

Wood Double Hung Window Reconstruct Checklist				
			er	✓
Upper Sash	Left	Spread Slip it on left upper sash jam	1	
		Spread Slip it on left upper sash stile	2	
		Measure new line and tape ends	3	
		Attach chain to new line	4	
		Feed chain and line in left pulley	5	
		Remove Left weight	6	
		Tie new line to weight and return	7	
		Anchor top of sash line with vice grip	8	
		Measure length to sash knot hole	9	
		Tape at the measured point	10	
		Cut line at middle of tape	11	
	Right	Affix line to left sash with one Tack	12	
		Spread Slip it on right upper sash jam	13	
		Spread Slip it on right upper sash stile	14	
		Measure new line and tape ends	15	
		Attach chain to new line	16	
		Feed chain and line in right pulley	17	
		Remove right weight	18	
		Tie new line to weight and return	19	
		Anchor top of sash line with vice grip	20	
		Measure length to sash knot hole	21	
		Tape at the measured point	22	
		Cut line at middle of tape	23	
	Both	Affix line to right sash with one Tack	24	
		Check weights to sash balance	25	
		Untie left line at weight	26	
		Add washers (estimate) to line	27	
		Retie left weight	28	
		Check weights to sash balance	29	
		Untie right line at weight	30	
		Add washers (estimate) to line	31	
		Retie right weight	32	
		Affix three more tacks to left rope sash	33	
		Affix three more tacks to right rope sash	34	
Parting Beads		Push upper sash to bottom	35	
		Spread Slip it on left parting bead	36	
		Insert left parting bead	37	
		Spread Slip it on right parting bead	38	
		Insert right parting bead	39	
Lower Sash	Left	Spread Slip it on left lower sash jam	40	
		Measure new line and tape ends	41	
		Attach chain to new line	42	
		Feed chain and line in left pulley	43	
		Remove Left weight	44	
		Tie new line to weight and return	45	
		Measure length to sash knot hole	46	
		Tape at the measured point	47	
		Cut line at middle of tape	48	
		Affix line to left sash with one Tack	49	
	Right	Spread Slip it on right lower sash jam	50	
		Measure new line and tape ends	51	
		Attach chain to new line	52	
		Feed chain and line in right pulley	53	
		Remove right weight	54	
		Tie new line to weight and return	55	
		Measure length to sash knot hole	56	
		Tape at the measured point	57	
		Cut line at middle of tape	58	
		Affix line to right sash with one Tack	59	
	Both	Check weights to sash balance	60	
		Untie left line at weight	61	
		Add washers (estimate) to line	62	
		Retie left weight	63	
		Check weights to sash balance	64	
		Untie right line at weight	65	
		Add washers (estimate) to line	66	
		Retie right weight	67	
		Affix three more tacks to left rope sash	68	
		Affix three more tacks to right rope sash	69	
Access Panels		Move lower sash to top	70	
		Affix left access panel	71	
		Screw in left access panel	72	
		Affix right access panel	73	
		Screw in right access panel	74	
		Apply Slip it to both access panels	75	
Stops	Top	Place Upper Stop against beads	76	
		Screw it in.	77	
	Left	Place left stop against casing	78	
		Screw it in.	79	
	Right	Place right Stop against casing	80	
		Screw it in.	81	