

INSTRUCTIONS
for
PROPER USE OF THE TILT SASH

THE OPERATING SASHES OF YOUR WINDOWS HAVE BEEN DESIGNED TO TILT IN FOR CLEANING. PLEASE FOLLOW THESE DIRECTIONS.

FOR **DOUBLE HUNG** WINDOWS (TWO OPERATING SASHES)

1. Unlock the cam lock (main lock).
2. While depressing the safety latch, lift the lower sash approximately four or five inches.
3. Standing directly in front of the lower sash, depress both tilt latches at the same time. While grasping the sash firmly, exert slight downward pressure to compensate for the sash balance lifting force. Pull the top of the sash towards you. Care must be taken to keep the sash level and square to the window when tilting.
4. Allow the sash to tilt all the way down until it rests on the window stool. Note that the sash will not rise in this position.
5. After the lower sash is tilted into place, lower the upper sash to within three or four inches of the tilted lower sash.
6. Standing directly in front of the upper sash, depress both tilt latches at the same time. While grasping the sash firmly, exert slight downward pressure to compensate for the sash balance lifting force. Pull the top of the sash towards you. Care must be taken to keep the sash level and square to the window when tilting.
7. Allow the sash to tilt all the way down until it rests on the lower sash. Note that the sash will not rise in this position.
8. Clean the exterior of the glass in the upper sash.
9. Tilt the upper sash back to its operating position, making sure the sash is level and square to the window. **Ensure that the tilt latches are fully engaged / latched at the sides.**
10. Clean the exterior of the glass in the lower sash. Also, clean the sill of the window and any other debris so that the sash can seal and operate properly.
11. Tilt the lower sash back to its operating position, making sure the sash is level and square to the window. **Ensure that the tilt latches are fully engaged / latched at the sides.**
12. Close the sash and lock the cam lock.

Caution: Depending upon the type of glazing utilized in your window, each sash could weigh up to six pounds per square foot. Use extreme caution when releasing the tilt latch and be sure the operator can easily handle the estimated weight of the sash.