



**AUSTRALIAN GLASS AND GLAZING Pty. Ltd.**

*Double Glazed uPVC Windows and Doors Manufacturer*

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## **How to Survey a UPVC Window**

\*All retrofit windows are measured from outside the house.

Measuring to find the size for your new upvc window is easy and takes literally a couple of minutes. The key points to remember is that you are not actually measuring the size of the old window but the size of the brick opening.

You will be fixing the upvc frame into this opening therefore the frame you order must be smaller by approx 10mm than the smallest brick opening size so make sure you measure the brickwork in at least 3 places to find the smallest size.

We work in mm and require your order or quote to be in mm.

If you get stuck with a survey please email us with your question and a few pics and we will try to sort you out [production@auglass.com.au](mailto:production@auglass.com.au).

Choose the window/door style you want then with your measurements E-mail to get your free window quote.

The bottom line is that a survey is not rocket science!

Take your time and remember the following golden rules:

- Measure twice order once
- Measure the outside brick opening
- Measure in several places to find the smallest size

Remember - if you have any questions or problems, please contact us

## **UPVC Window Fitting Guide**

## **Before you start**

1. Windows are not designed to be load bearing, a lintel must exist above the window. If you are unsure, please consult a qualified fitter/surveyor
2. Check size, style and handing against order
3. Before removing existing window, check opening sizes, remember new window should be approximately 10 mm smaller in height and width than the brick opening
4. Clear around site of window, curtains/blinds/ornaments etc

## **Removal of existing window**

1. Cover immediate site with durable dustsheets inside and out.
2. Using screwdriver/nail bar remove all opening sashes.
3. To remove glass in remaining window fixed lights (wear the Heavy Duty gloves and goggles) carefully crack glass with the aid of a screwdriver/punch and light hammer. Always start at the top corner from inside the window, remove cracked shards and deposit into plastic bin. Once all glass has been carefully removed you are ready for the next step.
4. With the aid of a Stanley knife on inside of window, break plaster seal around periphery of window frame.
5. Using crosscut saw, cut through the remaining vertical (mullion) and horizontal (transom) frame members and remove.
6. Paying attention to minimise damage to plaster, brickwork and damp proof membrane cut through the outer frame jambs head and cill of the window frame.
7. With careful application of the nail bar, it should now be possible to lever the framework away from the plaster line with minimum disturbance.
8. Remove any projecting cement accumulations with your masonry chisel and clean away any debris around the opening.

## **Fitting the New Window**

1. Position the frame profile onto the brickwork, such that the stand is snug against the plaster line of the jambs.
2. Using the plastic packers, level the window with approximately 5mm clearance between it and the brickwork.
3. Secure the window reveal to the brickwork/stud frame using the 8 x 100 mm fixing bolts positioned approximately 150 mm from each end and at 600 mm centres thereafter. Check for level and do not over tighten the fixing bolts.

4. Run a bead of silicone along the back edge of the frame up stand.
5. Sometimes it will be necessary to remove glass from the frame to do that remove all glazing beads from the window frame, marking them accordingly to ensure they can be replaced into the original position and take glass out.
6. When the new window is placed into position, clean any excess silicone, which might occur. With spirit level, ensure the new window is positioned vertically and where appropriate hard up against the plaster line.
7. Wedge the window into position using the plastic packers.
8. Do not bend the framework by over packing.
9. In all cases ensure that the screw heads are not standing proud as this may interfere with the glass positioning.

**Note:** it is not advisable to attempt bolt fixing in the head of the window, as this may permanently damage the structural lintel of your window, the best solution for fixing the head is to use expanding foam.

10. Close and lock all opening sashes, check for squareness within the outer frame.
11. Gently unlock and open the sashes to check that no binding occurs within the locking system and no movement occurs between the glass and frame, minor glass packer adjustments may be necessary to achieve perfect squareness.
12. Clip back the pre marked glazing beads into the original position.
13. Carefully gun a bead of silicone between the outside masonry and window frame periphery, wiping off any excess.
14. Similarly, gun a thin bead of acrylic between the inside plaster and window from the periphery. Allow this to skin over (1 hour).
15. Remove all protective tape from the faces of the window frame, clean where necessary with warm soapy water