

# KOLBE<sup>TM</sup>

## WINDOWS & DOORS

### ULTRA POCKET DOUBLE HUNG

### INSTALLATION INSTRUCTIONS

**READ THESE INSTRUCTIONS COMPLETELY BEFORE  
ATTEMPTING ANY INSTALLATION**

#### **⚠ CAUTION**

Lead-based paint may be present in older homes, and the removal of windows & doors may cause this paint to be disturbed. In order to minimize exposure to lead-based paint dust, please consult [www.epa.gov/lead](http://www.epa.gov/lead) for more information.



**Kolbe & Kolbe Millwork, Co., Inc.**  
1323 S. 11th Ave. • Wausau, WI 54401 • [www.kolbe-kolbe.com](http://www.kolbe-kolbe.com)

## NOTICE

Failure to install and maintain our product according to these instructions will void any warranty, written or implied.

The installer is responsible for consulting the contractor, structural engineer, architect, or consumer, for proper installation according to local codes and/or ordinances.

## ⚠ WARNING

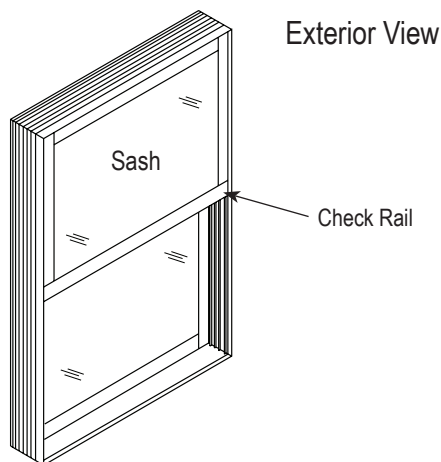
Proper Eye and Hearing Protection must always be worn when installing, removing or performing adjustments to Kolbe window and door products.

## ⚠ WARNING

Improper use of hand/power tools could result in personal injury and/or product damage. Follow manufacturer's instructions for safe operation of equipment.

## ⚠ CAUTION

Some installation situations could be different from those shown in instructions. These instructions may not cover all situations.



## MATERIALS SUPPLIED BY KOLBE

- Replacement Window (1)
- Dense Foam w/ adhesive for outer sill seal (1)
- Jamb Jack Screws (2)
- 3-1/2" x 3/4" x 5/16" Dense Foam Pad (2)

## ITEMS REQUIRED BY INSTALLER

- |   |                          |
|---|--------------------------|
| • Hearing protection device             | • Safety glasses/goggles |
| • Sealant                               | • Caulk gun              |
| • Level                                 | • Square                 |
| • Hammer                                | • Shims                  |
| • Tape measure                          | • Fiberglass insulation  |
| • Putty knife / Pry Bar                 | • Power drill            |
| • Utility knife                         | • Reciprocating saw      |
| • #8 x 1-3/4" Phillips flat head screws |                          |
| • T25 Torx screwdriver                  |                          |

## INTRODUCTION

The Ultra Pocket Double Hung is a replacement window. These instructions are for installing Ultra Pocket Double Hung windows into an already existing frame. The inside measurements for the existing frame must be 1/2" wider and 1/4" taller than the replacement window. The existing frame must have a minimum jambliner pocket width of 3-1/4".

## PRELIMINARY PREPARATION

1. Check existing frame measurements (W x H).
2. Make sure the replacement unit measurements are correct for the existing frame size.
3. Check existing opening for squareness.
4. Remove any shipping packaging, skid plates or factory applied bracing and inspect unit for damage.

## NOTICE

Do not cut banding at check rail or remove the shipping block in the bottom sash jambliner until all shims are applied and the unit is square in the opening.

## INSTALLATION PREPARATION

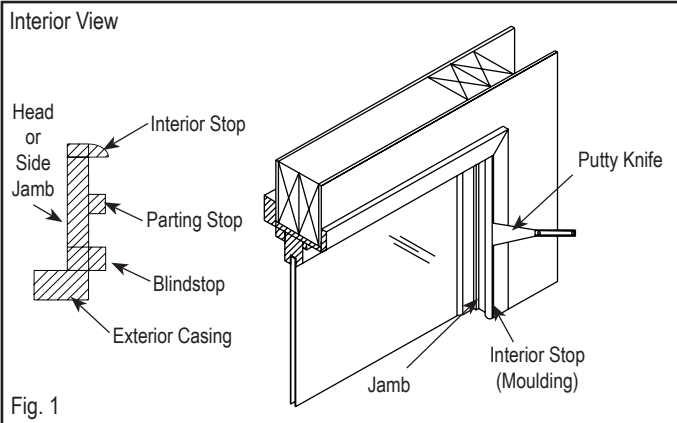
Ultra Pocket Double Hung windows may be installed from either the interior or the exterior. Decide which way you would like to install your window and follow correct instructions.

## ⚠ CAUTION

Windows in older homes are often painted with lead-based paint. Removal of old windows may disturb this paint. Proper precautions must be taken to minimize exposure to dust and debris. Contact state and local authorities for more information.

## INTERIOR INSTALLATION ONLY

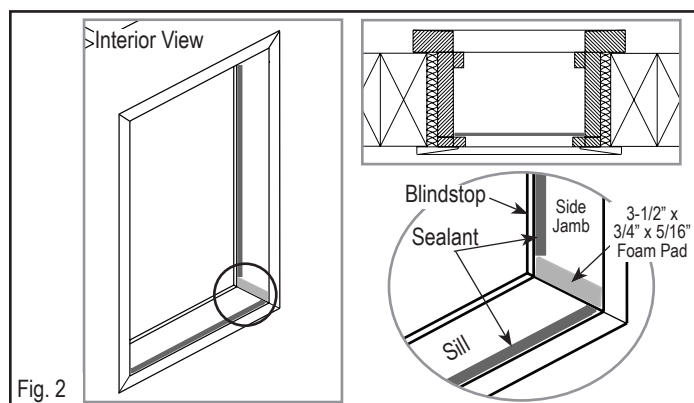
Remove screen or storm unit from exterior of existing window. See Fig. 1. Remove head and side interior stops and all interior trim with a pry bar or putty knife. Be careful not to break or damage interior stops as they may be reused.



Remove both sash from existing frame. Remove the parting stops from the head and side jambs with a pry bar or putty knife. Remove any remaining jambliners, cords or hardware from the existing frame.

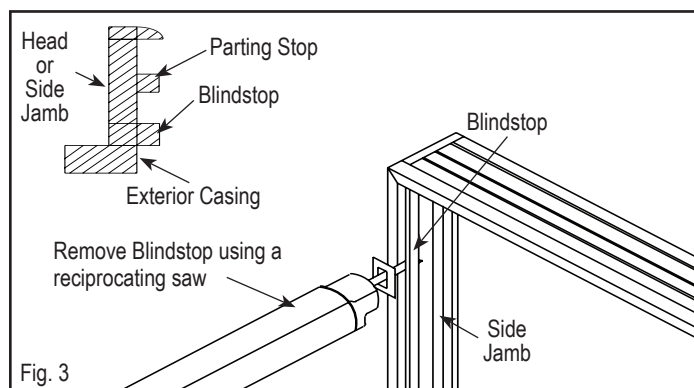
Inspect the existing frame for rot or deterioration. Repair or replace as needed.

See Fig. 2. On the existing frame, apply a 3-1/2" x 3/4" x 5/16" dense foam pad on the side jamb where the sill and side jamb meet on each side. Apply a 1/4" (6mm) bead of sealant along the sill in front of the interior stop and behind the blindstops up the side jambs and along the head. Skip to Interior/Exterior Installation section now.



### EXTERIOR INSTALLATION ONLY

Remove screen or storm unit from exterior of existing window. Remove both sash from existing frame. Remove the head and side jamb parting stops using a pry bar or putty knife. Remove any remaining jambliners, cords or hardware from the existing frame.

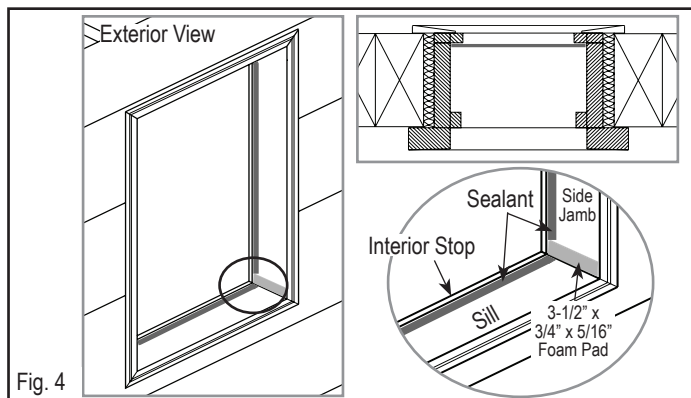


See Fig. 3. Using a reciprocating saw, remove the blindstops from the side jambs and head jamb by cutting it flush with the frame or exterior casing.

Inspect the existing frame for rot or deterioration. Repair or replace as needed.

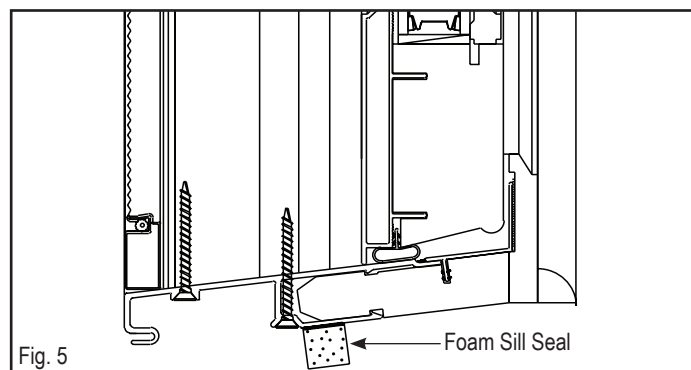
See Fig. 4. On the existing frame, apply a 3-1/2" x 3/4" x 5/16" dense foam pad on the side jamb where the sill and

side jamb meet on each side. Apply a 1/4" (6mm) bead of sealant along the sill in front of the interior stop and up the side jambs and along the head in front of the interior stops.

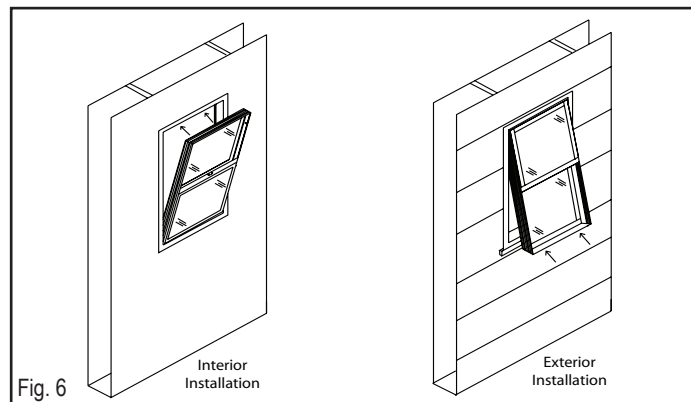


### INTERIOR / EXTERIOR INSTALLATION

See Fig. 5. Apply the foam sill seal before inserting the window in the opening. The foam sill seal has an adhesive backing on one side of it, remove the paper cover from the adhesive side. Place the adhesive side on the bottom of the Ultra Pocket Double Hung sill and run the foam continuously along the bottom as shown in figure 5. Trim length as needed.



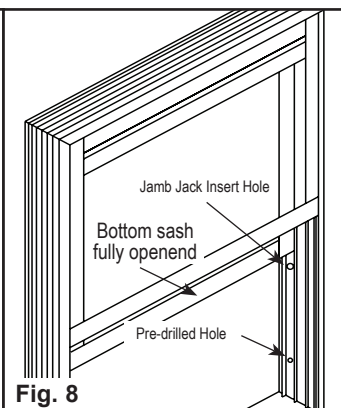
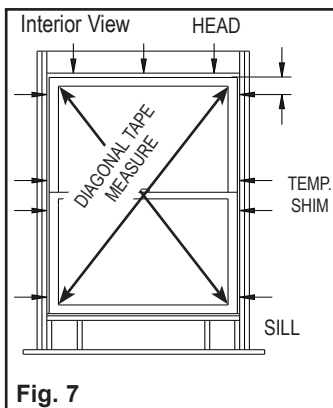
See Fig. 6. Place the new window in the opening. If you are installing from the interior, place the window against the blindstop. If you are installing from the exterior, place the window against the interior stop.



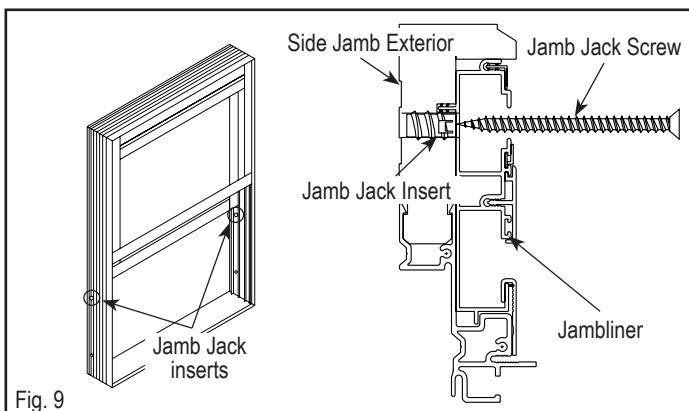
See Fig. 7. Shim around the sides and head of the window to square the window in the opening. Place shims 9-1/2" (242mm) in from each corner of the window and every 9-1/2" (242mm) on center. **DO NOT OVER SHIM!**

Make sure the frame is square by measuring diagonally from the upper left corner to the lower right corner. Repeat for remaining two frame corners. Measurements must be within 1/16" (2mm). Adjust the shims if necessary to square the window in the opening.

Once the unit is square in the opening, hold the unit tight against the blindstop for interior installation or the interior stop for exterior installation and remove the band securing the jambs at the check rail. Unlock the bottom sash and raise the sash 4-6 inches. To retract the latch bolts on the checkrail slide the latches towards the center of the sash and tilt sash open to 90 degrees. Remove the shipping blocks in the bottom sash jambliner on each side and discard them. Tilt sash back up and lock latch bolts back in position to hold sash in place.

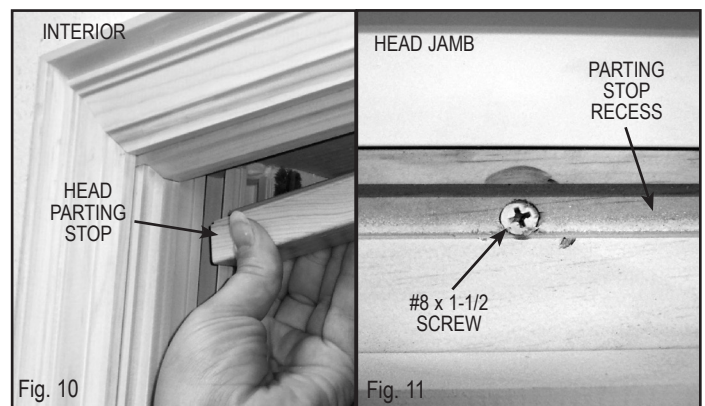


See Fig. 8. Fully open the bottom sash. There is one pre-drilled hole on each side jamb and one jamb jack insert on each side jamb. A second pre-drilled hole will be provided between the first pre-drilled hole and the jamb jack insert hole if the bottom sash glass height is 30" (762mm) or greater.



Fasten the window in place by driving a #8 x 1-3/4" (45mm) phillips flat head screw into the bottom pre-drilled holes. Place a #8 x 1-3/4" (45mm) screw in the center hole if applicable. See Fig. 9. In the top hole (below check rail) use the jamb jack screws provided. Turn the jamb jack screw clockwise until you hear two clicks. After you hear the clicks, remove temporary shims near checkrail only. Then the screw can be turned clockwise or counter clockwise to adjust the side jamb in or out as needed. The jamb jacks allow you to adjust the side jambs at the checkrail to allow for proper sash operation.

See Fig. 10. Slide both sash down so you can access the head parting stop. The head parting stop is secured in place by a vinyl parting stop fin. Starting at one end, remove the parting stop by grasping it and pulling down and out, angling slightly towards the interior. See Fig. 11. Fasten the head jamb under the parting stop through the pre-drilled holes into the existing frame, with #8 x 1-3/4" (45mm) screws and an additional screw at mid-point (for units with glass widths of 24" (612mm) or greater).



Double Check diagonal measurements. Adjust the screws as necessary to square the frame. Replace the parting stop at the head jamb of the window.

## SASH TILT-IN/REMOVAL

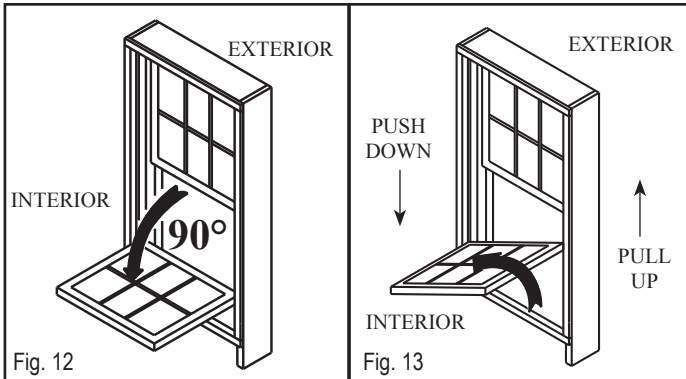
See Fig. 12. To remove the bottom sash, unlock the lock and slide bottom sash up about 3 inches. Place both hands, one at each end, on top of the sash over the tilt latches. Slide each finger tab toward the center of the sash to unlock the sash. While holding the tilt latches in the open position, pull the top of the sash towards you. Tilt the sash down to a 90 degree angle to the window side jamb. See Fig. 13 & 15. Lift one side of the sash upward. You should see the pivot pin, located on the side of the sash. When the pivot pins have cleared the jambliner, swing the sash out.

### CAUTION

Be careful not to pinch your fingers between the sash and jambliner.

To remove the top sash, slide the sash down far enough to reach the tilt latches comfortably and repeat steps above.



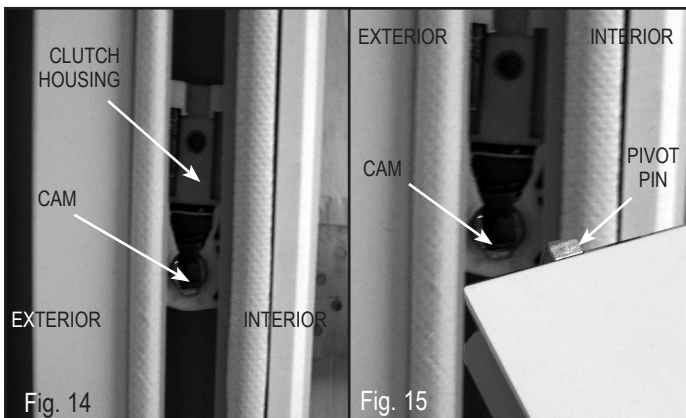


## SASH INSTALLATION

With the top sash interior facing towards the floor, grasp the sash on each side. See Fig. 13. With one side higher than the other, place the sash into the sash opening, positioning the pivot pins above the clutches in the clutch/balance tracks. See Figs. 14 & 15. Place the pivot pin of the lower side into the cam, then rotate the higher side of the sash down so the sash is level and the second pivot pin sits into the other cam. Snap the pivot pins down into the cams to engage the clutches. (If you're right-handed, it may be easiest to place the left pivot pin into the clutch/balance track first, then lower the right pivot pin down into position.)

### CAUTION

Top sash latches stay in retracted position when opened. Be sure to lock bolts back in position after closing sash to full upright position.



To avoid marring the frame when tilting the sash back into place, retract the latches. On the top sash, place a hand at each end, on top of the sash over the tilt latches. Slide both finger tabs toward center to retract the latches. While retracting the tilt latches rotate the top of the sash towards the exterior until it is in operating position on the jambliner. Release the finger tabs, allowing the latches to snap into place. Slide the sash to the top of the frame. Repeat for bottom sash.

### CAUTION

The pivot pins must be seated all the way down in the cams of the clutches to avoid damaging the clutches.

## INSULATION

Kolbe recommends installing fiberglass insulation in the void created by the outer perimeter of the Ultra Pocket Double Hung window frame and the old window frame. Using a putty knife, loosely fill the entire depth of the gap with insulation. Apply the interior casing. **Foam insulation may be used, but it must be a low expanding type foam. Use of any foam other than low expanding foam will void the warranty.**

### CAUTION

Over-packed insulation can lessen the insulating effectiveness and distort the frame, resulting in poor sash operation.

## EXTERIOR TRIM

Finish off exterior of the window to the existing structure using aluminum rollform cladding supplied by customer, or, using the extruded aluminum frame expander available from Kolbe.

### CAUTION

If exterior of unit is not being trimmed out within 30 days, span the gap around the entire unit with a backer rod and an appropriate sealant.

## INTERIOR FINISHING

Immediate priming and finishing is recommended on all Kolbe products. On bare wood interiors, use a top quality stain, sealer, and/or polyurethane varnish. On factory primed interiors, apply a quality top coat system. Units that are interior primed or have an interior white pre-finish will come standard with a white vinyl jambliner closure. If additional finishing is desired, wipe the closure down with alcohol and paint with a latex top coat. **Do not use oil based paint!** See our painting and finishing guide, Preserving the Natural Beauty of Your Kolbe Windows and Doors, for more information.

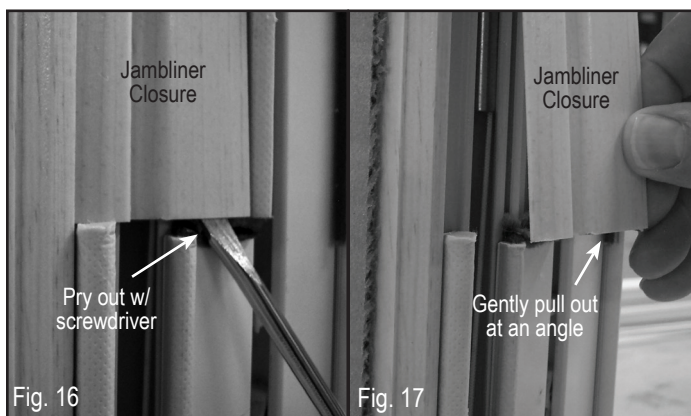
Re-apply all interior stops and trim.

### CAUTION

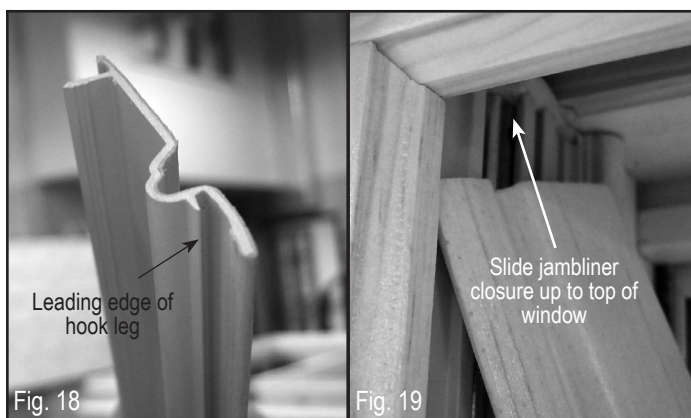
Avoid getting finishing products on any hardware, vinyl components and weatherstripping.

To remove the jambliner closure for finishing the interior of your window, first remove both sash. Follow the instructions on page 3 under Fig. 10 to Remove the head parting stop. See Fig. 16 & 17, page 5. Slide a flat head screwdriver under the jambliner closure at the checkrail and carefully pry the edge up. Pull, angling slightly away from

the window. The jambliner closure legs will pop out of the jambliner, enabling you to remove the jambliner closure.



See Fig. 18 & 19. To replace the jambliner closure after finishing the interior of your window, take the leading edge of the hook leg on the jambliner closure and slide it in the grooves in the jambliners all the way up to the head jamb. Press the jambliner closure into the grooves in the jambliner, snapping it snugly into place. Replace the head parting stop, centering it side to side. Follow the sash installation instructions on page 4 for installing both sash.



## MAINTENANCE TIPS/PROCEDURES

Inspect your Kolbe products periodically/yearly to see if the exterior sealants and/or finishes have any gaps, cracks, or signs of damage and deterioration. Any cracks must be caulked immediately with a high quality sealant.

## CLEANING

A quarterly cleaning with a mild soap and sweet water (tap water) solution is recommended for the sash and frames (all extrusions on Ultra Series products); then rinse. (**Cleaning on units installed in high salt spray areas require a monthly cleaning and rinse.**) Clean glass with standard glass cleaner, keeping it from running down the sash onto the frame and weatherstrip.

## CAUTION

Do not pressure wash.

## HARDWARE

Check all fasteners, making sure all hardware is properly secured. The hardware and locks can be lubricated with a Teflon® or Teflon®/silicone spray.

## INSULATING GLASS

Broken or fogged IG units, requiring reglazing or replacement, should be referred to your Kolbe window and door supplier.

## CAUTION

Kolbe's standard H°K insulating glass has a LoE<sup>2</sup> coating on surface 2. It does not match clear glass or other LoE<sup>2</sup> products. Do-it-yourself reglazing or replacing without permission from Kolbe & Kolbe Millwork Co., Inc. will void the product warranty.

## RECYCLING

Care must be taken to properly recycle or dispose of old materials. Any recyclable materials should be separated from non-recyclable or hazardous materials. Please consult with local or state authorities regarding proper disposal of non-recyclable or hazardous materials.

Contact your Kolbe window and door supplier or visit us at [www.kolbe-kolbe.com](http://www.kolbe-kolbe.com) for further information.

THANK YOU  
FOR PURCHASING KOLBE PRODUCTS.

*Kolbe & Kolbe Millwork, Co., Inc. reserves the right to change specifications without notice.*

© 2014 Kolbe & Kolbe Millwork Co., Inc.

# KOLBE<sup>TM</sup>

## WINDOWS & DOORS

### ULTRA POCKET DOUBLE HUNG INSTALLATION INSTRUCTIONS

**READ THESE INSTRUCTIONS COMPLETELY BEFORE  
ATTEMPTING ANY INSTALLATION**

#### **⚠ CAUTION**

Lead-based paint may be present in older homes, and the removal of windows & doors may cause this paint to be disturbed. In order to minimize exposure to lead-based paint dust, please consult [www.epa.gov/lead](http://www.epa.gov/lead) for more information.

