



ACT Joinery Window Installation Instructions

Thank you for choosing ACT Joinery as your timber window, door, door frame supplier. Please refer to these window installation instructions as a guide to assist with the installing of your product. While there are many methods and techniques to use, this will give you the basic principles on how to install your window or door frame.

When ordering, ensure to allow clearances to be able to square and plum product

- a) New builds generally allow 10mm clearance per side
- b) Retro installs, allow enough clearance to fit window into opening and then square & plum making sure internal & external openings are both checked

Prior to being installed into opening check product is as per required

- a) Check dimensions of window are as per ordered
- b) Check openings if any are supplied correctly (e.g. door opening size)
- c) Check operation of window is smooth and operates correctly
- d) Check there are no defects with the product (Note that once a product has been installed and correct checking has not been done then this may void warranty/return claims)

When window has been confirmed as correct to ordered specifications, position into opening

- a) Position product into the final position including head height, within the wall frame depth, the correct way around.
- b) Using suitable fixings secure product into position. Nails, screws may need to be pre drilled. Location of fixing locations would vary based on product type, timber type and whether product is to be a painted or clear finish
- c) Use packers to keep product supported on base under all vertical uprights and at regular intervals to prevent sag and to sides to keep window square.
- d) Once product has been fixed into place re check square & plumbness of window and that operation of any operable doors, sashes etc are operating as they should. Adjust packers & fixing points as required.

Some important factors to consider when installing window

- a) If product is to have a clear finish then it would be best to fix in an inconspicuous location or through the back side. (Fix door frames under the plant on door stops).
- b) Be mindful if fixing through sills that water penetration areas are not created.
- c) Fixings are to be off suitable material against the conditions they are to endure.
- d) Fixing points are to be placed so as to not hinder the operation of the window or interfere with any drainage points
- e) Products are to be fully sealed against any water penetration. This can be done and not limited to, using either flashings, storm moulds, silicon, correct drainage or a suitable water penetration membrane
- f) All ACT products are factory tested on completion of manufacture. Any removing of hardware or modification of product may void warranty. Check with your sales rep prior to doing so.