



Sash Window Repair Kit For Window < 2m x 1m Overall Only

Sizes may vary up to a maximum of 10mm - Please make sure this kit is suitable for your window.

Kit Includes

Staff Bead (20 x 20mm)	2 x 2m lengths & 2 x 1m lengths
Parting Bead (25 x 8mm)	4 x 1m lengths
Self Adhesive Pile Carrier	2 x 2m lengths
Weatherpile (8.5mm)	15m
Waxed Sash Cord (6mm)	12m
Instructions	1 set

Tools Required

Hammer	String 3m (Known as a mouse)
Screwdrivers	Router
Chisels	Mitre Saw & Block
Knife	Weighing Scales
Plane	Scraper
Sandpaper	Personal Protective Equipment

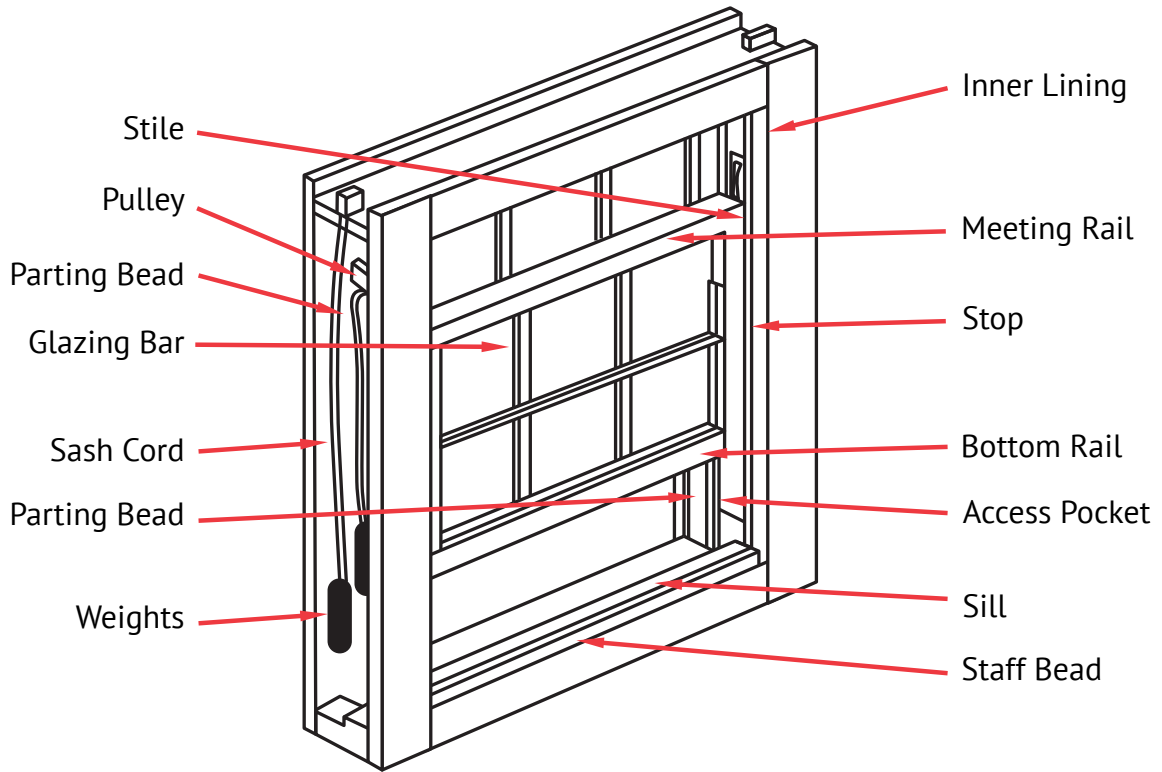
NB. This information is given for general guidance only: Each window should be treated with regard to its own individual properties.

Please Note

Before commencement of work, check Sashes for correct fit & note any areas where they do not meet properly, this can be remedied when they are removed. The window should also be inspected for decay, if repairs are required, these should be carried out before installation of the Draught Proofing. Always check the operation of the window for a smooth sliding action, if either of the sashes drop or move upwards on their own, it will be necessary to add or remove some of the weights. Additional add weights can be purchased from Draftfix, please call 01284 749655.

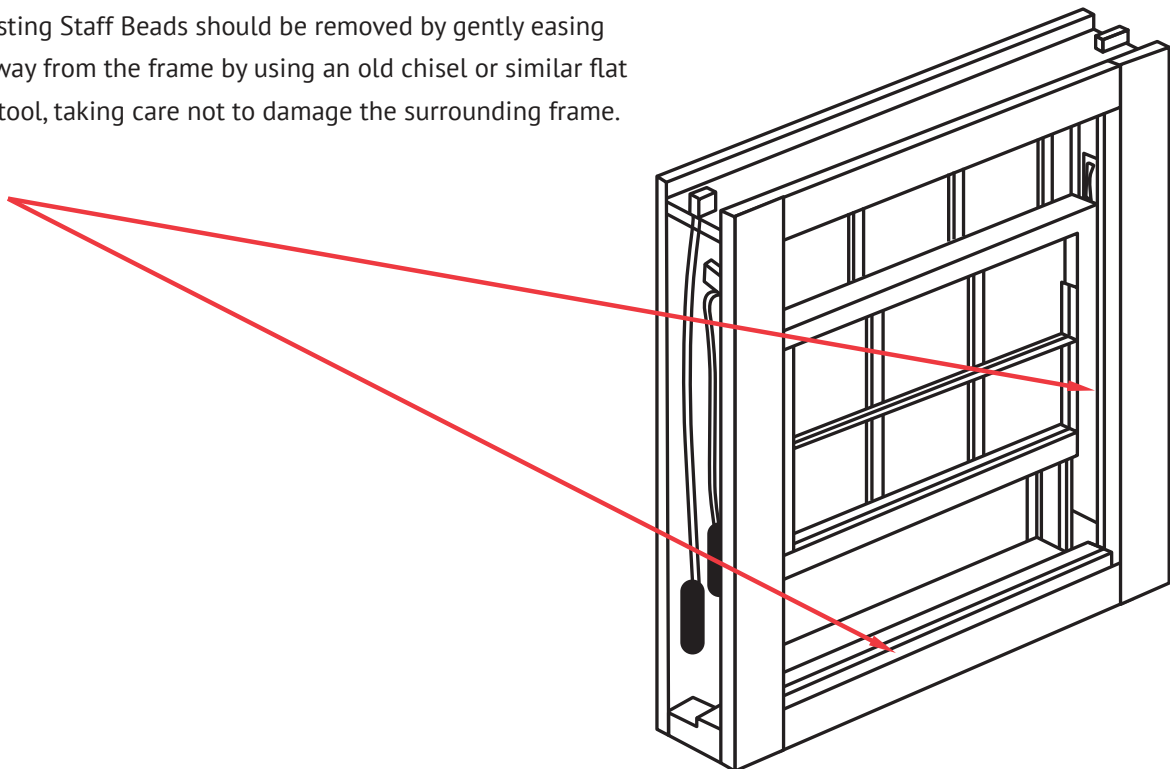
NB. Please allow between 3 & 4 hours to complete the work, excluding decoration.

Anatomy of a Sash Window



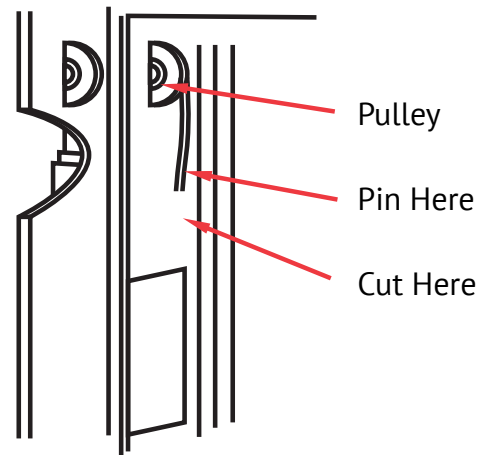
Removal of Staff Beads

The existing Staff Beads should be removed by gently easing them away from the frame by using an old chisel or similar flat bladed tool, taking care not to damage the surrounding frame.



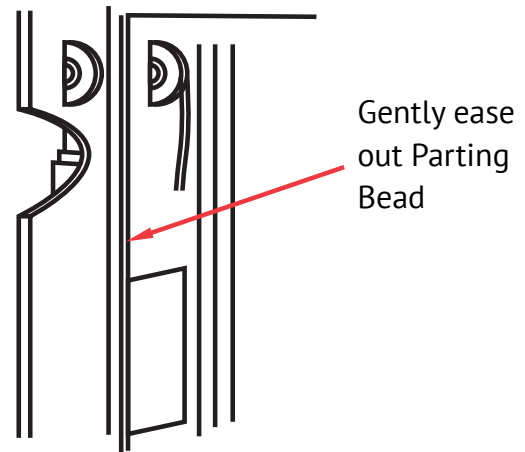
Removal of Sashes

First fully close both sashes, then secure the lower sash cord by pinning to the side of the frame & cut below the fixing, (This will hold the lead weight in place) repeat this on the other side and carefully remove the lower sash.



Next move the upper sash into the lower position.

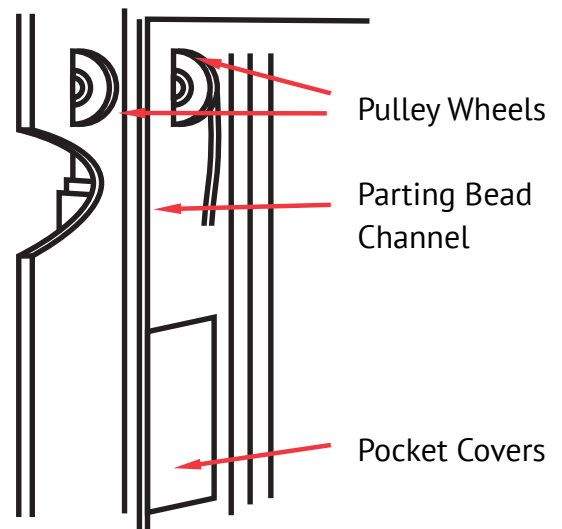
Now remove the parting bead on one side by easing it carefully out using an old chisel or large bladed screwdriver, again taking care not to damage the surrounding frame.



Remove the upper sash by repeating the process above. When this is done, carefully remove the remaining parting beads.

Removal of Weights

To remove the weights you will first need to find the location of the pockets, most are located on the side of the box frame at the bottom, (As per picture) some may be behind an internal shutter. Using a scraper, it may be necessary to remove layers of paint to expose the pocket covers & their fixings. Carefully remove the pocket covers, again taking care not to damage surrounding timber. Mark pocket covers so that they can be matched with their pockets on completion. Remove the pin from sash cord & gently lower weight into pocket, (Make sure the weight does not drop or it may damage the sash box) ease weight out & again mark it for correct reattachment. Repeat procedure for other pockets / weights.



Preparation of Boxes/Frames

Once the sashes have been removed, the box & frame can be thoroughly cleaned, excess build up of paint can be removed and the entire frame can be sanded. Any areas of decay or damage should be repaired using an appropriate filler and/or splice repairs.

The Parting Bead Channels should be clean & free of obstruction.

The pulleys should be cleaned of excess paint and replaced if necessary. Please call Draftfix 01284 749655. Lubricate with WD40 or similar. Any bare areas should be primed.

Overhaul of Sash Lights

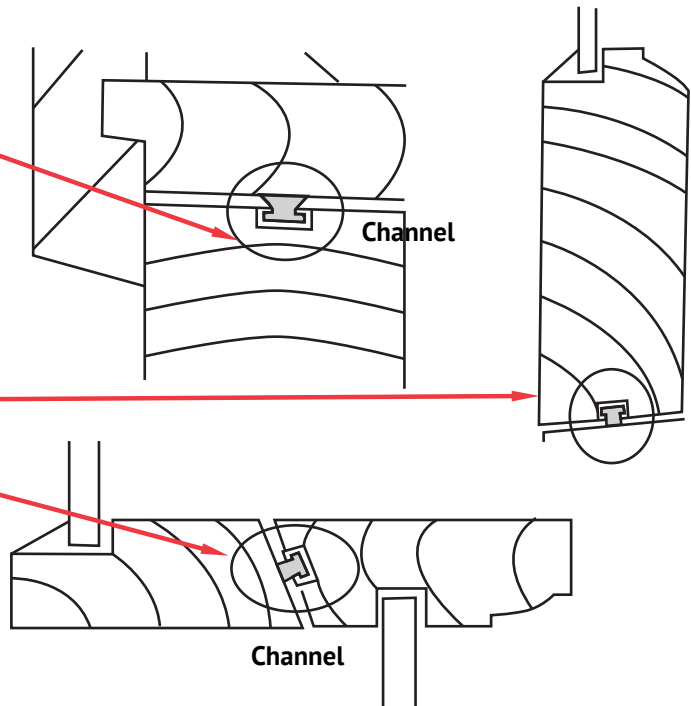
When working on the sash lights, it is important to make sure they are held securely by use of a suitable work bench. Failure to do so may result in damage to the sash light or glass and injury to the operative. Now is the time to make any adjustments based on earlier observations of the fit of the sashes. Once this has been done then you can add the grooves necessary to receive the Draught Proofing. To add grooves, use a router with a 8mm Straight cutter, set to a cutting depth of no more than 4mm. The grooves should be added as follows:

Upper Sash

1 groove along the centre of the Top Rail.

Lower Sash

1 groove along the centre of the Bottom Rail,
1 groove at the Meeting Rail. (If the Meeting Rail is stepped, ensure the groove is in the top section.)



It may be easier to cut the groove by making several passes rather than one deep pass. When the grooves are cut to the required depth & clean & free from obstructions, it is time to add the Pile Carrier.

Measure the length of groove, allowing 10mm extra. Remove backing tape and insert into groove, making sure Pile Carrier is flush with the end of the groove. Trim any excess overlap Insert Weatherfin Pile into the Pile Carrier and trim to length. Secure with small pins if necessary, use a nail punch to ensure they are flush.

NB. It is a good idea to replace any damaged or brittle putties whilst the sashes are out with a good quality glazing compound or linseed oil putty.

Any bare timber should be primed prior to re-installation.

Replacement of Sashes/Weights.

Check that the weights match the sash they are supporting, first weigh the sash which should be equal to the two weights you have removed. If they do not, either remove or add additional weights (Make up weights can be obtained from Draftfix) The first Sash to be re-hung is the Upper Sash, back weights. Using a weighted string or draw wire (Known as a mouse) carefully thread the new sash cord over the pulley into the pocket and attach to the weight. Check for a smooth action over the pulley.

Pull the cord down so that the weight is touching the back of the pulley, ease off about 20mm, place a pin into the cord and secure just below the pulley. Repeat this process to the other three weights. Place the upper sash on the cill and refit the sash cords as they were before, we recommend two screws through the sash cord into the sash.

NB. The Sash cord needs to run over the pulley so avoid any fixings too close to the top of the sash.

Fit the Parting Beads as described below and then repeat to hang Lower Sash. When both sashes are running smoothly, replace pocket covers.

Fitting The Parting Beads

Measure the top channel (From the top of the window to the centre of the meeting rail) & cut a length of Parting Bead to fit. Insert Weatherfin Pile into the Parting Bead & trim to fit. Gently tap Parting Bead into the channel, with the Pile facing outwards (Towards the Upper Sash). Secure as necessary. (It may be useful to drill a pilot hole to avoid splitting the timber)

Carefully put the Upper Sash into it's closed (Raised) position. Repeat for other side. Now measure & cut a length of Parting Bead to fit the lower section of frame (From the middle of the meeting rail to the cill) This needs to be fitted with the Weatherfin Pile facing inwards (Towards the Lower Sash).

Tip. If you allow an extra 15mm of Weatherpile in each length of Parting Bead, you can tuck it over the ends, which secures the Weatherpile from sliding once the sashes are in place. When the Parting Bead is fitted, trim the remaining ends of the Weatherpile

Check that the Upper Sash runs smoothly. Replace Bottom Sash. Repeat the process for fitting the top sash and check the action of the window

Fitting Staff Beads

Carefully measure all four sides of the window & cut Staff Beads using a Mitre Saw, allow 2mm to each measurement for a tight fit. Insert the Weatherfin Pile & trim to length. Pin the Staff Beads in place, repeat this process clockwise. Staff Beads need to be gently pushed against the face of the sash, if the Staff Beads are too tight it will prevent the smooth running of the sashes. Make sure the bottom sash is pushed up when you pin the top beads, this will make sure your Staff Beads are in the correct position.

Do not nail the panel pins all the way home at this stage as you may need to make minor adjustments first.

Check Sashes for freedom of movement before firmly securing the Staff Beads in place and using a nail punch to ensure fixings are flush.

Finishing

Fill any nail holes or surface marks (i.e. around the pockets) using a good quality filler. Caulk the Staff Beads and Parting Beads with Decorators Caulk and smooth off with a wet paint brush. Fit the Sash Fasteners and Finger Lifts. Paint or stain as required.

And last of all, stand back and admire your Draftfix draught proofed window.