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**Pollard Windows Technical Bulletin #: 18-05**

**Date Issued:** November 15, 2018

**RE: METHOD FOR STACKING/ATTACHING WINDOWS WITH PERIMETER JAMB EXTENSIONS**

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This document is to guide in the stacking and/or attaching of Advantage/Advantage Plus windows on-site that have been delivered separately due to shipping limitations. These products have pre-installed jamb extensions around the perimeter of the separate pieces, and have been supplied with all necessary mullion capping vinyl pieces required to attach the exterior of the product(s).

The example in this document shows two windows being attached horizontally. The method is the same for windows to be stacked on top of one another. Windows can be stood upright against a hard surface, leaned against a wall or laid down on a flat surface in order to be attached.

The method of stacking and attaching for Liberty Windows and Liberty Polardors is similar, except that capping legs may need to be trimmed in some areas. This should be obvious when these situations arise.

**Tools/Materials Required:**

- #8 x 1-1/4" flat head screws (supplied) for screwing interior wood extension together
- Screwdriver/impact driver corresponding bit
- Exterior Vinyl Capping (supplied)
- Mallet (preferred) or hammer with block of wood
- Caulking Gun
- Silicone Sealant (supplied)
- Mending Plates (supplied)
- Small, #8 x 1/2" pan head wood screws (supplied) for attaching mending plates
- Knife, side cutters, snips or saw for trimming capping to length

**Method:**

**BEFORE STARTING, PLEASE NOTE THAT THIS PROCESS IS BEST PERFORMED USING AT LEAST 2 PEOPLE IN ORDER TO MANIPULATE THE WINDOWS IN A CONTROLLABLE MANNER. TO AVOID PRODUCT DAMAGE AND/OR INJURY, ALWAYS ABIDE BY SAFE LIFTING AND WORKING PRACTICES.**

1. Measure the overall length of the mullion being attached. Trim the supplied capping strips to match the overall length of the mullion, if not already cut to size.
2. Align the windows to be attached in their desired configuration. This example uses windows being attached horizontally.

- Using a caulking gun and silicone sealant, apply a continuous, ¼" bead of silicone to the top or outer edge of the windows at the mullion joint, and fill the corner cleaned area (Figure 1).



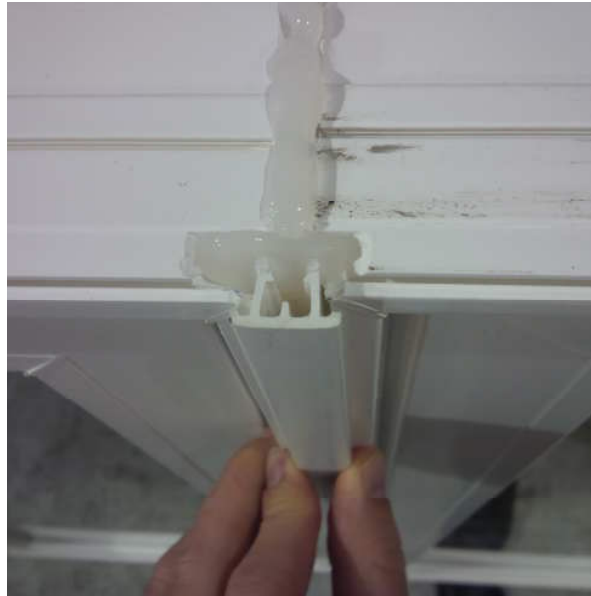
**Figure 1:** Silicone sealant applied across exterior edge of product, and corner cleaned area.

- Continue the bead of silicone down/across the length of the mullion to be attached (Figure 2). Silicone must contact both windows down the entire length, should be continuous, and free from skips and voids.



**Figure 2:** Silicone sealant applied along exterior joint, where Windows come together.

5. Line up the exterior vinyl capping (supplied), flush with the outer edge (top or side) of the window system being attached (Figure 3).



**Figure 3: Correct positioning of capping on product.**

6. The exterior capping legs should line up with the frame grooves as shown in Figure 4.



**Figure 4: Proper alignment of engagement area for vinyl capping**

- Using a mallet or hammer with block of wood, drive the exterior capping into the exterior of the window system (Figure 5). Ensure that both capping legs are fully engaged on both sides. Adjust placement of windows if necessary to achieve full engagement along mullion length if necessary.

**CAUTION: COLD TEMPERATURES CAUSES VINYL TO BECOME LESS FLEXIBLE. CRACKING OR BREAKAGE MAY OCCUR IF THE CAPPING IS HIT TOO HARD IN THESE INSTANCES.**



**Figure 5: Attaching capping to window exterior using mallet**

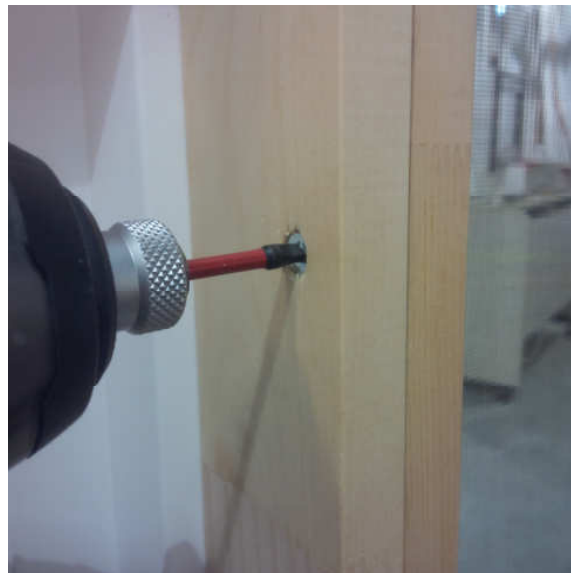
- Flip, rotate or move the window assembly so that you have access to the interior face of the product (along the length of the wood jamb extensions).

**CAUTION: TAKE APPROPRIATE MEASURES TO PROTECT THE EXTERIOR VINYL SURFACES FROM DAMAGE OR SCUFFING WHILE THIS FACE IS EITHER DOWN ON THE FLOOR OR UP AGAINST A WALL.**

- Using #8 x 1-1/4" flat head screws, fasten the wood jamb extensions together. Fasten using screws approximately every 8" along the length of the mullion (Figure 6, Figure 7).



**Figure 6:** Fasten interior extensions using #8 x 1-1/4" screws

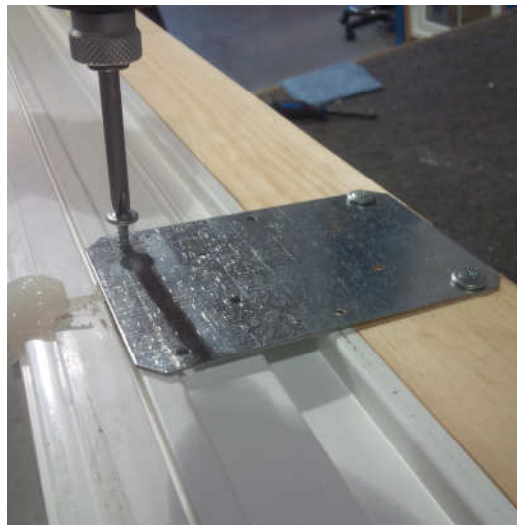


**Figure 7:** Slightly bury screw head so that wood filler can fully conceal fastener at time of painting. Do not bury screw head enough that the tip protrudes through the other side of the wood.

10. Attach mending plate to edge of frames, where they come together, using supplied #8 x ½” screws. Not all screw holes in the plate need to be used, but fasten at least one screw per side of the plate into both vinyl and wood. **WARNING – DO NOT OVERTIGHTEN SCREWS INTO VINYL WALLS, AS THIS WILL CAUSE THE SCREWS TO STIP.**



**Figure 8:** Positioning of mending plate on attachment point



**Figure 9:** Attach mending plate to jamb extensions and vinyl frame using supplied screws. **WARNING – DO NOT OVERTIGHTEN SCREWS INTO VINYL WALLS, AS THIS WILL CAUSE THE SCREWS TO STRIP.**

11. The assembly is now ready to be installed in the opening.

**Complete**