

# DRYWALL WINDOW

## ATTENTION : WINDOW MUST BE REGLAZED

### CONVERTING WINDOW TO OPENING FOR MATERIAL PASS-THROUGH

- STEP 1:** Remove the bottom sash and screen from the window. Keep the sash and screen in a safe location to avoid damage.
- STEP 2:** Starting with the horizontal glazing bead, pry the glazing out of its track towards the center of the glass with a flat-head screwdriver. Begin this process at one end, carefully making your way to the other end of the piece of glazing. After removing the horizontal glazing, repeat the process for the vertical glazing. Be careful not to damage the glazing, as it will be replaced later.
- STEP 3:** Once all glazing is removed, the glass can safely be removed from the frame. Around the perimeter of the frame you will see the factory installed glazing tape as well as setting blocks. Keep the setting blocks in a safe location, as they will be needed later. Do not remove the glazing tape from the window or the liner from the tape.
- STEP 4:** On both sides of the meeting rail, on the exterior of the window, there are screws securing it in place. Remove the screws from each side. Then remove the three screws on the interior of the window on both sides of the meeting rail. Once the screws are removed, carefully pry the meeting rail inwards on each end until it separates from the window. Keep all screws and the meeting rail in a safe location. The window has now been converted into an opening.

### RESTORE WINDOW, INSTALL GLASS, AND GLAZE

- STEP 1:** Gather all materials that you put aside in the previous steps. This includes setting blocks, glazing pieces, glass, bottom sash, and screen.
- STEP 2:** Replace the meeting rail into its original location. Carefully reinstall all screws through the side of the frame, and the interior of the window into the screw holes on the meeting rail. Be careful to not overtighten any screws.
- STEP 3:** Ensure the surface of the glass is clean, this is very important to ensure a tight seal. Remove the liner on the glazing tape. Then put a small dab of silicone in the gaps where the tape does not fully meet in the four corners. Replace the setting blocks. Carefully place glass into the frame, making sure it is evenly spaced on all sides. Once glass is placed into the frame, firmly press the glass into place.
- STEP 4:** Starting with the vertical glazing, replace the glazing pieces by hitting them into place with a plastic mallet of some sort. Repeat the process for the horizontal pieces. All glazing pieces should snap into place.
- STEP 5:** Replace the screen and bottom sash.