

# MONARCH

Materials Group Inc.

## VINYL Pro/Pro4 Pour Mold Window

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Visit Monarch Materials Group, Inc. at [www.monmatgrp.com](http://www.monmatgrp.com)

### Vinyl Pro/Pro4 Pour Mold Window

**End User notes:** (Read the instructions completely before installing the windows).

- It is the responsibility of the owner, architect and/or builder to select products that comply with applicable laws, egress and local building codes that are appropriate to the intended application and use.
- Monarch vinyl windows have a warranty plan covering workmanship and materials for a period of one year from date of factory shipment. Insulating glass is warranted under a 10 year plan against failure.
- Contact the nearest Monarch Materials Group sales representative if there are any problems.
- When the window was part of a package, read as well the instructions for Wells, Covers and Ladders.

### **Safety and Handling:**

- Work safe and always wear proper gloves, eye and ear protection.
- Use caution when handling glass. Broken or cracked glass can cause serious injury.
- Use caution when working at elevated heights.
- Do not let the windows get wet prior to installation.
- Store the windows in a safe location, out of direct sunlight prior to installation.
- Take proper precautions if lead paint is suspected, generally before 1979. (Check [www.epa.gov/lead](http://www.epa.gov/lead)).

### **Tools needed:**

a) Safety glasses.



d) Utility knife.

g) Caulking gun.

b) Level.



e) Square.



h) Screw gun.



c) Hammer.

f) Tape measure.

i) Hex head driver bit.

### Materials needed:

- \* Silicone caulking.
- \* (4x) Tapcon® screws. (Min.  $\varnothing 3/16''$  x 1-3/4").



### Materials supplied:

- \* Screen.
- \* Sash.

### Inspect Window/Labeling:

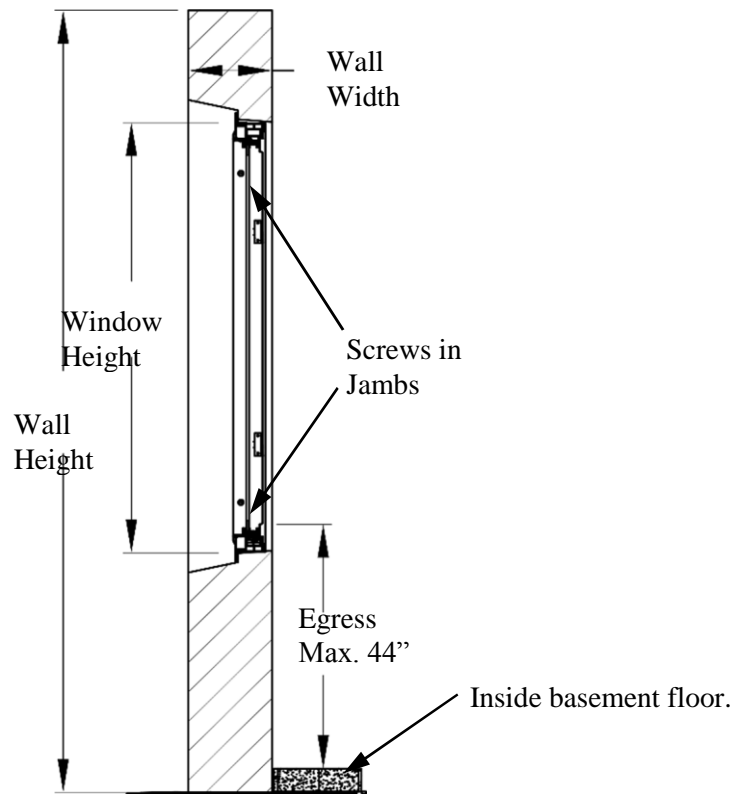
- Inspect the windows for any damage or defects.
- Verify that the window unit is the correct size and configuration.
- Work from the interior of the foundation.
- Locate the 'Top Inside' label for window orientation. 'Top Inside' indicates top and interior surface.



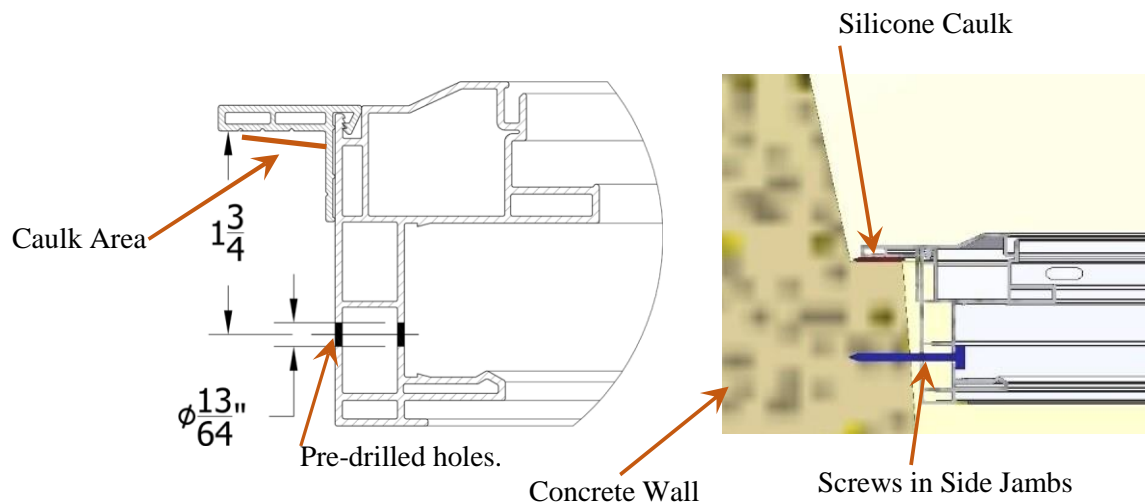
Label 'Top Inside'

### Prepare Pouring Forms Opening:

- Remove the aluminum pouring forms from the concrete wall.
- Inspect opening and clean any remaining debris.
- Clean any concrete from the interior of the frame.
- The opening should be level and square.
- For Egress windows the bottom of the window opening must **not** exceed 44" from the finished floor.

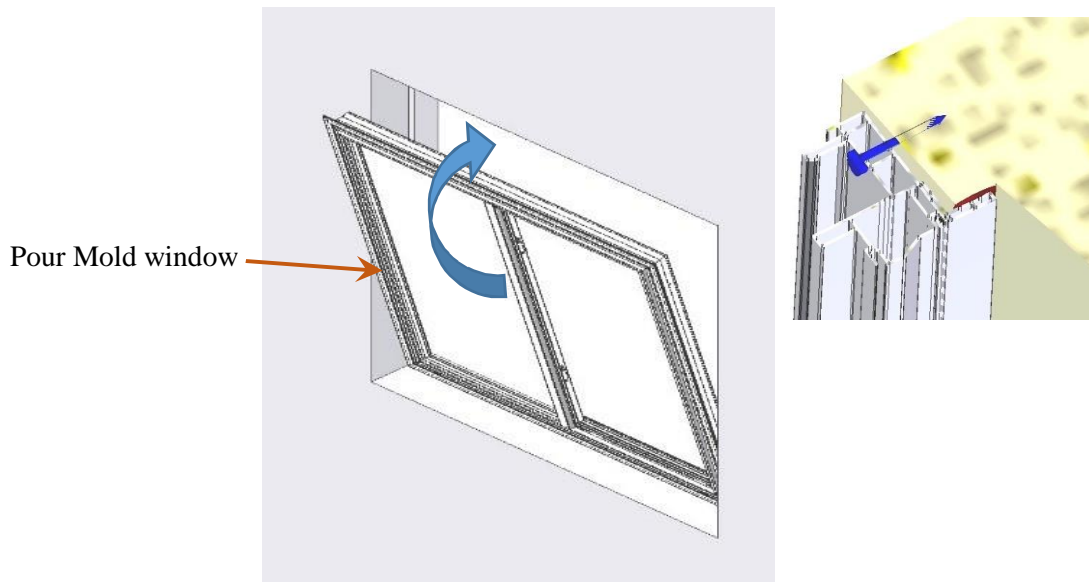


Concrete wall, Pour Mold installation.



**Window Installation:**

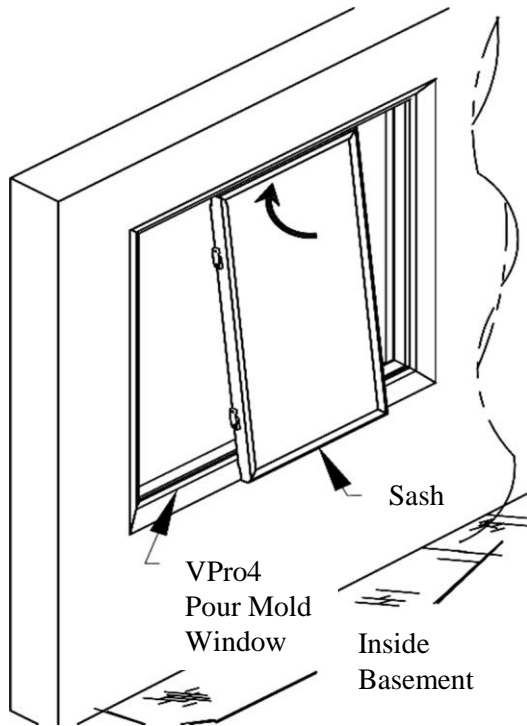
- For easier installation of the pour mold window first remove the sash and screen.
- Remove the black shipping clip, unlock and then lift up the sash and swing the bottom out.
- Now removed the screen by grasping the tabs and pull simultaneously toward meeting rail and push out.
- Run a continuous bead of silicone caulking on the inside of the flange.
- From exterior, place the flange directly against the wall offset, and make certain it is centered side to side. Tapcon® installed in the sides jambs.
- Fasten two (2) Tapcon® screws into each side jamb of the window. For window heights larger than 4 ft. use three (3) screws.
- When fastening the screws, make sure to press the window unit against the wall offset to ensure a tight fit.



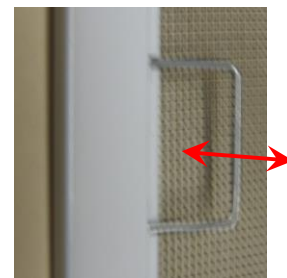
Exterior Pour Mold window installation

## **Sash and Screen Installation:**

- 1) Remove shipping materials until ready for installation.
- 2) Install the sash and screen from the interior basement side.
- 3) First insert the Screen, grasp screen by the edge so that the metal loops are towards you. Pass the screen through the opening window. Turn so that the edge springs are near the meeting rail and insert into the groove in meeting rail. Grasp the tabs and pull simultaneously toward meeting rail and toward interior until screen touches frame.
- 4) Insert the Vent Sash by placing the top of the sash into the top track, lift the sash and swing bottom in and lower into frame track. Slide the sash all the way to the right and engage locks into meeting stile.



Screen Spring



Screen Pull

## **Window Sealing/Weatherproofing:**

- The window insert is fully sealed with bulb seals.
- The venting sash is fully weather stripped.
- Check the locks are engaging into the meeting stile.
- Make sure the sash operates properly. Follow all local regulations for proper disposal of all waste including old windows.
- Check the two exterior sill Weep Hole covers for functionality.
- Check the outer steel frame perimeter for gaps on the interior and exterior and if needed seal with caulk.

## **Removal/Disposal/Recycling:**

After the window have been installed:

- Remove and recycle the plastic shipping clips.
- Follow all local regulations for proper disposal of all waste including old windows.
- If needed clean the steel window frame from concrete residue.

## **Care and Use after installation:**

- Ensure weep holes/covers are clear of debris for proper water drainage.
- Make sure the sash units operate properly.