



Replacing Sashes

This guide is to help with the correct removal and installation of a replacement sliding sash with spiral balances on a Bereco window.



Safety goggles & gloves should be worn at all times.



HEAVY



TEAM OF 2

Tools Required

Spiral balance tool	Replacement Sashes
Cordless drill	Scrap timber
Flat head screwdriver	Filling/putty knife
Pin hammer	Nail punch

Replacing Sashes Spiral Balance

- 1 To allow for the removal of the sashes from the window, first remove the staff bead from one side of the frame.
- To remove the bead, insert a filling/putty knife between the bead and the frame around halfway up the frame. Gently tap the knife into the thin gap between the bead and frame, then gently prise the bead inwards.

Take care when flexing the bead as excessive force or sharp movements may crack the timber.



Continue tapping the knife and prising the rest of the bead to pull the fixing nails loose from the timber and release it.

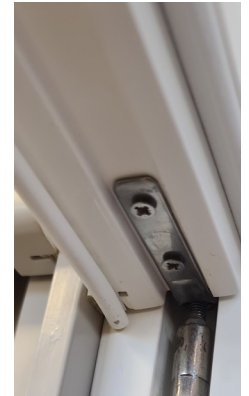


- 2 Now the bottom sash can be removed. Firstly, the spiral balances must be disconnected from underneath the sash. Before proceeding, slide the lower sash to the upper part of the frame. Then, measure and cut a scrap piece of timber to the height of the clear opening. This will be used to hold the sash in the raised position whilst you disconnect the balances.



Locate the bottom of the balances, found inside the balance channels at either side of the window. A threaded hole should be visible at the bottom of each balance. Take the Spiral Balance Removal Tool and screw the threaded end of the tool into the bottom of the balance to be replaced.

The balance tool has a reverse thread, therefore to screw on the tool it needs to be rotated anti-clockwise.



- 3 Before proceeding, ensure the support timber is taking the weight of the sash then undo the screws securing the balance foot to the sash and gently pull down on the spiral balance tool to extend the spring inside the balance out of the bottom by about 150mm.

Hold onto the balance tool whilst unscrewing the foot from the bottom of the sash.



- 4 Once the balance spring is extended by around 150mm, tilt the foot back until it is touching the spring. This will prevent it from re-engaging as the spring slides back up the channel. The spring should now be gently allowed to retract back up and into the balance channel. Once the spring has been fully retracted inside the balance and is no longer connected to the sash the balance tool can be unscrewed from the bottom of the balance. Repeat the process for both sides of the sash.

Care should be taken to ensure the sash remains fully supported until the balance is replaced.



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The lower sash can now be lifted out of the frame and into the property, removing the support timber.

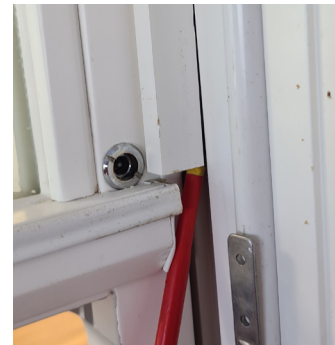
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Now the two-piece parting beads separating the top and bottom sashes from the frame on both sides can be removed. Firstly, remove the bottom pieces by simply gripping the bottom of the beads and pulling them away from the frame. The Parting bead is fitted in two pieces jointed halfway up the frame, therefore this will only remove the bottom section.



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Slide the top sash down by 100mm to allow access to the top section of parting bead. This can be easily removed by inserting a flat head screwdriver between the bead and the frame and carefully levering the bead away from the frame. Place all the parting beads to one side for refitting once the sash has been replaced.



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Now the top sash can be removed. Follow the instructions for the removal of the bottom sash in steps 2 – 4 including the use of a support timber. Note however that there will be no fixing screws holding the foot to the top sash.

The balance feet to the top sash are instead held in place by a vertical holding clip on the side of the sash within the channel, therefore the balance can simply be pulled down using the balance tool without any unscrewing of the foot required.



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The upper sash can now be lifted out of the frame and into the property, removing the support timber.

Replacement sashes can now be fitted in a reverse order to the removal, pinning the beads with 40mm panel pins using a nail punch to sink the pins below the surface and fill and paint the holes.

