

# How To Replace Window Sashes For Double Hung & Single Hung Windows



**1** Unlock the window.  
(Turn lock lever to the right)

Raise sash approximately 3 inches.  
(You should be able to fit 3 fingers under the sash)

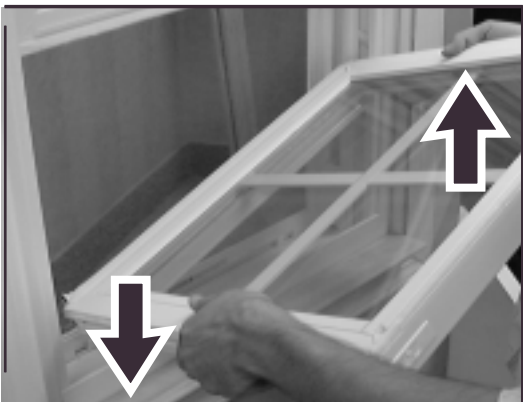
**2**



**3** Depress the tilt latches located on the top of the sash.  
(one per side, push toward the center/lock)

Tilt sash in at least 90 degrees  
towards you to lock balances in place

**4**



**5** Grab sash firmly on both sides  
and tilt one side up, removing  
pin from the balance shoe.

With one pin out, the other slides  
out easily. Sash is now out of  
the opening.

**6**



**7** To install sash again, reverse process.