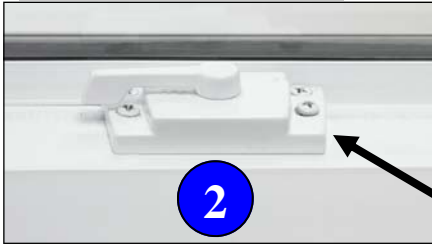


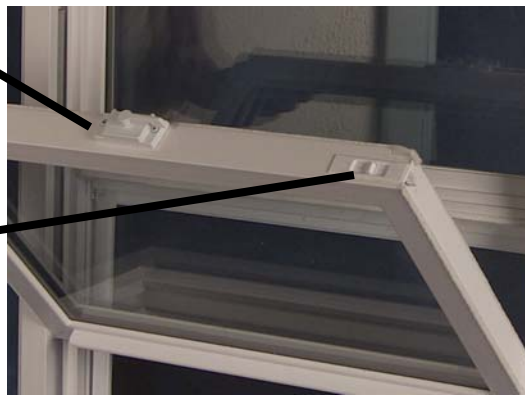
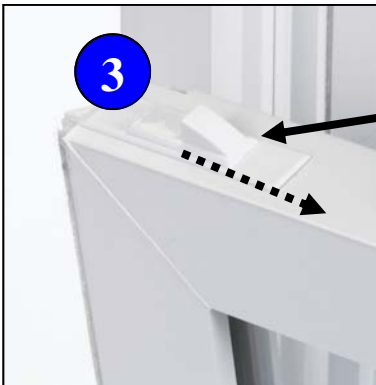
## STANDARD STEPS FOR CLEANING A DOUBLE HUNG WINDOW



- You must start with the bottom sash (1)
- First, unlock the window by disengaging the locks (2).
- Lift the bottom sash approximately 4 inches.
- Disengage the tilt-latches (3) on the top of the sash by pushing them inward
- Pull the bottom sash inward (4). You can rest the sash against yourself as you clean or you can slowly lower the sash until it's resting on the window sill. Do not lean on or put any undue pressure on the sash as you clean it, as this will pop the sash out of the window track.



- To clean the top sash, you must have the bottom sash already tilted in. *(FYI: If the bottom sash is still in its track, the bottom sash cannot tilt in. Do not attempt to tilt it in as this could cause irreparable damage to the vinyl, glass &/or hardware).*



- Slide the top sash down about half-way.
- Disengage the tilt-latches on the top of the sash and slide them inward.

- Pull the window inward (5). Again, you can rest the window against yourself as you clean or you can slowly lower the top window until it is resting on the lower window. Again, do not lean on it as you clean it.



- To return the sashes to their proper place, start with the top sash (5).
- Firmly push the top sash back toward the window frame until it snaps back into the track. The tilt latches should automatically engage holding the sash in the track.
- Put your hand at the base of the top sash and lift it up until it is pushed all the way to the top of the window.

- Firmly push the bottom sash toward the window frame until it snaps back into the track. (4) The tilt latches should automatically engage holding the sash in the track.
- Push the bottom sash downward until it is all the way down. \
- Engage the locks.