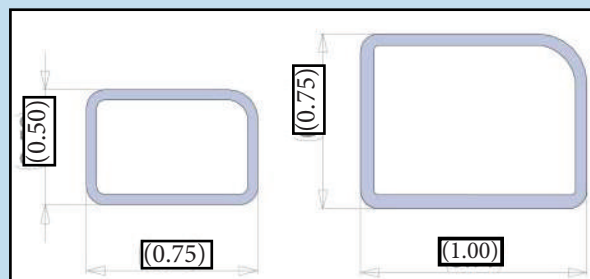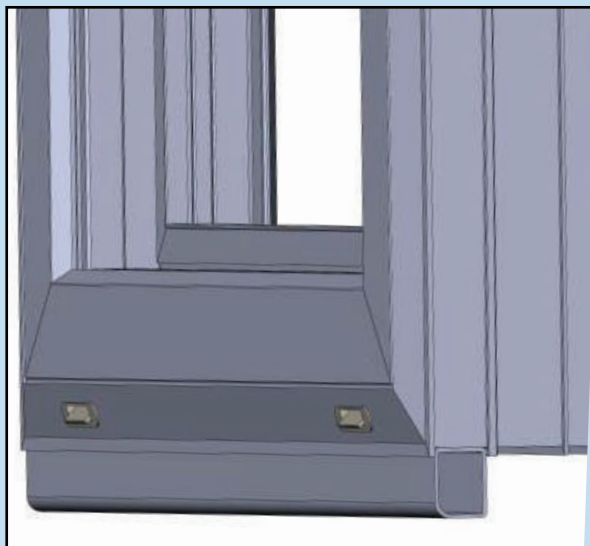
Slop sill adapters for Block Style Windows

When installing a block window or door, slopped support is necessary for some of the bottom. Premium provides two different size spacers for the slopped block style. The two sizes are shown in the left bottom picture. The slop sill adapter with size 1/2" X 3/4";the slop sill adapter with size 3/4" X 1".

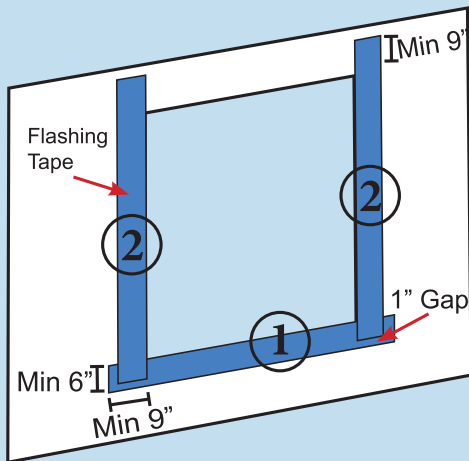Premium also provides the bottom Retro-fit style for customer with special request.

CAULKING
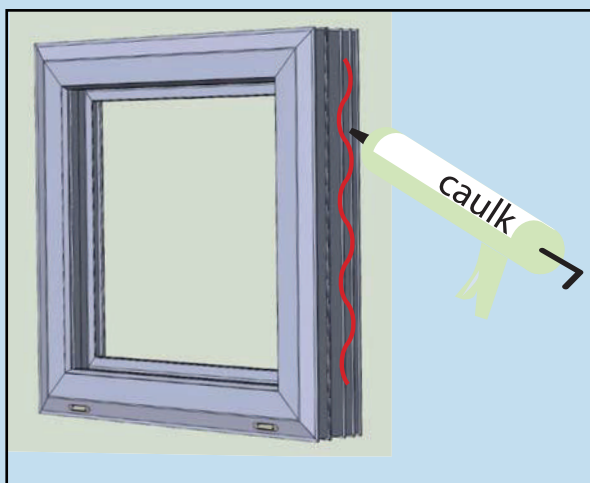
caulk

Apply Caulking To Sides

Before installing the block style windows or doors into the opening, apply caulk to the perimeter of the frame as shown on the left.

See **CHAPTER 15** for proper sealant installation techniques.

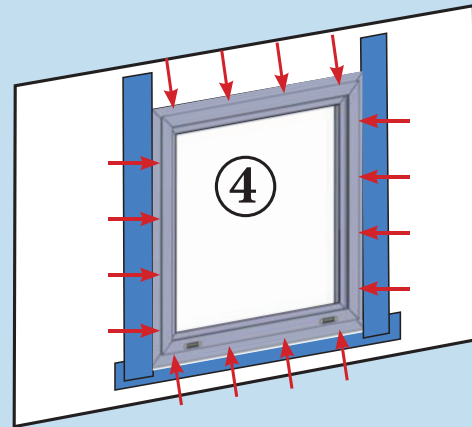## FLASHING PAPER APPLICATION

1. Place flashing paper along bottom horizontal edge. Paper must extend at least 9" past opening edge on either side. Paper must be minimum 6" wide.

2. Place flashing paper on vertical edges. Paper must extend at least 9" at top and must be 1" shorter than lower horizontal flashing paper.
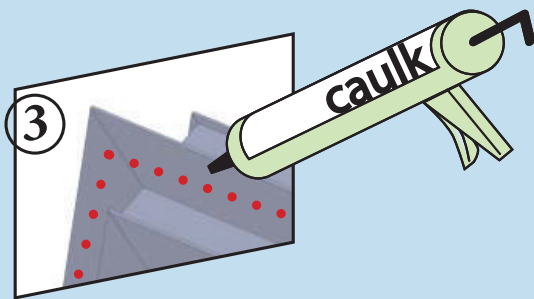
3. Before placing door in opening, apply silicone caulking around inside nail fin. Apply silicone as shown.

4. Place Door in opening and nail into place using 10D nails. Nails must enter 1.5" into stud then bend nail. Begin 2" from edge and nail every 16".
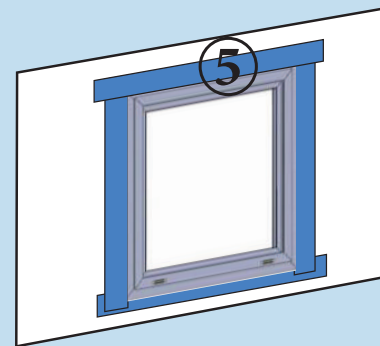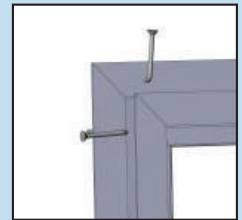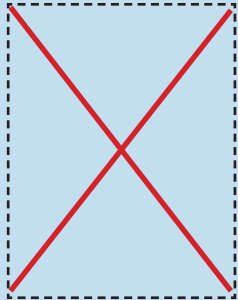

5. Place flashing paper along top edge of opening. Flashing Paper must extend at least 9" past opening edge on either side. Paper must be minimum 6" wide.

OLD WINDOW REMOVAL

**Add tape
accross
Insulated Glass**

Remove Old Windows

Most of the retro-fit window/doors used in the replacement project. Thus, the old window removal is required before installation. See Chapter 3 for more details. Note: while removing the old windows or doors, it is necessary to wear gloves and safety goggles, apply to glass in case breakage occurs.
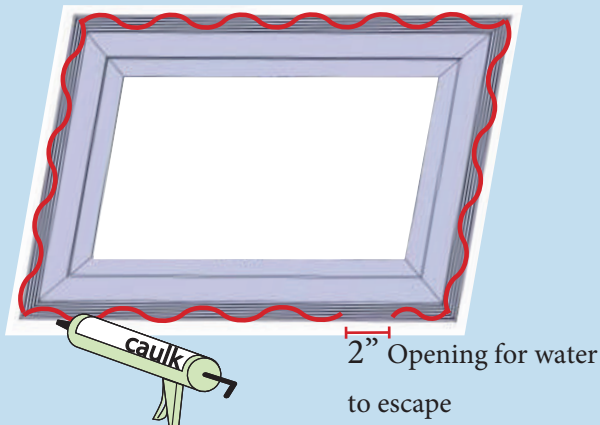
TEST FITTING
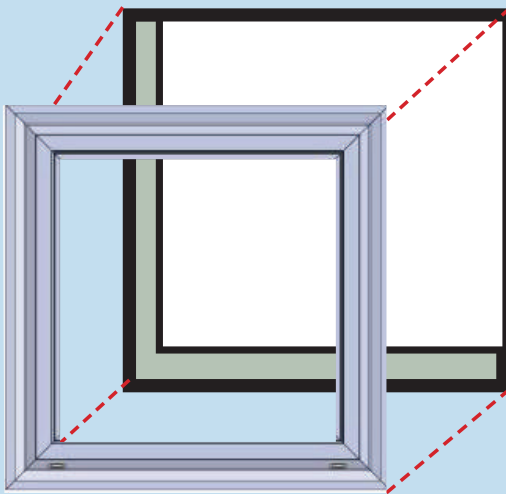
Test Fit Windows in Opening

For retro-fit style replacement windows and doors, it is necessary to dry fit the window prior to installing. Windows and doors must be seated on smooth surface. To ensure opening is smooth remove extra stucco . NOTE: do not chisel any inner frame, avoid damaging the frame surface to prevent leakage.

CAULKING

Apply Caulking Behind Fins

For the retro-fit style window and door, it is required to use caulking behind the fins. When applying caulking, it is important to leave a 2" long opening for drainage concern. See more details about Caulking in **CHAPTER 15**

caulk

2" Opening for water
to escape

SEALANT GUIDE

Premium oﬀers diﬀerent sealants for each application. Please view our sealant guide to determine which sealant is correct for your application.

OPTION #1

THE EXTERIOR SEALANT (SEAL ON THE OUTSIDE EDGE OF FINS)

BRAND: LOCTITE

TYPE: POLYSEAMSEAL, RAIN GUARD, EXTERIOR SEALANT

ITEM #: 1508197

DESCRIPTION: Loctite Polyseamseal Rain Guard is a high performance sealant designed for exterior door, window and siding applications. The patented Rain Guard technology allows uncured sealant to resist washout due to early rain exposure. Loctite Polyseamseal Rain Guard is an acrylic based formulation with superior adhesion, flexibility and durability. Cures to a high gloss sheen, is paintable and also mold and mildew resistant.

- Use the loctite polyseamseal rain guard exterior sealent for the outside frame edges.

- Make sure to clean up the edges, both the and the walls, before using the sealant. Use a wet finger to smooth the seams.

  For more detail, see the instruction manual from loctite.

OPTION #2

THE INTERIOR SEALANT (SEAL ON THE INSIDE EDGE OF FRAMES)

BRAND: HDX

TYPE: 10-OZ. LATEX PLUS SILICONE CAULK

ITEM #: 156943

DESCRIPTION: HDX Latex Plus Caulk is a better quality siliconized acrylic latex caulk designed for general purpose sealing, for interior or exterior applications. Used for caulking areas that may experience some slight movement and may or may not be painted over. Dries to the touch in 30 minutes and is fully cured in 5 hours.

- Use The HDX Interior Silicone Sealant For The Interior Frame Edges.

- Make Sure Clean Up The Fins And Walls Before Using The Sealant.

- More Detail See The Instruction Manual From CRL.

OPTION #3

THE INTERIOR SEALANT (BE-TWEEN WALL AND WINDOW FINS)

BRAND: PINNACLE

TYPE: SILICONIZED ACRYLIC SEALANT

ITEM #: n/a

DESCRIPTION: Pinnacle silicoonized acrylic sealant is a premium quality acrylic sealant for interior and exterior use.

Apply Silicone here

- Use The Pinnacle Interior Silicone Sealant Between The Walls And Frame Fins.

- Make sure to clean up the fins and walls before using the sealant.

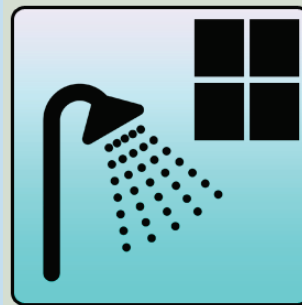- For more detail se the Instruction Manual From CRL.

OPTION #4

THE INTERIOR SEALANT (BATH-ROOM AND KITCHEN USE ONLY)

BRAND: CRL

TYPE: SILICONE Sealant

ITEM #: 33s
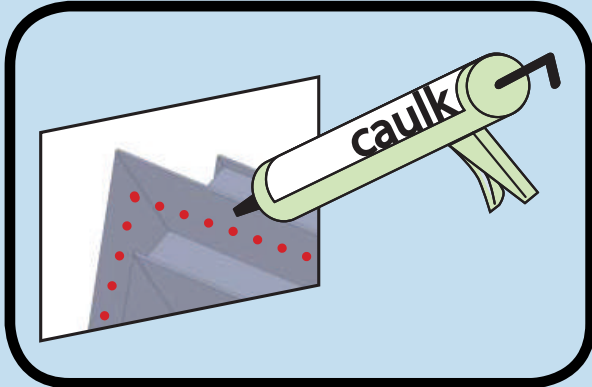

Bathroom Use

Kitchen Use

CAULCKING TIPS

Clean the Surface
Remove old caulk, dirt, and loose particles with a caulk-removing tool, or a wire brush for concrete and masonry applications, and wipe clean with a cloth. Apply masking tape to either side of the joint to create a straight edge.
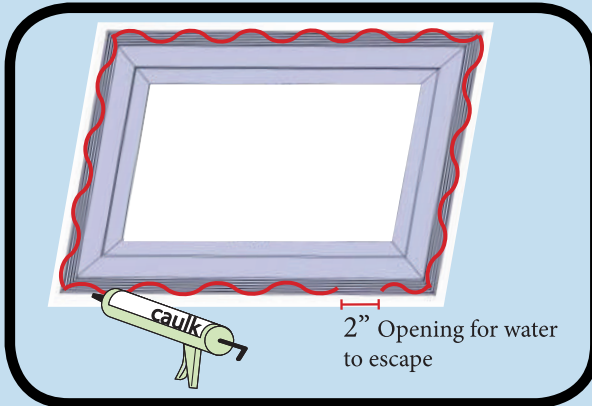
CAULKING DIFFERENT FIN TYPES

RETRO-FIT STYLE

Apply a continues bead of silicone caulking behind the nail-on fin facing the wall. The bead is about 3/8" diameter, bead is about 3/8" diameter, and the gap is about 1" between each other.

2" Opening for water to escape

RETRO-FIT STYLE

For the retro-fit style window and door, it is required to use caulking under the fins. When applying caulking, it is important to leave a 2" long opening for drainage.
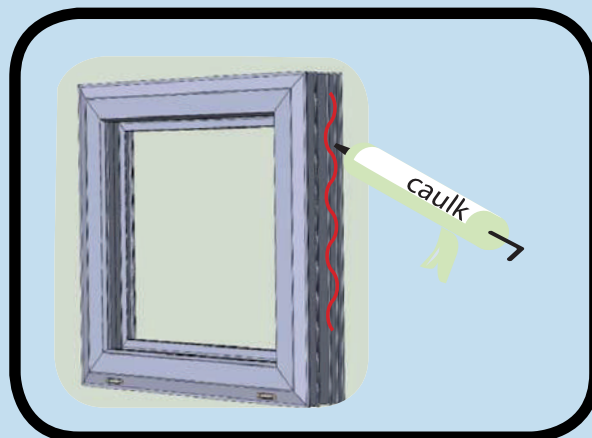
BLOCK STYLE

Before placing the block style window or door to the opening, Caulk is necessary to be applied to the perimeter of the frame as shown on the left.
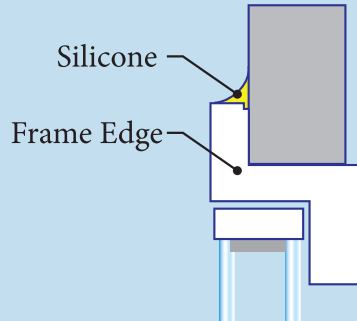

EXTERIOR   INTERIOR

PERIMETER CAULKING

FOR ALL THREE DIFFERENT STYLES OF FRAMES, THE INTERIOR AND EXTERIOR FRAME EDGE CAULKING MUST BE APPLIED AFTER THE INSTALLATION!

SMOOTHIN OUT SILICONE

Silicone

Frame Edge

Smooth the Caulk Seal

Silicone should be smoothed with a wet finger to ensure a smooth seam as shown. Use your finger or a wet caulk-smoothing tool within two to five minutes of application.

CAULCKING TIPS

Prepare the Tube and Seal

Cut the nozzle to desired bead size. Pierce the inner seal with a stiff wire or other similar object. Insert cartridge into caulking gun. When using a caulk gun, squeeze with even, consistent pressure to control the rate at which the caulk is applied.

Store the Tube and Clean

Squeeze the caulk until it's barely coming out of the tube. Replace the cap, or use a nail in the tube opening. Wipe hands with a dry cloth before washing with soap and water. To clean the area around the caulk, use mineral spirits for silicone caulk, and soap and water for acrylic.

EXPANDING FORM USAGE GUIDE

FOAMS:

- This product is extremely sticky and bonds to skin quickly. Wear gloves, eye protection and work clothed during application.
- Surface should be free from dirt, oil and grease. For best results, apply foam in temperature between 40°- 105°F.
- Shake can vigorously for 30 seconds before and between uses.
- For gun type, don`t over tighten when attaching can to gun applicator. Dispense foam with can
- upside down. Slowly press trigger and test bead size on experimental surface.
- For straw type, screw threaded end of straw assembly and press securely onto valve.

Dispense slowly.
- Fill cavity 25% full to allow for expansion. Foam sealant is tack free in approximately 10 minutes.

Excess cured foam can be trimmed in 30 minutes.

- Use acetone to remove excess uncured foam to clean nozzle and valve. Cured foam must be mechanically removed.
- Cured foam can be trimmed, painted, sanded, plastered, grouted and caulked.

Caution:

- Keep out of the reach of children.
- Keep away from ignition. Don`t puncture, expose to heat or store at temperature exceeding120°F.
- Don't spray on a flame or any incandescent material.
- Contains MDI monomer, use in a well ventilated area or with proper respiratory protection.
- Don't leave or store in auto or expose to direct sunlight.
- Uncured foam is sticky and maybe irritating to skin and eyes. In case of eye contact, flush eye
- with water for 15 minutes and consult with physician immediately.
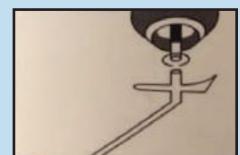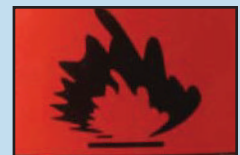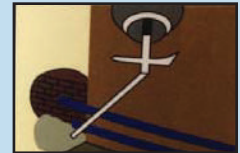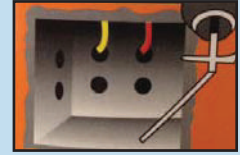
FLAT TRIM APPLICATION GUIDE
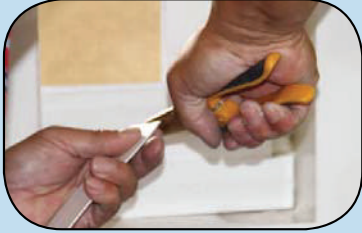
- Installing flat trim will give the window a finished look by covering any holes or gaps left by the window installation.
- Measure and cut flat trim to length.
- Cut trim using vinyl shears.
- Test fit trim and make any adjustments.
- Remove sticky backing and firmly into place
- Flat trim will conceal where expanding foam was used to seal around window.
- Flat trim features a self adhesive backing that will glue into place.

Note: Different trims can apply to Premium products per request of customer. Ask Premium Windows and Doors for different trim availabiliy.

TOOLS RECOMMANDED

- Utility Knife
- Prybar
- Sealant Gun
- Hammer
- Drill
- Tape Measure
- Level
- Screw drivers(standard, phillips
- Putty Knife
- Vinyl Snips
- Carpenter's Square
- Caulk Gun