

UPVC CASEMENT WINDOW

Installation Guide

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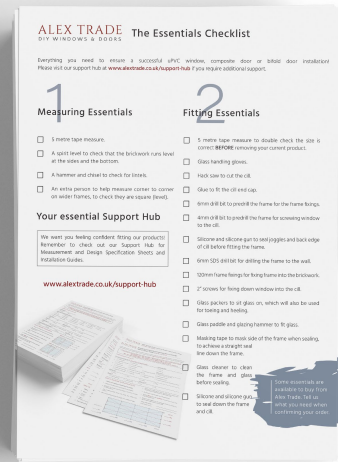
Pre-Installation



PRE-MEASUREMENT REQUIREMENTS

We've put together a handy checklist for everything you'll need to measure and install your uPVC casement windows.

- 5 metre tape measure.
- A spirit level to check that the brickwork runs level at the sides and the bottom.
- A hammer and chisel to check for lintels.
- An extra person to help measure corner to corner on wider frames, to check they are square (level).



Download our **Measurement and Design Specification Sheet** from the website, to help you specify your products, and measure accurately. Using this will allow you to confirm every detail from colour, to size, to vents. These survey sheets follow the same order as the online window builder, so using them will make your life easier at point of order.



PRE-MEASUREMENT CHECKS

It's important to carry out certain checks before measuring up for your new or replacement window. You're looking out for anything that could cause a problem for measuring, as well as for fitting. Things like wires obstructing the opening, or brickwork being loose, are key to check for, as well as if any provision needs to be made for TV or telephone cables.



MEASURING THE OPENING

Taking accurate measurements is absolutely vital to the success of the overall installation. By following these simple steps you should achieve an accurate measurement. Please note that there may be remedial work required to the surrounding brickwork, if you cannot get your measurements to be square.



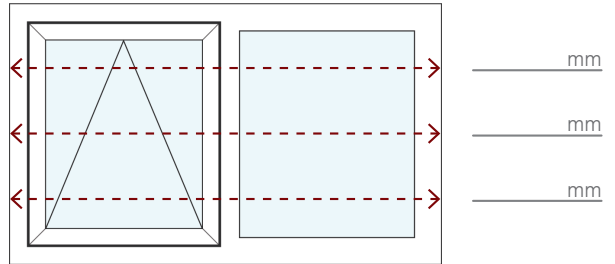
HOW TO MEASURE YOUR WINDOW

- Measure your window from the outside of the property.
- Measure the overall width and height of the window, including the frame and cill.
- Take 3 measurements across the width: top, middle and bottom.
- Take 3 measurements along the height: left, middle and right.
- Record your measurements in millimetres (mm).
- Deduct **10mm** from the **smallest** measurement to get your order measurements.
- Measure the height from the underside of the cill, unless you are not replacing it (e.g. concrete cills).

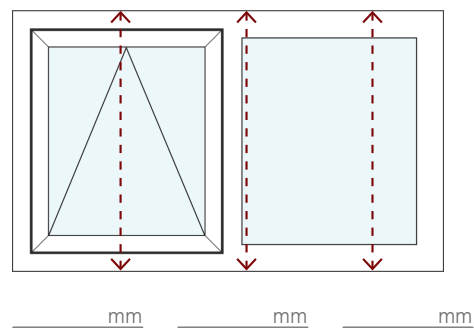
Order width (mm) = _____

Order height (mm) = _____

Width (frame viewed from the outside)



Height (frame viewed from the outside)



PLACING YOUR ORDER

Our goal at Alex Trade is to give our customers the best possible DIY experience for purchasing uPVC casement windows, composite doors, and bifold doors. With that in mind, we've created a 'Buy Now Builder' that's as user friendly as possible.

By the point of order placement you should have utilised our Measurement and Design Specification Sheet, so that when you place your order online, it's as simple as just filling out the information you've already specified.

Key points to note when placing your order are:

- All products are viewed from the outside.
- All measurements include the cill in the height.
- Make use of the information button (?) on the builder, to find out more about the specification.

After you've placed your order and paid at our secure checkout, our Trade Counter team will be in touch with you to confirm everything, and give you an expected arrival date.

Get started with your order

Select a Window, Composite Door or Aluminium Bifold



Window



Composite Door



Aluminium Bifold





PREPARING FOR INSTALLATION

We've created a handy **supplies checklist** for you, to ensure that you've got everything you need to complete your installation successfully.

- | | |
|--|---|
| <input type="checkbox"/> 5 metre tape measure to double check the size is correct BEFORE removing your current product. | <input type="checkbox"/> 2" screws for fixing down window into the cill. |
| <input type="checkbox"/> Glass handling gloves. | <input type="checkbox"/> Glass packers to sit glass on, which will also be used for toeing and heeling. |
| <input type="checkbox"/> Hack saw to cut the cill. | <input type="checkbox"/> Glass paddle and glazing hammer to fit glass. |
| <input type="checkbox"/> Glue to fit the cill end cap. | <input type="checkbox"/> Masking tape to mask side of the frame when sealing, to achieve a straight seal line down the frame. |
| <input type="checkbox"/> 6mm drill bit to predrill the frame for the frame fixings. | <input type="checkbox"/> Glass cleaner to clean the frame and glass before sealing. |
| <input type="checkbox"/> 4mm drill bit to predrill the frame for screwing window to the cill. | <input type="checkbox"/> Silicone and silicone gun to seal down the frame and cill. |
| <input type="checkbox"/> Silicone and silicone gun to seal joggles and back edge of cill before fitting the frame. | |
| <input type="checkbox"/> 6mm SDS drill bit for drilling the frame to the wall. | |
| <input type="checkbox"/> 120mm frame fixings for fixing frame into the brickwork. | |

Some essentials are available to buy from **Alex Trade**. Tell us what you need when confirming your order.

It's important to note that, for your safety, glass handling gloves should be worn when handling any glass.

At the point of order confirmation we will have confirmed with you whether your product(s) are being collected or delivered. If you opt to collect from our Trade Counter please ensure that you bring dust sheets to put down in your vehicle to reduce the risk of any damage to either your car or your product(s).

A final point to make in preparation for fitting is to ensure that you have checked your product(s) over prior to installation. Ensure all parts have been supplied – items like cills, vents, handles.



Installation

1 REMOVAL OF THE EXISTING WINDOW

The following steps should be taken when removing your existing frame:

- Both internally and externally, run a sharp blade around the perimeter of the full window, to break the seal between the frame and the plasterwork.
- Remove as much glazing as you can, by removing the window beads.
- Unscrew and remove sashes, as well as any other fixings.
- The outerframe should now be cut out, taking care not to cut any wires or damage your internal decoration.
- Remove the cill and head of the frame.

The golden rule of window fitting

Measure your new product against the existing frame, **prior to removing the existing frame.**

Ensure there is **10mm allowance on the width and height.**

2 PREPARING THE APERTURE (OPENING)

We recommend undertaking the following steps to ensure that your opening is fully prepared for the window fitting process to begin.

- Clean the full opening by removing any mastic or sealant.
- Remove any debris from the window, as well as from your working area.
- Ensure that there is no loose brickwork or plasterboard.
- If there is an internal timber cill, the tongue will need to be cut back neatly.

3 PREPARING THE CILL

The first job of the installation is to fit the external PVC cill. As standard we recommend that you 'joggle' the cill. This means cutting it so that there is an additional 50mm at either side of where the window will be, so that the cill goes round the brickwork on the outside.

Sit the cill on the brickwork at the bottom to ensure it's level. If this requires levelling, then use glass packers to achieve this, and to make sure the frame is tight to the head, when installed.

Once the cill is level put a line of silicone to the back upstand of the cill. It should also be sealed where the cill meets the brickwork to ensure that there is no water ingress.



4 FITTING THE WINDOW

Follow the steps below when fitting the frame into the opening:

1. Lift the window onto the cill and sit it next to the brickwork.
2. Wedge it down the side using glass packers, so that it's secure on both sides.
3. When it's wedged and secure, ensure that it's also level at the sides too using a spirit level.
4. After you've checked it's level, the window needs marked out for where you will pre drill it.
5. Note that fixings have to be 150mm away from each corner of the frame – on a typical window which is 1000mm high there should be about 4 fixings down each side.
6. When pre drilling for fixing the window into the brickwork a 6mm drillbit should be used, with 120mm frame anchor screws.
7. After the frame has been secured into the brickwork, the frame should be screwed to the cill, predrilling with a 4mm drillbit.

The window frame and cill should now be secure and level, and it's time to glaze your window and fit the glazing beads.



5 GLAZING AND BEADING

All fixed sections of the window should be glazed and internally beaded first.

1. A bridging packer, which has a ridge, should be used first, then a 3mm glazing packer should sit on top of this
2. The glass can then be fitted and secured in place using packers
3. Ensure that packers do not cover any drainage holes at the bottom of the frame
4. After the glass is in position and secure, the glazing beads should be fitted
5. The smallest beads should be fitted first using a glazing mallet, with the larger beads fitted last.

Repeat the same process for any top opener section of your window.



It's critical to the installation and operation of the window, that you 'toe and heel' any side opening windows.

Glazing, beading and toeing and heeling side openers

This information is for a left hand side opener. The opposite applies for a right hand side opener.

Use 3mm bridging packers on the bottom left corner, then silicone 3mm glazing packers to the bridging packers. The glass can then be inserted, and the same process repeated for the top right corner of the opener. The glazing beads can then be fitted, from smallest to largest.

Make sure to use a glazing paddle when toeing and heeling. This will help ensure they are wedged tight, so that the sash doesn't drop.

6 CLEANING AND FINISHING

With the frame now glazed and fixed, it's time to clean and seal the frame, so that your installation is finished off to a high standard. We've noted the key steps below:

1. Remove all protective film from the windows - leaving on for a prolonged period of time will impact on the removal process.
2. Clean all of the glass and frames to ensure that any dust is removed.
3. Put a strip of masking tape around the full frame and internal wall to prepare the window for sealing, and help create a neat finish.
4. Decorators caulk should be used internally where wallpaper and paintwork is prevalent, and silicone should be used against tiles.
5. Externally, we'd recommend using brown silicone to brickwork, with masking tape used again on the frame to create a neat finish.
6. Once the window has been sealed, take away the masking tape before the sealant sets.
7. The underside of the cill should also be finished in silicone.



Aftercare



CARE AND MAINTENANCE

With beautiful new uPVC casement windows now installed, it's important to take note of the best way of looking after them.

Window frames that have normal soiling can be cleaned easily with lukewarm water mixed with some washing up liquid. If the soiling is a little more stubborn, then a uPVC frame cleaner should be used.

Please note that abrasive agents should never be used to clean uPVC windows.

Taking care of the glass is done simply by using non solvent glass cleaner, or clear warm water with a little washing up liquid if necessary.



FURTHER SUPPORT

We've used our 30+ years' experience, knowledge and work alongside our expert fitting teams, to guide you through your installation. We hope that our step-by-step installation guide will help make your project a success.

Don't forget to have a look at the helpful videos we have online too! You can see one of our fitters toeing and heeling a door, as well as packing a window. We'll be adding more installation videos to our support hub soon!

If you find that you require further assistance, or want to double check that you're undertaking the installation correctly, please contact our team. We hope that we've provided enough support, but if you require more we'd rather you contact us to ensure your project is successful. Give our Trade Counter a call on **0161 482 2323**.

This installation guide has been created by Alex Trade, using guidance from our Alexander Windows division. Please note that it should act solely as a guide, and any fitting issues are the responsibility of you, the customer.



10 Year Guarantee



Support Hub



Online Ordering



Quick Turnaround

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