

Removing the Side-Load Sash on a Jeld-Wen Single Hung Window for Cleaning

A video for these instructions is at <https://www.youtube.com/watch?v=IRXLuXszoXE>

NOTE: A “single hung window” is one on which only one of the two window panels slides up and down. Most (maybe all) of the original windows in Renaissance at Peterkort Woods homes were Jeld-Wen single hung windows.

Steps for Sash Removal



Identify the take-out clips: Find the small metal take-out clips located in the side jambs, just above the lower sliding sash. There are clips on both sides of the window.

Release the clips: Use a flat-head screwdriver (or really strong fingernails) to lift the bottoms of the take-out clips until they snap into an angled position.



Raise the sash: Slide the sash up until the top is several inches past the clips and you feel it disengage from the window frame.

Clear the jamb: With the sash raised, push the sash sideways (into one of the side jambs) until it clears the opposite side jamb.

Remove the sash: Pull the sash toward the interior of the room and remove it from the frame.

Check for anti-lift blocks (none in mine): Look for anti-lift blocks in the head track of the window frame. These may need to be removed or slid aside to allow the sash to come out.

For Reinstallation

To reinstall the sash, reverse the removal steps.

Insert the sash: Insert one side of the sash into one side jamb with the top of the sash above the take-out clips, then carefully fit the other side into the opposite jamb.

Lower and secure: Lower the sash into place and push the take-out clips in until they are flush with the side jambs.

Test operation: Test the newly installed sash to ensure it operates correctly.

Note on cleaning outside of fixed glass panel

While it may be tempting to remove the screen and sit on the window sill to clean the fixed upper glass panel, that is also very dangerous. Get a glass cleaner/squeegee combination on a short handle and clean that panel while standing safely inside.

But by all means remove the screen (standing safely inside) and hose it off to clean it.