



# Replacing Casement Sashes

This guide is designed to help with the removal or installation of a window sash to a Bereco casement window fitted with friction hinges in either the Egress or Easy Clean style.



Safety goggles & gloves should be worn at all times.



HEAVY



TEAM OF 2

## Tools Required

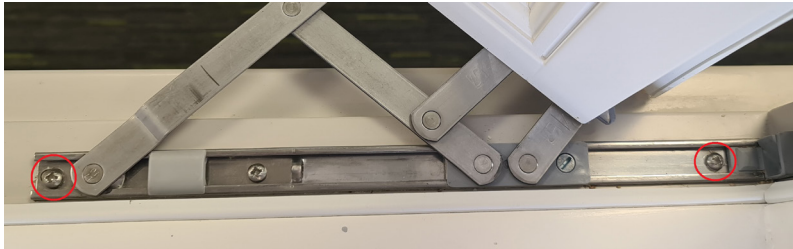
Tape measure
Cordless drill
Thin flat head screwdriver
Utility knife



# Replacing Sashes Casements

1

Firstly, remove both highlighted screws in the below picture using a standard Phillips-head screwdriver. It is advised to remove the screws firstly from the bottom hinge, then remove the screws from the top hinge.

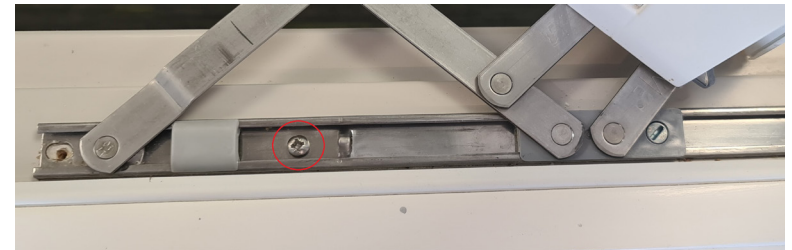


Once any screws are removed the sash is no longer fully connected to the window and must always be supported.

2

One person should now support the weight of the sash before removing any further screws. If possible this should be from the outside, unless external access is not possible.

Then, the second person should carefully remove the remaining screw highlighted in the below picture. It is advised to remove the screw firstly from the bottom hinge, then remove the screw from the top hinge.



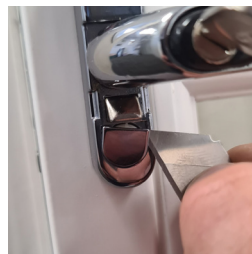
3

Carefully lift the sash out for the frame and place it in a safe location. Then, measure the location of the hinge to ensure the replacement sash will be in the correct position. Finally, remove the hinges screwed into the top and bottom of the sash by removing all 3 screws holding them in place.



4

To remove the locking mechanism from the side of the removed sash, firstly remove the handle. This will require the removal of the Screw Cover Caps concealing the fixings. These can be removed using a utility knife or thin screwdriver, taking care not to damage the plastic cover caps. Once these have been popped off, the 2 screws can be removed with a standard Phillips-head screwdriver. The handle should now slide out easily from the mechanism.



The screws holding the locking mechanism in place can now be removed, taking care to note which way up it is located on the sash. Any rubber Infill Gasket can also be removed and saved to fit into the new sash.

If your window includes Anti-prise Clips, Anti-Warp clips or other furniture these should be removed for refitting to the new sash.



# 5

Refit the locking mechanism and any rubber infill gasket into the locking groove on the replacement sash, ensuring it is fitted the same way up as on the previous sash. Screw the handle into place and fit the screw cover caps. Screw the hinges onto the new sash, ensuring the hinge is placed in the same position as measured on the old sash to ensure correct operation of the new sash once installed. Any other additional furniture should now be refitted to the new sash.



# 6

Lift the new sash with hinges fitted into the frame and line up the screw holes on the frame with the holes in the window frame where the hinge was removed from in Step 1-2. It is advised to install the top central screw first to help support the window and prevent it from moving whilst all the other screws are fitted.

Close and open the sash a few times to ensure the window aligns with the frame correctly with no catching and the handle and lock operates correctly

The sash must still be fully supported until all screws are in place to hold the sash.

