

**CONSTRUCTION ADDENDUM: 1**

6/11/2026

**PROJECT NAME:** Yardley Arms Window Replacement**PROJECT MANAGER:** Amy Kurtz**PHONE NUMBER:** 206-574-1283      **EMAIL ADDRESS:** Amyk@kcha.org

This Addendum is used to Identify Items in the Original Documents with Action as Follows:

- CLARIFY       CHANGE       DELETE  
 ADD       SUBSTITUTE

**Page(s) Total for this Addenda including this page 18**

- 
- QUESTION:** Can the roof coping with metal at parapets be removed to attach braces for pump jacks on the north elevations? We will not be able to access this area with a boom lift.  
**ANSWER:** No. The coping at the parapets will not be removed. The contractor is responsible for providing all means and methods necessary to complete the work without removing existing finished structures.
  - QUESTION:** Are there proper anchors on the rooftop for safety lines?  
**ANSWER:** Yes.
  - QUESTION:** Can we use the grass area at the northwest elevation for a dump truck?  
**ANSWER:** Yes. The contractor may use this area and will be required to restore this area to existing conditions.
  - QUESTION:** Will the property supply all paint for the contractor to install?  
**ANSWER:** No. The property will provide paint color selections. The contractor is responsible for purchasing all paint required for the project.
  - QUESTION:** Notes on drawings dictate damaged concrete/masonry to be repaired during construction. Is this assuming the contractor will damage these surfaces and is expected to repair them? Or is it assumed that IF the contractor damages these areas during construction, they must be returned to prior conditions?  
**ANSWER:** The contractor is responsible for repairing all masonry or concrete damage incurred during construction and restoring affected areas to their prior condition.

6. **QUESTION:** Confirming MDO plywood is required for the window liners on 3 of 4 sides, and MDF trim is required for the window casing on all 4 sides?  
**ANSWER:** Refer to the window liner and casing detail on Sheet A4.2
7. **QUESTION:** Confirming vertical blinds is the correct specification, as Section 122113 states horizontal louver blinds  
**ANSWER:** Remove all references to “blinds” and specification 122113 and replace with the specification Section 12 21 16 – Vertical Louver Blinds.
8. **QUESTION** Interior Sills: Is there a specific brand or type of white solid surface requested for the solid interior sills?  
**ANSWER** Use the specified solid surface sill material. Basis of design is LG HI-MACS Solid Surface, Type 051 by LX Hausys, or approved equal. Color to be selected from the standard line. Refer to Section 066500, 2.01 and 2.02.
9. **QUESTION:** Window Installation: The specifications mention both window clips and drilling/capping. We typically drill and cap; are installation clips mandatory for this project?  
**ANSWER:** The specification calls for a block frame designed for clip attachment. Installation clips should be assumed unless an alternate manufacturer-approved drilled-and-capped method is submitted and approved. Refer to Section 085413, 2.02.B.2 and 3.01.
10. **QUESTION:** U-factor: I am verifying that the required U-factor is now .28 or below, rather than the previous .30.  
**ANSWER:** Confirmed. Required U-factor is 0.28 maximum for operable windows and 0.26 maximum for fixed windows. Refer to Section 085413, 2.03.D.
11. **QUESTION:** Tempered Glass: The bottom of the larger windows is exactly 18" from the floor. Please confirm if these units require tempered glass.  
**ANSWER:** Provide tempered glass where required by code. The specifications and drawings do not identify separate tempered glass locations. If the bottom of the glass is exactly 18 inches above the floor, confirm actual field dimensions and provide safety glazing where code required.
12. **QUESTION:** DP Rating: I did not see a specific DP rating listed. Is there a requirement we should follow?  
**ANSWER:** No specific DP rating is listed in the specification. The window manufacturer shall provide units tested and rated in accordance with AAMA/WDMA/CSA 101/I.S.2/A440 and capable of resisting the project design loads determined under ASCE 7. Refer to Section 085413, 1.02.A/C, 1.03.C, and 2.03.B/C.
13. **QUESTION:** Blinds: There are conflicting callouts for the blinds. Would horizontal blinds be acceptable, or are vertical blinds required?  
**ANSWER:** Remove all references to “blinds” and specification 12 21 13 and replace with the specification Section 12 21 16 – Vertical Louver Blinds.

14. **QUESTION:** OITC Rating: Is the OITC 34 rating mandatory? Some of the larger mulled windows may have difficulty meeting this specific standard.

**ANSWER:** The minimum required OITC rating is revised to 30. If any proposed units cannot meet this rating, submit test data and identify the affected units for review. This revises the requirement listed in Section 085413, 2.03.G.

15. **QUESTION:** Clarification of Brand and Type of Blinds. The specs call for a manufacturer that does not make the style of blind specified.

**ANSWER:** Remove all references to “blinds” and specification 122113 and replace with the specification Section 12 21 16 – Vertical Louver Blinds.

16. **QUESTION:** Clarification of Horizontal or Vertical Blinds. The spec on page 3 calls for vertical blinds, but the spec later calls for horizontals.

**ANSWER:** Refer to attached Specification Section 12 21 16- Vertical Louver Blinds

**CLARIFICATION:**

1. Contractors are prohibited from attaching, fastening, or affixing any materials or equipment to the roof system or metal coping. The roof consists of TPO membrane with approximately 24 inches of insulation.
2. Contractor to remove existing blinds at all interior windowsills and jambs for demolition work. **Following demolition, contractors shall reinstall the existing blinds for temporary use until replacement blinds are furnished and installed.**

**END OF CONSTRUCTION ADDENDUM: 1**

**ADDENDUM #1**

This addendum forms a part of the Contract Documents and modifies the Contract Documents dated [June 13, 2025]. Where a portion of the Documents are modified or deleted by these addenda, the unaltered portions of the Documents shall remain as indicated.

**CHANGES AND CLARIFICATIONS TO THE PROJECT MANUAL:**

(Modifications to the project manual in **this typeface**.)

**1. Section 08 54 13 Fiberglass Windows:**

**a. Modify Part 2 – Paragraph 2.01 – Manufacturers, Item B, to add the following clarification:**

“Products submitted as approved equal shall meet all specified performance, configuration, hardware, installation, warranty, and operational requirements. Where window opening control devices are required by the Drawings, Specifications, or applicable code, such devices shall be manufacturer-provided, tested, listed, and compatible with the submitted window system. Field-fabricated, aftermarket, or non-manufacturer-provided window opening control devices are not acceptable.”

**b. Modify Part 2 – Paragraph 2.04 – Components, Item A, as follows:**

“Glazing: Provide manufacturer’s low-E coated, sealed insulating glass units with argon-filled cavity, warm-edge spacer, and coating as required to meet the specified performance requirements, including thermal, acoustic, air infiltration, and water penetration requirements. Provide insulating glass units complying with ASTM E774, Class A.”

**c. Modify Part 2 – Paragraph 2.05 – Hardware, Item C, to add the following item:**

“Window Opening Control Devices: Provide manufacturer-provided window opening control devices where required. Devices shall be compatible with the submitted window system and shall not void the manufacturer’s warranty, listing, testing, or performance certification.”

**END OF SECTION**

## SUBSTITUTION REQUEST

PROJECT NAME: Yardley Arms WindOw replacment DATE: 6/8/2024  
A/E PROJECT NO.: \_\_\_\_\_ SUB. REQUEST NO.: 01  
FROM: Green Built NW - Fabian Quiroga TO: Amy Kurtz KCHA  
RE: Window manufaturer

SPECIFICATION TITLE: Milgard C700 firberglass DESCRIPTION: substitution request  
SECTION: \_\_\_\_\_ PAGE: \_\_\_\_\_ ARTICLE / PARAGRAPH: \_\_\_\_\_

PROPOSED SUBSTITUTION: Milgard C700 firberglass  
MANUFACTURER: Milgard  
ADDRESS: 1010 54th Avenue East, Fife, WA 98424 PHONE: 1-800-645-4273  
TRADE NAME: \_\_\_\_\_ MODEL NO.: \_\_\_\_\_  
INSTALLER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

HISTORY:  New Product  2 - 5 years old  5 - 10 years old  More than 10 years old

Differences between proposed substitution and specified product: \_\_\_\_\_

Milgard Fiberglass C700 windows are proposed as an equal product that meets or exceeds the specified performance requirements and provides comparable fiberglass construction, energy efficiency

Point-by-point comparative data attached - REQUIRED BY A/E

Reason for not providing specified item: We beleve this is a better product and we can provide it for the same price as other manufactures .

### SIMILAR INSTALLATION:

Project: Brittany Park Architect: KCHA  
Address: 18265 1st ave s normandy park wa 98148 Owner: \_\_\_\_\_  
Date Installed: 10-29-2025

Proposed substitution affects other parts of the work:  No  Yes Explain: \_\_\_\_\_

Savings to Owner for accepting substitution same price as other manufactures (\$ )

Proposed substitution changes Contract Time  No  Yes (If Yes):  Add  Deduct \_\_\_\_\_ days.

- If Contract Time is to be extended, a Change Order must be prepared.

Supporting Data Attached:  Drawings  Product Data  Samples  
 Tests  Reports  Other \_\_\_\_\_

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, include A/E design, and construction costs caused by the substitution.
- Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by: Fabian Quiroga  
Signed by: Fabian Quiroga  
Firm: Green Built NW  
Address: 18604 76th ave west edmonds wa 98026  
Telephone: 206-274-9226  
Attachments: C700 3 part spec

A/E's Review and Action:

- Substitution approved – Make submittals in accordance with Specification Section
- Substitution approved as noted – make submittals in accordance with Specification Section
- Substitution rejected – Use specified materials
- Substitution Request received too late – Use specified materials

Signed by: \_\_\_\_\_



Date: 6/10/2026

## **PART 1 GENERAL**

### 1.01 SECTION INCLUDES

- A. Vertical louver blinds at all windows
- B. Operating hardware.

### 1.02 REFERENCE STANDARDS

- A. WCMA A100.1 - Standard for Safety of Window Covering Products 2022.

### 1.03 SUBMITTALS

- A. See Section 013000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data indicating physical and dimensional characteristics.
- C. Samples: Submit two samples, 6 inch long illustrating slat materials and finish, cord type and color.
- D. Manufacturer's Installation Instructions: Indicate special procedures.

### 1.04 QUALITY ASSURANCE

- A. Field verify opening sizes, method of attachment, operation, and interface with adjacent construction, tolerances, and clearances required for installation prior to fabrication.

### 1.05 WARRANTY

- A. Provide Manufacturer standard lifetime warranty.

## **PART 2 PRODUCTS**

### 2.01 MANUFACTURERS

- A. Louver Blinds Without Side Guides:
  - 1. Hunter Douglas Architectural; [www.hunterdouglasarchitectural.com/#sle](http://www.hunterdouglasarchitectural.com/#sle).
  - 2. Levolor; [www.commercial.levolor.com/#sle](http://www.commercial.levolor.com/#sle).
  - 3. Graber; Aluminum Blinds: [www.graberblinds.com/#sle..](http://www.graberblinds.com/#sle..)
  - 4. Or accepted equal..

### 2.02 VERTICAL LOUVER BLINDS

- A. Description: Horizontal travel, vertical vane louver units complete with tracks, pivot and traversing mechanisms, and accessories, as follows:
- B. Manual operation.
- C. PVC Vanes: Integrally colored, extruded PVC; flat, 3-1/2 inches wide.
  - 1. Color: White
  - 2. Texture: Smooth.
  - 3. Not less than 3/8 inch overlap when vanes are rotated fully closed.
  - 4. Weighted at bottom. Chains not accepted.
  - 5. Fire-resistant, conforming to NFPA 701.
- D. Tracks: Cannel tracks for type of operation, extruded aluminum with baked enamel finish, with end caps.
- E. Direction of Travel: Match existing.
- F. Wand: Pultruded fiberglass to rotate louvers and transverse louvers. Include clutch to prevent damage from over-rotation.
- G. Accessory Hardware: Type recommended by blind manufacturer.

### 2.03 FABRICATION

- A. Determine sizes by field measurement.
- B. Fabricate blinds to cover window frames completely.

- C. At openings requiring multiple blind units, provide separate blind assemblies with space of 3/8 inch between blinds, located at window mullion centers.

**PART 3 EXECUTION**

3.01 INSTALLATION

- A. Install blinds in accordance with manufacturer's instructions.
- B. Secure in place with flush countersunk fasteners.
- C. Install sufficient brackets to prevent deflection of headrail.

3.02 TOLERANCES

- A. Maximum Variation of Gap at Window Opening Perimeter: 1/4 inch.
- B. Maximum Offset From Level: 1/8 inch.

3.03 ADJUSTING

- A. Adjust blinds for smooth operation.

3.04 CLEANING


- A. Clean blind surfaces just prior to occupancy.

**END OF SECTION**



## IMPORTANT SAFETY AND PRODUCT INFORMATION – WINDOW

**CAUTION:** Many windows in older homes are painted with lead-based paint. Removal of old windows may disturb this paint. Proper precautions must be taken to minimize exposure to dust and debris. Consult state or local authorities and/or go to [www.epa.gov/lead](http://www.epa.gov/lead) for more information.

 **WARNING:** To ensure safety and security and help prevent property damage, including possible damage to your window or door, close and lock windows and doors any time they are not being used for venting on a nice day, and particularly during high winds or rain.

### IMPORTANT NOTICE

Because all construction must anticipate some water infiltration, it is important that the wall system be designed and constructed to properly manage moisture. Pella Corporation is not responsible for claims or damages caused by anticipated and unanticipated water infiltration; deficiencies in building design, construction and maintenance; failure to install Pella products in accordance with Pella's installation instructions; or the use of Pella products in wall systems which do not allow for proper management of moisture within the wall systems. The determination of the suitability of all building components, including the use of Pella products, as well as the design and installation of flashing and sealing systems are the responsibility of the Buyer or User, the architect, contractor, installer, or other construction professional and are not the responsibility of Pella.

Pella products should not be used in barrier wall systems which do not allow for proper management of moisture within the wall systems, such as barrier Exterior Insulation and Finish Systems (EIFS) (also known as synthetic stucco) or other non-water managed systems. Except in the states of California, New Mexico, Arizona, Nevada, Utah and Colorado, Pella makes no warranty of any kind on and assumes no responsibility for Pella windows and doors installed in barrier wall systems. In the states listed above, the installation of Pella Products in barrier wall or similar systems must be in accordance with Pella's installation instructions. Product modifications that are not approved by Pella Corporation will void the warranty.

### Care and Maintenance

Care and maintenance information is available by contacting your local Pella retailer. This information is also available at [www.pella.com](http://www.pella.com).

### Cleaning Instructions

**GLASS**—Remove any protective film and labels and clean the glass, using a soft, clean, grit-free cloth and mild soap or detergent. Be sure to remove all liquid by wiping dry or use a clean squeegee.

**FACTORY FINISHED PRODUCT:** Pella product that has been prefinished with stain or paint from the factory requires no additional finishing. Clean the surface with mild soap and water.

**PELLA® ALUMINUM CLAD OR IMPERVIA FRAMES:** The interior and exterior frame and sash are protected with a tough factory finish. Clean this surface with mild soap and water. Stubborn stains and deposits may be removed with mineral spirits. **DO NOT** use abrasives. **DO NOT** scrape or use tools that might damage the surface.

**ENCOMPASS BY PELLA®, PELLA® 150 SERIES AND PELLA® 250 SERIES WINDOWS FRAMES:** The vinyl frame may be cleaned using the same method as the glass. For stubborn dirt, a "non-abrasive" cleaner such as Bon-Ami® or Soft Scrub® may be used. Do not use solvents such as mineral spirits, toluene, xylene, naphtha or muriatic acid as they can dull the finish, soften the vinyl and/or cause failure of the insulated unit seal. Do not use Isopropyl Alcohol on laminated surfaces as it will damage the finish. Keep door tracks clear of dirt and debris. Keep weep holes open and clear of obstructions.

**DO NOT** use abrasives. **DO NOT** scrape or use tools that might damage the surface.

**Notice:** **DO NOT** use inappropriate solvents or brickwash or cleaning chemicals. If you do, permanent damage can result and the product failure, loss or damage would not be covered by the Limited Warranty.

### Interior Finish (Wood Windows)

Paint or finish immediately after installation.

If products cannot be finished immediately, cover with clear plastic to protect from dirt, damage and moisture. Remove any construction residue before finishing. Sand all wood surfaces lightly with 180 grit or finer sandpaper. **DO NOT** use steel wool. **BE CAREFUL NOT TO SCRATCH THE GLASS.** Remove sanding dust. Pella products must be finished per the below instructions; failure to follow these instructions voids the Limited Warranty.

**NOTE:** *To maintain proper product performance do not paint, finish or remove the weatherstripping, mohair dust pads, gaskets or vinyl parts. Air and water leakage will result if these parts are removed. After finishing, allow venting windows and doors to dry completely before closing them. If paint, stain or finish gets on the weatherstripping, wipe it off immediately with a damp cloth.*

Window Cleaning and Prep Instructions for Unfinished or Primed windows: Dry wipe dust from windows gently. Examine window for possible smudges or fingerprints made from normal handling or construction. To remove smudges, lightly wipe surface with warm water. Scuff sand with light grade sand paper or abrasive pad (220 grit or higher). Rinse surface with warm water. Let window surfaces dry completely before applying finish.

Finish the windows as soon as possible after installation.

- On casement and awnings, it is optional to paint, stain or finish the vertical and horizontal sash edges.
- On single-hungs and double-hungs, do not paint, stain or finish the vertical sash edges, any finish on the vertical sash edges may cause the sash to stick; it is optional to paint, stain or finish the horizontal sash edges.

Pella Corporation is not responsible for interior paint and stain finish imperfections for any product that is not factory-applied by Pella Corporation. For additional information on finishing see the Pella Owner's Manual or go to [www.pella.com](http://www.pella.com).

The use of unapproved finishes, solvents or cleaning chemicals may cause adverse reactions with door materials. Pella will not be responsible for problems caused by the use of unapproved materials. If in doubt, contact your local retailer or representative.

### Exterior Finish of Existing Frame (Pocket Replacement)

It is the responsibility of the homeowner, contractor or installer to ensure any exposed unfinished wood is covered or finished. Possible methods include, however are not limited to, covering with aluminum coil stock or painting.

For Casement Hardware Installation go to: [www.installpella.com/trimaccessory/hardware](http://www.installpella.com/trimaccessory/hardware).



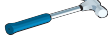

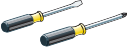





# FULL FRAME REMOVAL WHEN PREPARING TO INSTALL A NEW BLOCK FRAME AND RENOVATION® / PRECISION FIT® WINDOWS

This method of Full Frame Removal involves removing the sash and entire frame of the existing window from the wall. The resulting opening is the original rough opening. The existing window nailing fins are usually nailed to the studs in frame construction with siding, brick veneer or other exterior material applied over the fin on the outside. The interior may have a drywall return from the wall to the window frame.

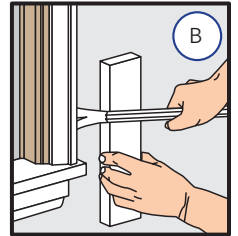
**CAUTION:** Many windows in older homes are painted with lead-based paint. Removal of old windows may disturb this paint. Proper precautions must be taken to minimize exposure to dust and debris. Consult state or local authorities and/or go to [www.epa.gov/lead](http://www.epa.gov/lead) for more information.

## TOOLS REQUIRED:

- Utility knife 
- Pry bar 
- Hammer 
- Deglazing wheel 
- Phillips and Standard screwdrivers 
- Reciprocating saw 
- Putty knife 
- Heat gun 

**REMEMBER TO USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.  
APPLY ADHESIVE FILM OR DUCT TAPE TO THE GLASS TO PREVENT BREAKAGE.**

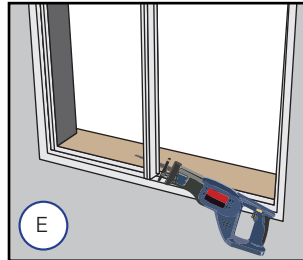
- A. **Score the paint or varnish** between the interior trim and the wall or between the drywall return and the window frame to minimize damage.
- B. **Remove the interior trim.**



To collapse aluminum frames follow steps C-M.

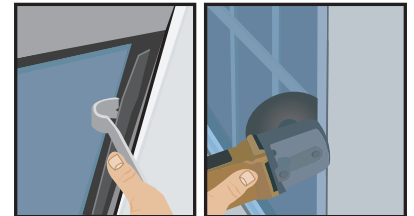
To cut vinyl, clad wood, or aluminum frames out of the opening, see steps M and N.

- C. **Score the sealant** or paint between the exterior siding or brick and the window frame.
- D. **Remove the screen and vent sash** from the old window. If it is not removable, see steps G-I.
- E. **Remove the division bar** by removing the screws at the ends or cutting it with a reciprocating saw.
- F. **Remove the other sash/panel.** Remove any screws holding the fixed sash. Slide and lift out of the channel (sliding windows) or tilt and release from the balance assembly (hung windows).



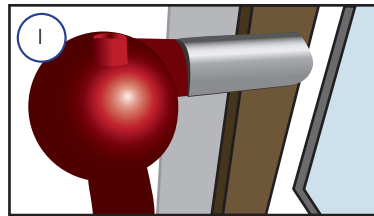
**If the sashes are not removable or the glass is sealed to the frame:**

- G. **Remove the glazing bead** using a putty knife or small pry bar.
- H. **For single pane windows with divided lights (grids):** Use an angle grinder with a cut-off wheel to cut the end of the bars where they intersect with the sash or frame. This will allow the window glass to be removed more quickly.
- I. **Heat the glazing seal** using an electric heat gun.
- J. **While applying heat,** press a de-glazing wheel between the glass and sash or frame. Continue around the perimeter of the sash or panel. Apply light, constant pressure to separate the glass from the sash or frame. Dispose or recycle the glass properly.



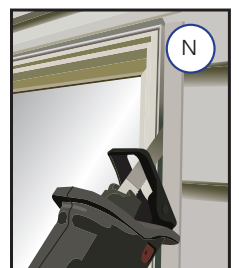
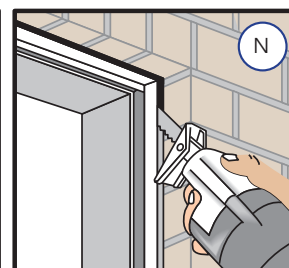
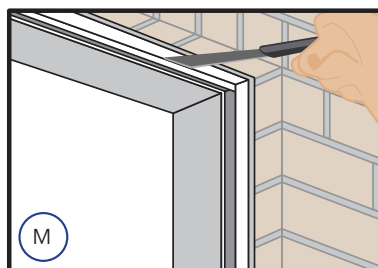
**NOTE:** Wear appropriate personal protective equipment and keep the heat source away from flammable materials.

- K. **Pry the frame away from the brick or siding.** Use a block of wood under the pry bar to protect interior or exterior finishes. Dispose or recycle the frame materials properly.
- L. **Cut through the frame** using a reciprocating saw.



**Cutting out vinyl, clad wood or aluminum frames:**






- M. **Temporarily pry any head flashing up** to avoid damaging or cutting it.
- N. **Cut through the sealant line** and nailing fin on all four sides using a reciprocating saw. Ensure the blade does not penetrate the interior where damage can occur to the drywall.













*Consult with local providers and authorities to recycle or properly dispose of old window components.*



**YOU WILL NEED TO SUPPLY:**

- Moisture resistant shims/spacers 
- Fasteners (see nail fin anchor instructions and tables at the end of this booklet)
- Closed cell foam backer rod/sealant backer 
- Pella® SmartFlash™ foil backed butyl window and door flashing tape or equivalent 
- Low expansion, low pressure polyurethane insulating window and door foam sealant. **DO NOT** use high pressure or latex foams. 
- Pella Window and Door Installation Sealant or equivalent high quality, multi-purpose sealant 

**TOOLS REQUIRED:**

- Tape measure 
- Level 
- Square 
- Hammer 
- Stapler 
- Scissors or utility knife 
- Small flat blade screwdriver 
- Sealant Gun 
- Screw Gun with a Phillips Driver bit 
- Drill with 1/8", 5/32", 3/16" & 3/8" drill bits
- 1/8" Allen wrench 

*Other construction materials may be required. Read and understand the instructions and inspect the wall conditions before you begin.*

*Store windows in upright position, out of direct sunlight.*

**TWO OR MORE PEOPLE WILL BE REQUIRED FOR THE WINDOW INSTALLATION.**

# 1 PREPARING FOR INSTALLATION

- Remove plastic wrap and cardboard packaging from the window.** On laminate units, remove protective film from parts. Do not cut checkrail bands (if present) or remove plastic or foam shipping spacers located between the window sash and frame. **DO NOT** open the window until it is securely fastened.
- Inspect the product for any damage** such as cracks, dents or scratches. **DO NOT** install damaged windows.
- Remove screens and hardware** (if necessary). Label them and set aside in a protected area.

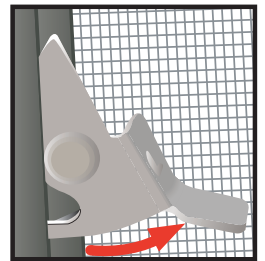
**Windows with Half Screens:**

From the exterior, pull one side of the screen near the shipping clips until the clips disengage from the frame. Rotate the shipping clips toward the exterior of the screen until they snap free from the screen.

Half screens of some vinyl windows can be removed from the interior.

Before Installation, remove dirt and debris from all surfaces of the opening.

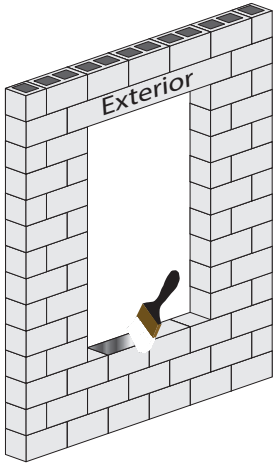
- Read the entire instruction before proceeding.**



BY PURCHASING, INSTALLING OR USING PELLA PRODUCTS (INCLUDES PELLA GOODS AND PELLA SERVICES), YOU AGREED TO THE TERMS OF THE LIMITED WARRANTY AND YOU AND PELLA FURTHER AGREE TO ARBITRATE DISPUTES ARISING OUT OF OR RELATING TO PELLA PRODUCTS, AND YOU WAIVE ANY RIGHT TO PARTICIPATE IN A CLASS ACTION RELATED TO PELLA PRODUCTS unless you notify Pella of your decision to opt out of the Arbitration Agreement no later than ninety (90) calendar days from the date you purchased or otherwise took ownership of Your Pella Goods. Opting out of the Arbitration Agreement will not affect the coverage provided by any applicable limited warranty pertaining to Your Pella Products. For opt out information and additional details please read the Limited Warranty and Arbitration Agreement for your Pella Products at [www.Pella.com/arbitration](http://www.Pella.com/arbitration).



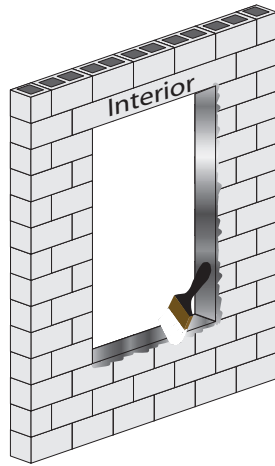
**NEW CONSTRUCTION INSTALLATION IN MASONRY CONSTRUCTION FOR BLOCK FRAME WINDOWS**  
**FOR THE INSTALLATION OF NEW BLOCK FRAME WINDOWS INTO MASONRY OPENINGS**



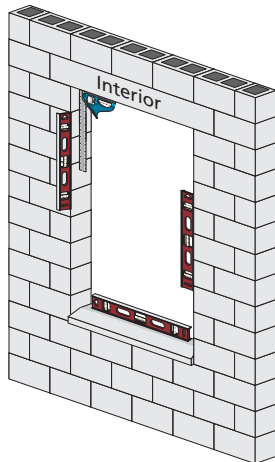
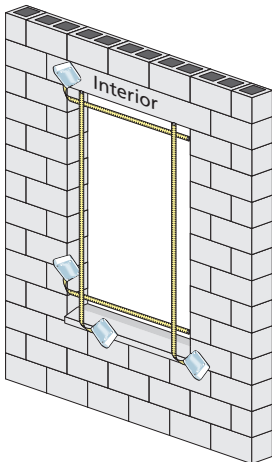
**1 PREPARE THE OPENING**

REMEMBER TO USE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT.

- A. **Clean the opening.** Ensure it is dry and free from dirt, oil and debris.
- B. **Apply water resistant coating** to the masonry. Extend the coating into the opening on all four sides. The water resistant coating may be a self-adhered sheet membrane (SASM) or a liquid applied flashing. Ensure continuity between the water resistant coating in the opening and the rest of the wall surface. SASM 's must be overlapped in a water shed fashion. Apply all water resistant coatings according to the manufacturer's directions.

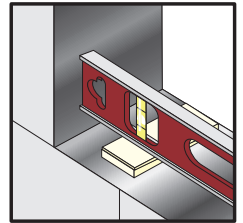


- B. **Measure the width and height of the opening.** The new window must be at least 1/2" to 3/4" smaller than this measurement.
- C. **Confirm the opening is plumb, level and square.**
- D. **Measure and mark the opening** where the interior of the new window will be placed. Consider the size of wall cavity (if applicable) and 3/4" overlap onto the brick veneer or finished wall materials for exterior perimeter sealant.



**1 PREPARE THE OPENING (Continued)**

- E. **Install and level sill shims.** Place 1" wide x 1/4" to 3/8" thick shims 1/2" from each side. Keep shims back 1/2" from interior face of window. Place additional shims under each mullion and sliding window interlocker. For vinyl windows, add shims so maximum spacing is 18".
- F. **Attach or set shims in adhesive sealant** to prevent movement after they are level.



**NOTE: Improper placement of shims may result in bowing the bottom of the window.**

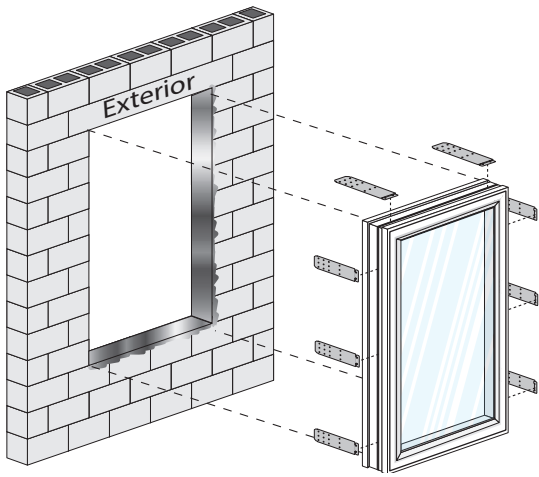
**2 PREPARE THE WINDOW**  
**FRAME SCREW INSTALLATION**

- A. **Drill pilot holes** (if necessary) in the new window frame. *See the anchoring instructions at the end of this booklet.*

**NOTE: WHERE POSSIBLE, USE FRAME SCREWS (NOT CLIPS) AT THE SILL TO AVOID PENETRATING THE INTERIOR SEAL.**



**NEW CONSTRUCTION INSTALLATION IN MASONRY CONSTRUCTION FOR BLOCK FRAME WINDOWS**  
**FOR THE INSTALLATION OF NEW BLOCK FRAME WINDOWS INTO MASONRY OPENINGS**



## 2 PREPARE THE WINDOW (Continued)

### CLIP INSTALLATION

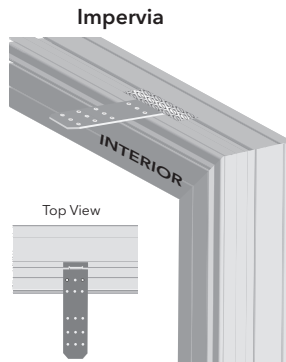
C. Pre-bend clips if anchors will be installed into the interior wall surface.

D. Secure clips to the window frame:

**Pella® Impervia®:**

E. Slide clips into the frame grooves. See the anchor spacing instructions at the end of this booklet.

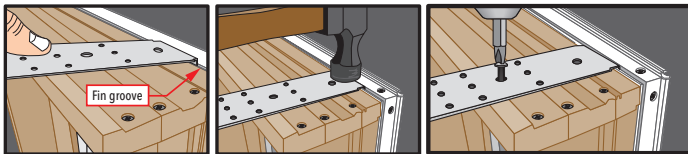
F. Secure the clips to the frame. Use a small piece of flashing tape to prevent the clips from sliding out of place (Pella Impervia®).



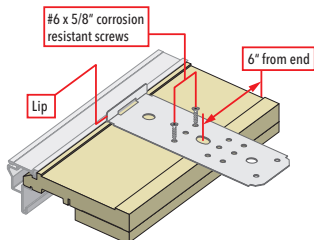
**Architect Series® (850) and Pella® Lifestyle Dual-Pane Series:**

G. Install the clips into the fin grooves. Start one corner of the clip in the fin groove. Tap the corner into the fin groove with a hammer, then continue to tap the other corner until the clip is locked into the groove.

H. Secure the clips to the frame. Drive one #8 x 5/8" screw through the slotted hole in the center of the clip.



Alternatively, it is acceptable to use two #6 x 5/8" screws through the clip with the clip on its back and not engaged in the fin groove.



## 3 SET AND FASTEN THE WINDOW

A. Insert the window in the opening. Check to make sure the distance from the interior of the new window to the interior of the wall is consistent all around the window.

B. Place sealant under each clip

C. Place shims and begin driving screws at each predrilled hole in the window frame or through each clip. Install masonry screws at least 2" from wall edge.

Add additional shims at the ends of meeting rails and as necessary to ensure even reveal between the frame and sashes.

Refer to the anchoring instructions at the end of this booklet.

**NOTE: Keep shims 1/2" from the interior surface of the window to allow for a continuous interior seal and 1/2" from the exterior surface of the window to allow for exterior backer rod and sealant.**

D. Check window operation.

**Vent Awning and Casement:** Refer to applicable hardware instructions. Unlock and open the window to remove the shipping spacers. Open and close the window to test for proper operation.

**Double-Hung:** Cut the checkrail bands (if applicable) and remove shipping spacers. Open, close and tilt the sashes to test for proper operation. Check for equal sash to frame reveal from top to bottom.

E. Check for plumb, level, and square.

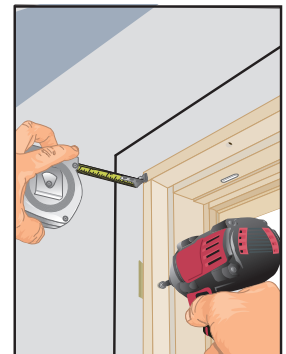
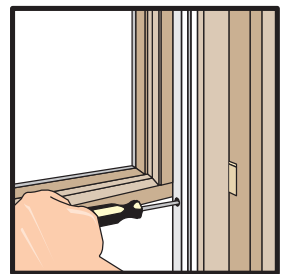
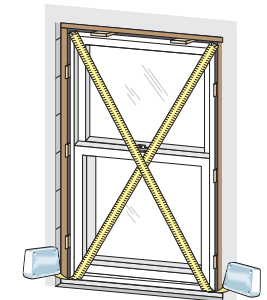
Make any necessary adjustments to shims and finish installing frame screws or clip anchors.

F. Adjust the screw jacks (if applicable) with a screwdriver. Turn clockwise to move the frame toward the sash.

Tilt the lower sash inward to locate the jamb jacks in the interior balance channel near the checkrail.

G. Install interior sealant. Refer to the interior sealant instructions at the end of this booklet. Use additional sealant around clips to prevent air and water infiltration.

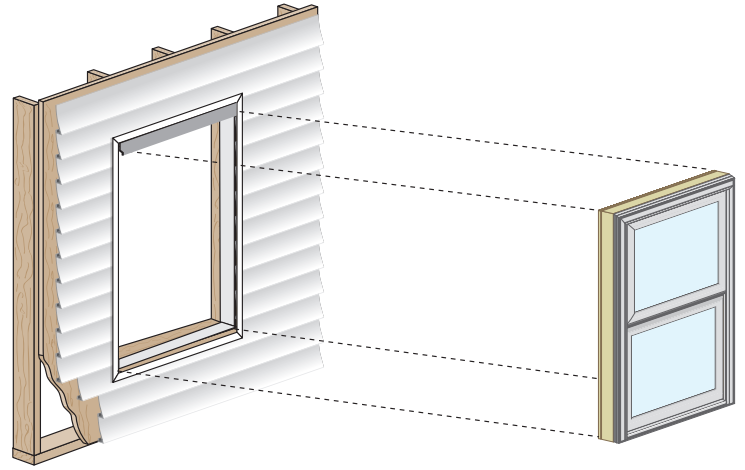
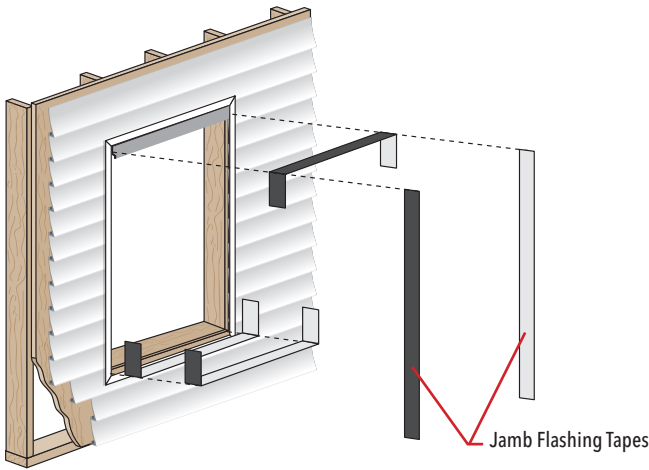
H. Install exterior sealant between the window frame and the finished wall material. Refer to the exterior sealant instructions at the end of this booklet.





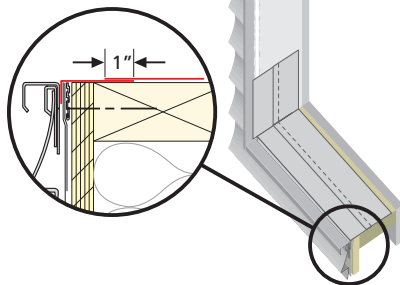
# FULL FRAME REPLACEMENT WITHOUT DISTURBING BRICK OR SIDING FOR BLOCK FRAME WINDOWS

FOR USE IN BRICK OR SIDING WITH TRIM/J-TRIM AFTER THE COMPLETE REMOVAL OF A NAIL FIN WINDOW

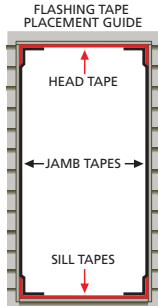
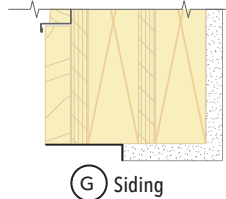
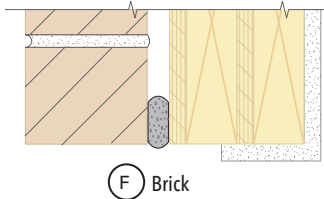


## 3 SEAL THE OPENING (Continued)

- E. Apply flashing tape at the sill, folding it behind the brick or siding onto the surface of the building wrap (if applicable) and up each jamb 6". Apply up the exterior edge of the drywall. If 2 pieces of flashing tape are required, apply the 2nd so it overlaps the first by 1".
- F. For brick, apply low expansion foam at the jamb to seal between the back of the brick and the sheathing.
- G. For siding, apply flashing tape at each jamb extending 3" onto the head and sill. Cover the exterior edge of the drywall (if applicable) and extend the tape over the sealant onto the side of the trim or j-trim.



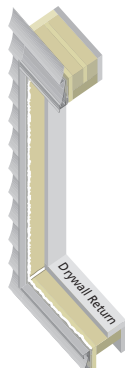
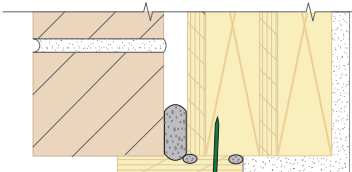
**NOTE:** The jamb flashing tape may also be used on brick. Apply sealant to the brick before application.



If the window is smaller than the drywall return opening, add treated blocking to the opening until the opening is approx. 1/2" larger in width and height than the window (see steps H-L).

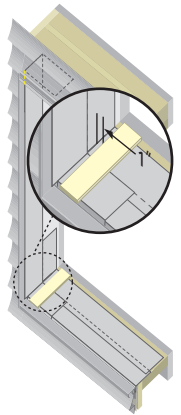
- H. Cut treated blocking equal to the width and height (B) dimensions as necessary.
- I. Rip the treated blocking to a width less than (D). The width may be reduced to fit behind brick/siding or head flashing (see step 2).
- J. Apply (2) 3/16" beads of sealant. One just to the exterior of the drywall return and one along the exterior edge of the sheathing.
- K. Apply a 3/16" bead of sealant at each corner connecting the 2 beads from step 1J.

- L. Secure the treated blocking to the opening over the sealant using 2" corrosion resistant screws at 16" max. spacing.



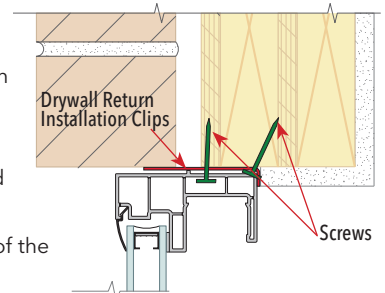
## 4 SET AND FASTEN THE WINDOW

- A. Install and level sill shims. Place 1" wide x 1/4" to 3/8" thick shims 1/2" from each side. Keep shims back 1/2" from interior and exterior face of window. Place additional shims under each mullion and sliding window interlocker. For vinyl windows, add shims so maximum spacing is 18".
- B. Attach shims to prevent movement after they are level. **NOTE: Improper placement of shims may result in bowing the bottom of the window.**
- C. Drill pilot holes in the window frame (if they are not factory pre-drilled). Refer to the anchor and shim spacing instructions at the end of this booklet.



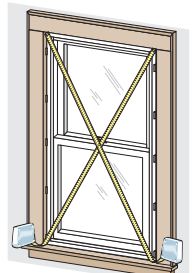
For windows being installed against the exterior of the drywall return, follow steps 4D and E.

- D. Secure drywall return installation clips using #8x 2-1/2" flat head screws at the jambs so they will align with each pilot hole in the window frame. These clips provide secure attachment when frame screws will not penetrate the framing or treated blocking.



- E. Apply sealant to the exterior edge of the drywall return on all four sides.
- F. Insert the window into the opening on the sill shims. Check to make sure the window rests against the drywall and is making contact with the sealant (if applicable).
- G. Place shims and begin driving screws at each predrilled hole in the window frame. When screwing into drywall return installation clips, use the screws from the clip package. Add additional shims at the ends of meeting rails and as necessary to ensure even reveal between the frame and sashes. **Refer to the anchoring instructions at the end of this booklet.**

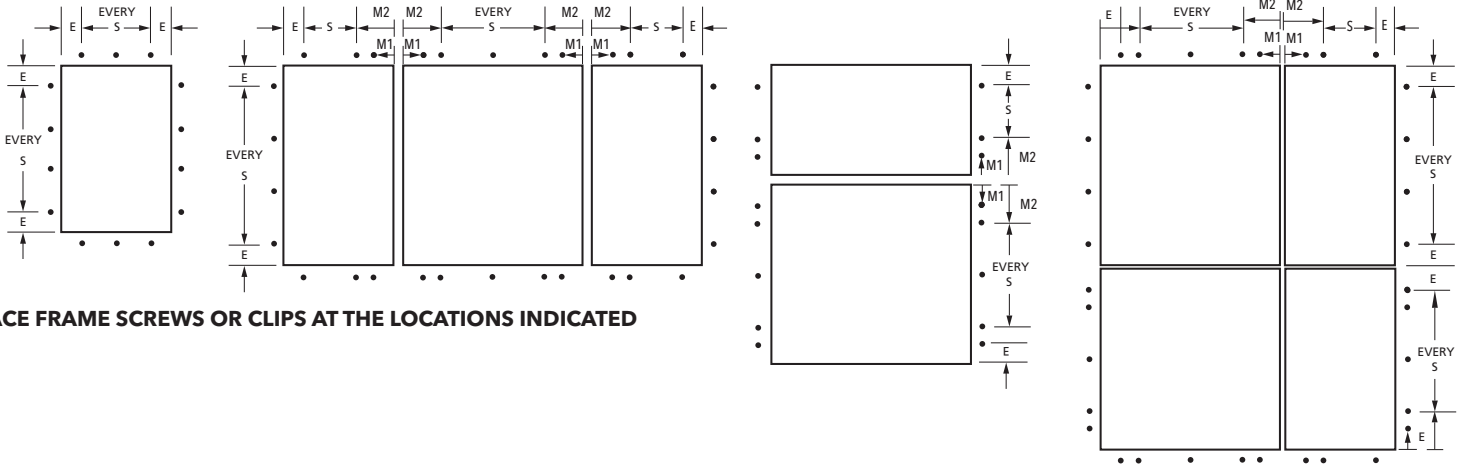
- NOTE: Keeps shims 1/2" from the exterior surface of the window to allow for backer rod and sealant.**
- H. Check for plumb, level, square and window operation. Make any necessary adjustments to shims and finish installing frame screws.
- I. Install interior sealant. Refer to the interior sealant instructions at the end of this booklet.
- J. Install exterior sealant. Refer to the exterior sealant instructions at the end of this booklet.
- K. Install interior and exterior trim (if necessary).





# BLOCK FRAME AND RENOVATION® / PRECISION FIT® WINDOWS ANCHOR INSTRUCTIONS

Note: Standard performance only. Additional anchoring may be required for performance upgrade, impact resistant products or to comply with local building code requirements.



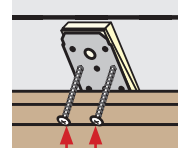
PLACE FRAME SCREWS OR CLIPS AT THE LOCATIONS INDICATED

## ARCHITECT SERIES® (850) AND PELLA® LIFESTYLE SERIES WINDOW ANCHOR SPACING INSTRUCTIONS

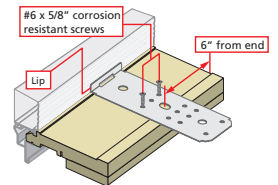
Product	Edge Spacing (E)	Max. Intermediate Spacing (S)	First Mullion Anchor (M1)	Second Mullion Anchor (M2)	Fastener	Special Notes
					Wood **	
Casement/Awning	6"	16"	3"*	6"	#8x3" Finish Screw	
Double- or Single- Hung	6"	16"	3"*	6"	#8x3" Finish Screw	For windows with integrated Rolscreen® retractable screen, drive jamb screws at each factory pre-punched hole in the jamb liner. Add fasteners as necessary, driving the head past flush of the jamb liner. Avoid Rolscreen components in the head and sill.
Fixed Frame	6"	16"	3"*	6"	#8x3" Finish Screw	
Monumental DH > 54" x 96"	6" (head)	16" (head)	3" *	6" *	#8 x 3" Screw	Remove sashes and jamb liners. Drive 1 screw through each jamb liner support clip (top, bottom, checkrail and center of each sash). Drive 2 additional screws through the frame (or secure clips) 3" above and below the checkrail on each jamb. Drive additional screws through the frame (or secure clips) centered between each jamb liner support clip.

\* M1 anchor required if design pressure exceeds 20 psf.

\*\* For light gauge steel framing, use #10 self-drilling/self-tapping screws; For concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.



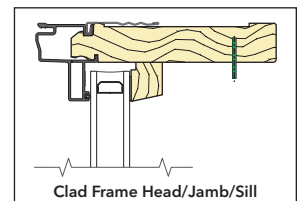
#6 x 1-1/2" screw



Monumental Hung jamb liner support clip



Pry off Monumental Double-Hung jamb liner



Clad Frame Head/Jamb/Sill

## 1/8" Pilot Hole Locations

	Casement/Awning	Lifestyle Series Double-Hung	Architect Series Double-Hung	Monumental-Hung
Head				
Jamb			 Units with Integrated Rolscreen	 Pry Here
Sill	Do not install fasteners through operator cutout. 		Not applicable for units with Integrated Rolscreen. 	Sill anchors not required. 



# BLOCK FRAME AND RENOVATION® / PRECISION FIT® WINDOWS ANCHOR INSTRUCTIONS

**NOTE:** Standard performance only. Additional anchoring may be required for performance upgrade, impact resistant products or to comply with local building code requirements.

## PELLA® IMPERVIA® WINDOW ANCHOR SPACING INSTRUCTIONS

Product	Edge Spacing (E)	Max. Intermediate Spacing (S)	First Mullion Anchor (M1)	Second Mullion Anchor (M2)	Fasteners*	Special Notes
Sliding and Sash Set Fixed	6"	16"	6"	3"	#8 x 2-1/2" Pan Head (provided)	Installation clips required for anchoring at the sill.
Single-Hung						Sill anchors not required for single wide units. Installation clips required for mullion anchoring.
Double-Hung					#8 x 2" Pan Head (provided)	Head and Sill anchors not required when single-wide unit with frame width less than 42".
Casement/Awning - Vent and Fixed	6"	15"			#10 x 3" Pan Head (provided)	Install screws at pre-marked locations after removing interior frame covers (see below).
Direct Set						

### Use Factory Drilled installation holes if present.

Install hole plugs after driving screws (except CM/AW and Direct Set)

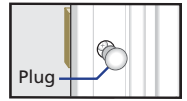
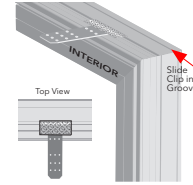
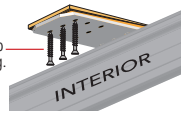
\* For light gauge steel framing, use #10 self-drilling/self-tapping screws

For concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

### Clip Anchor Method Only

Slide clips into the frame groove and locate per the anchor spacing instructions. Use a small piece of flashing tape to hold the clips in place.

(3) # 8 x 1-1/4" screws through clip into rough opening.



### Mullion Anchoring Diagram

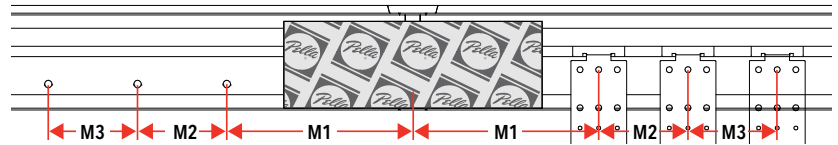
#### Use Factory Drilled installation holes if present.

**Composites (Integral) or Standard Joining:** M1 anchor using a through frame fastener or installation clips.

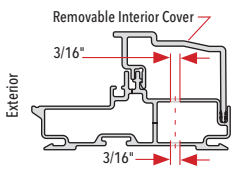
**1/2" Structural, 1" Structural, or 1/2" Structural with Reinforcement:** M1 and M2 anchors required.

**1" Structural with 1 or 2 Reinforcements:** M1, M2, and M3 anchors required.

\*Anchors required at each mullion end. Anchor using through frame fasteners or installation clips.

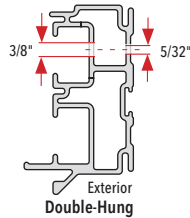


### Pilot Hole Locations and Sizes

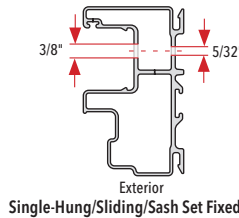


Casement/Awning\*\*\*

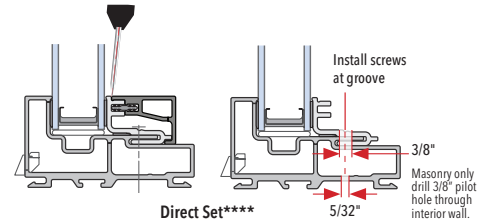
\*\*\*If an Interior Frame Cover has a "Quick Release Band" around the cover; pull the band to help remove the cover.



Double-Hung



Single-Hung/Sliding/Sash Set Fixed



Direct Set\*\*\*\*

\*\*\*\*Use putty knife; insert where indicated and slide cover to interior.



# BLOCK FRAME AND RENOVATION® / PRECISION FIT® WINDOW ANCHOR INSTRUCTIONS

**NOTE:** Standard performance only. Additional anchoring may be required for performance upgrade, impact-resistant products or to comply with local building code requirements.

## ENCOMPASS BY PELLA® / PELLA® 150 SERIES WINDOW ANCHOR SPACING INSTRUCTIONS

Product	Edge Spacing (E)	Max. Intermediate Spacing (S)	First Mullion Anchor (M1)	Second Mullion Anchor (M2)	Fastener		Special Notes
						Wood***	
Sliding Window (East and West)	6"	16"	3" / centered	8" / none		#8 x 1-1/4" Pan Head (provided)	Use M1 and M2 spacing for screws at head of meeting rail. Center 1 clip below the meeting rail.
Single-Hung (West)	6"	16"	3"	6"		#8 x 2-1/2" Pan Head (provided)	Use M1 and M2 spacing for screws at the head only with mullions.
Single- and Double-Hung (East)	Factory Pre-Drilled**		4"	8"		#10 x 2" Pan Head (provided)	High Performance DH: (3) #8 x 2" jamb frame screws, 4" apart at checkrails. Use (4) #8 x 2" screws at head mullion ends and 4 clips at sill mullion ends 3" and 6" from mullion. Use self-adhesive spacer at all installation holes for ≥ PG50 Performance Installs.
Fixed Window	4**	16**	4"	none		#8 x 3" Pan Head (provided)	Use clips at the sill at mullions and centered under fixed casements in 3-wide combinations.

All venting products: Head and sill anchors are required on composites only.

\* Use Factory Drilled installation holes if present.

\*\* For DH & SH units >62" tall add 2 screws per jamb, midway between top and bottom pre-drilled holes.

\*\*\* For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

### Double-, Single-Hung and Sliding Window

Remove head pocket cover before drilling holes. Re-install after install is complete.

### Pilot Hole Locations and Sizes

Sliding, Single- and Double-Hung window hole location.

### Clip Installation for Mullions

Drill (2) 5/32" holes and install (2) #10 x 1-1/2" screws per clip.

### Single Hung (West)

Before drilling jamb installation holes, pull out the bottom of the take-out clip on each jamb.

Raise the sash until the balance engages the take-out clips. Slide the sash all the way to one side and pull out the opposite side. Carefully set the sash aside.

Separate the balances from the take out clips by holding them at top and bottom and pushing down 1". Tilt the top of the balance away from the frame and lift the hook out of the frame.

### Fixed Window

Remove fixed window glazing beads before drilling installation holes. (West)

East Region 2-1/16" Frame Window

East Region 3-1/4" Frame Window

West Region

## PELLA® 250 SERIES WINDOW ANCHOR SPACING INSTRUCTIONS

Product	Edge Spacing (E)	Max. Intermediate Spacing (S)	First Mullion Anchor (M1)	Second Mullion Anchor (M2)	Fastener		Special Notes
						Wood***	
DH/SH (single units)	Factory Pre-Drilled**		-	-		#10 x 2" Pan Head (provided)	Use self-adhesive spacer at all installation holes for ≥ PG50 Performance Installs.
DH / SH / FX	4"	16" **	3"	6"		#10 x 2" Pan Head (provided)	Use M1 and M2 spacing for screws at head and clips at sill with mullions only.
SW	4"	16"	-	6"			
SW ≥PG50	4"	12"	-	6"			
CM/AW	Factory pre-drilled holes in Jambes and Head, clips at sill 4" Edge Spacing and 12" Max. Spacing		4"	8"			
FX CM/AW	Clip only 4" Edge Spacing and 12" Max. Spacing		4"	8"			

All venting products: Head and sill anchors are required on composites only.

\* Use Factory Drilled installation holes if present.

\*\* For DH & SH units >62" tall add 2 screws per jamb, midway between top and bottom pre-drilled holes.

\*\*\* For light gauge steel framing, use #10 self-drilling/self-tapping screws; for concrete or masonry, use 3/16" masonry screws with 1-1/4" minimum embedment.

250 Series DH PG50 ONLY: Add additional clip at center of mullion at sill only. Install hole plugs/caps after driving screws. Replace all covers, fillers and tracks removed earlier.

250 Series 1" Structural Mulls: Use (4) #10 x 2" screws in each end anchor

250 Series 1/2" Mulls: Use Attachment Clips at sill spaced 3" and 6" from mullion.

### Pilot Hole Locations and Sizes

SW Vent Track

SW Pocket Filler

Fixed

SH Pocket Removal

CM/AW Fixed Cover Removal

CM/AW



### Interior Sealant Instructions

**CAUTION:** Continuous backer rod (as necessary) and a high quality, low-odor interior sealant such as Pella Window and Door Installation Sealant (or equivalent) is recommended for commercial or high performance installations to create the continuous interior seal. Follow the directions on the cartridge. For standard performance or products with factory applied jamb extensions, use low pressure polyurethane insulating foams. Follow the directions on the can. Do not use high pressure or latex foams. Fiberglass batt or similar insulation is not recommended as it can absorb water and does not act as an air seal.

- A. Insert the nozzle or straw between the rough opening and window frame. This can be done from the interior or exterior.
  - B. Place a 1" deep bead of foam approx. 1" from the interior of the frame to allow for expansion. Do not fill the entire depth of the rough opening cavity.
- NOTE:** Apply foam between the frame and rough opening, NOT between jamb extensions and the rough opening.
- C. Re-Check window operation and remove remaining shipping spacers after foam installation. Excess foam may be removed with a serrated knife after it cures.
  - D. To ensure a continuous interior seal, apply sealant over or around any shims or clips interrupting the foam seal.

### For windows set against drywall return or wood interior stops:

- E. Apply a corner bead of sealant where the frame and drywall return or stop meet. This sealant covers any gaps and creates a smooth transition between materials. Applying a continuous interior bead of sealant eliminates the need for low expansion foam.
- F. Re-check window operation and remove shipping spacers after foam installation. Excess foam may be removed with a serrated knife after it cures.

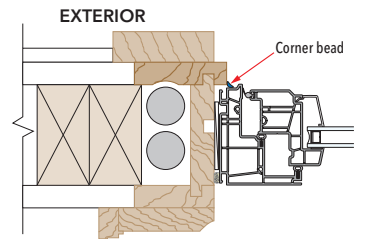
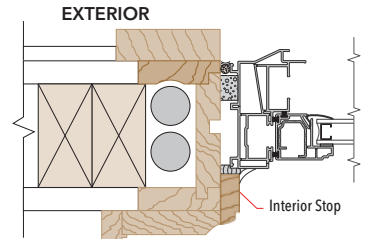
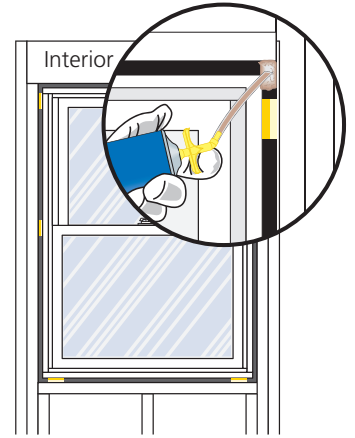


Figure 1

### Exterior Sealant Instructions

**CAUTION:** Use a high quality, multi-purpose exterior sealant such as Pella Window and Door Installation Sealant. Follow the directions on the cartridge.

- A. If the space between the new window frame and the opening is greater than 1/4", go to step (B). If less than 1/4" or if the frame does not project past an exterior stop (Figure 1), skip to step (C).
- B. Insert backer rod 3/8" deep in the space around the window. Backer rod adds shape and controls the depth of the sealant line.
- C. Apply a continuous bead of sealant where the new frame contacts the exterior stop (Figure 1) or between the frame and the opening (Figures 2, 3 and 4). Continue the seal across the bottom of the sill adapter (if applicable). Do not block weep holes or weep hoods with sealant.

**NOTE:** For full frame replacement in brick or siding, where the wall is designed to manage water do not leave gaps or weeps in the exterior sealant. For pocket replacement, if weep holes are not present in the sill adapter and the existing sill slopes to the exterior, leave weep gaps in the sealant (Figure 5).

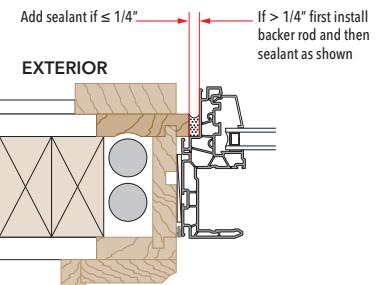


Figure 2

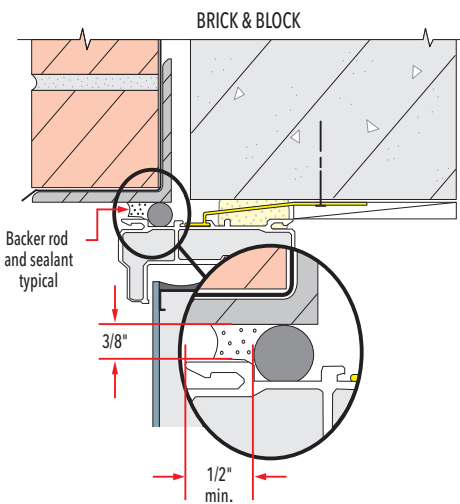


Figure 3

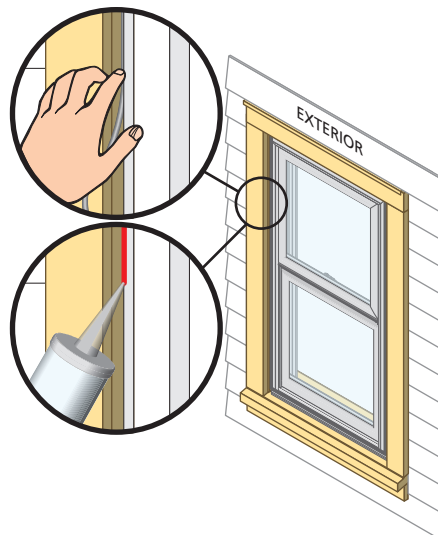


Figure 4

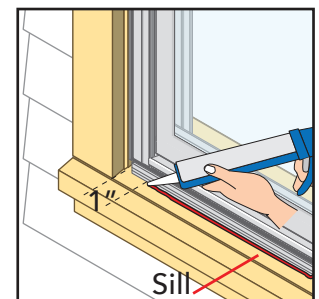


Figure 5