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# *Installation Instructions*

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SERIES 375

## Horizontal Rolling Windows

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**NOTE: Read instructions completely before attempting any installation.**

*These instructions are provided as a general guide in the installation of our Series 375 products. Applicable Miami-Dade County Product Approvals (or State of Florida or TDI Approvals in Texas) should be used in conjunction with these instructions. Only experienced installers familiar with these or similar products should attempt to install these units. Refer to CGI Series 375 Design Guide for further information & details pertaining to these products. Incorrect installations could void the warranty.*

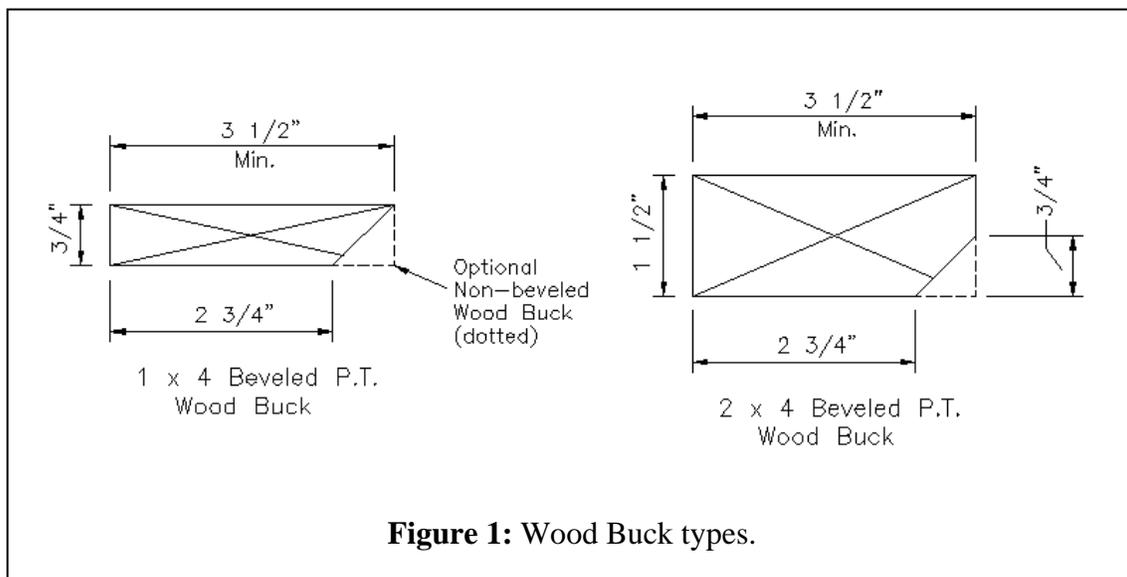
Technical support is available by contacting CGI at 305-593-6590 (Miami) or 1-800-442-9042



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## **OPENING PREPARATION AND WOOD BUCK INSTALLATION**

1. Make sure that masonry opening (or rough opening on stud construction) is made to within tolerance, level and plumb. Verify by measuring at each end and every 24" (vertically and horizontally). Make any corrections required to openings. Bucks must be set on a smooth and flat surface. Remove or chip away any concrete, which protrudes from the face of the opening prior to setting bucks. Make sure ends of masonry opening are square and not rounded at corners. Chip concrete if necessary.
2. Select the size of Pressure Treated wood buck to be used (see *figure 1* or refer to Miami-Dade County Product Approvals for approved bucks) and decide how far from the face of the wall the bucks are going to be set. Most contractors like to set the wood bucks in about 1" to 2" from the exterior face of the 8" concrete walls when installing windows.
3. Set wood bucks in a continuous heavy bed of professional grade sealant. Make sure sealant is applied at ends where bucks touch one another. Run a continuous bead of sealant on exterior side of bucks between concrete and wood, after installing bucks.
4. Make sure wood bucks are installed continuous and on all four sides of the opening. Wood bucks must touch one another at ends.
5. Install wood bucks level and plumb in all directions. Verify that opening is square. Do not follow the walls, as many times they tend to be leaning in or out.
6. **Wood bucks must be secured to the structure, independently of the window.**



## **SERIES 375 HR WINDOWS - INSTALLATION INSTRUCTIONS**

1. Check window opening for correct size. If the opening is incorrect, have it fixed. Never attempt to force a window into a small opening or install a window into an oversized opening.
2. Make sure wood bucks are of the correct size and type for the installation method being used (*see figures 2 through 5 - Installations Types A, B, C, or D*). The bucks must be properly bed in sealant and securely attached to structure. Wood bucks should not be separated at corners. Verify that wood bucks are plumb, level and square. Note that Installation Type E (Equal Leg) does not require a wood buck.
3. If installing flange windows, clean window flange and apply a generous amount of professional grade sealant / caulking material to flange at full perimeter. Make sure the sealant is compatible and will adhere to aluminum and wood. If installing equal leg frames (*figure 6*), the perimeter sealant is applied after step 13.
4. Stand window upright and open sash as needed to be able to lift window. Install window from the outside on to the wood bucks.
5. Temporarily secure window frame using installation screws as selected from the Miami-Dade County Product Approvals (TDI Approvals in Texas) for your specific application (*see figures 2 – 6*). To simplify the pre-installation process, you may want to use a smaller temporary screw such as a #12 Sheet Metal Screw and only penetrate the wood. Shim every installation screw snugly (ideally, shim space should not exceed ¼”). Temporarily secure the window with 2 or 3 screws per side. **DO NOT OVERTIGHTEN THE SCREWS.** In order to access the pre-drilled installation holes on the sill, you will need to reach them via the 5/8” diameter access hole† located at the top of the sill track area. This hole also serves as a drain hole. These sill screws must be sealed. CGI suggests applying large amounts of sealant into the lower hole, after pre-drilling the building wall. Also add sealant to the underside of the installation screw head. This will assure a positive seal. Insert finger and make sure all edges of screw are sealed. You can also use a pre-molded rubber screw washer. Make sure window operates correctly and is plumb, level and square. **Caution: Any window, which is forced into an opening and racked or twisted, can eventually cause glass breakage.**

† *Not all 5/8” diameter holes have a pre-drilled installation hole below. Some are used as drain holes only.*

6. Once the window is correctly set, finish installing with the proper installation screws. If temporary #12 screws were used, replace those with the correct screws. Remember, **DO NOT OVERTIGHTEN THE SCREWS** as this can cause the



- frame to deform and pinch the vent when attempting to slide it. Every installation hole must have a screw.
7. In some cases, where very large windows are used or when windows are installed into very high windload area (high PSF requirements), additional installation screws may be required at the head and sill, on the interlock location. CGI only provides a standard installation hole pattern, called "CGI Standard Hole Pattern". Refer to the Anchor Charts found in the Miami-Dade County product approvals to see if the window being installed meets the PSF requirement with the standard hole pattern. If it does not meet it, additional anchor holes need to be drilled in the field as per the Product Approval. In most instances, there will be a 5/8" diameter sill drain hole at the location where an additional installation hole is required below.
  8. If installing mullion tubes between windows, make sure tubes are properly aligned on the window. The standard Series 375 HR Window Mullions (1" x 4" x 1/8" thk.) do not require end clips. The proper mullion length is the same size as the interior window dimension. If you are mulling the HR window to a Series 238 Window (Fixed, Designer Fixed or Casement), the mullions will require end clips that attach to the structure. Refer to the Series 238 installation instructions for the attachment of these mullions.
  9. If the mullion being installed is long or the windows being mulled are large or the opening is located in a high windload area, additional installation holes may be required on each side of mullion, at the window sill and head member. Remember that these mullions do not have independent clips, so their anchorage is transferred to the window frames. The CGI Standard Hole Pattern includes one installation hole at each end of the sill and head members. Certain installations will require two or three screws on each side of the mullion. Refer to the Mullion Design Load Capacity Charts and the Mullion details in the Product Approvals to see if additional screws are required. These additional screw holes must be field drilled.
  10. Make sure there is no daylight between wood buck and window flange. If any exist or as a precautionary step, apply additional sealant from the outside at this joint.
  11. Check window for leakage, especially on the frame joints. Although not normal, it may be necessary to reseal frame corners after installing. The factory applied sealant may get damaged during transport or installation of the window due to racking.
  12. Perform a last check of the window operation. If the window is not opening properly, make sure the installation screws have not been over tightened. Also, make sure there is no debris along the head and sill. Lastly, make sure the frame



jamb is not bowed/twisted and preventing the lock from self-locking when closing.

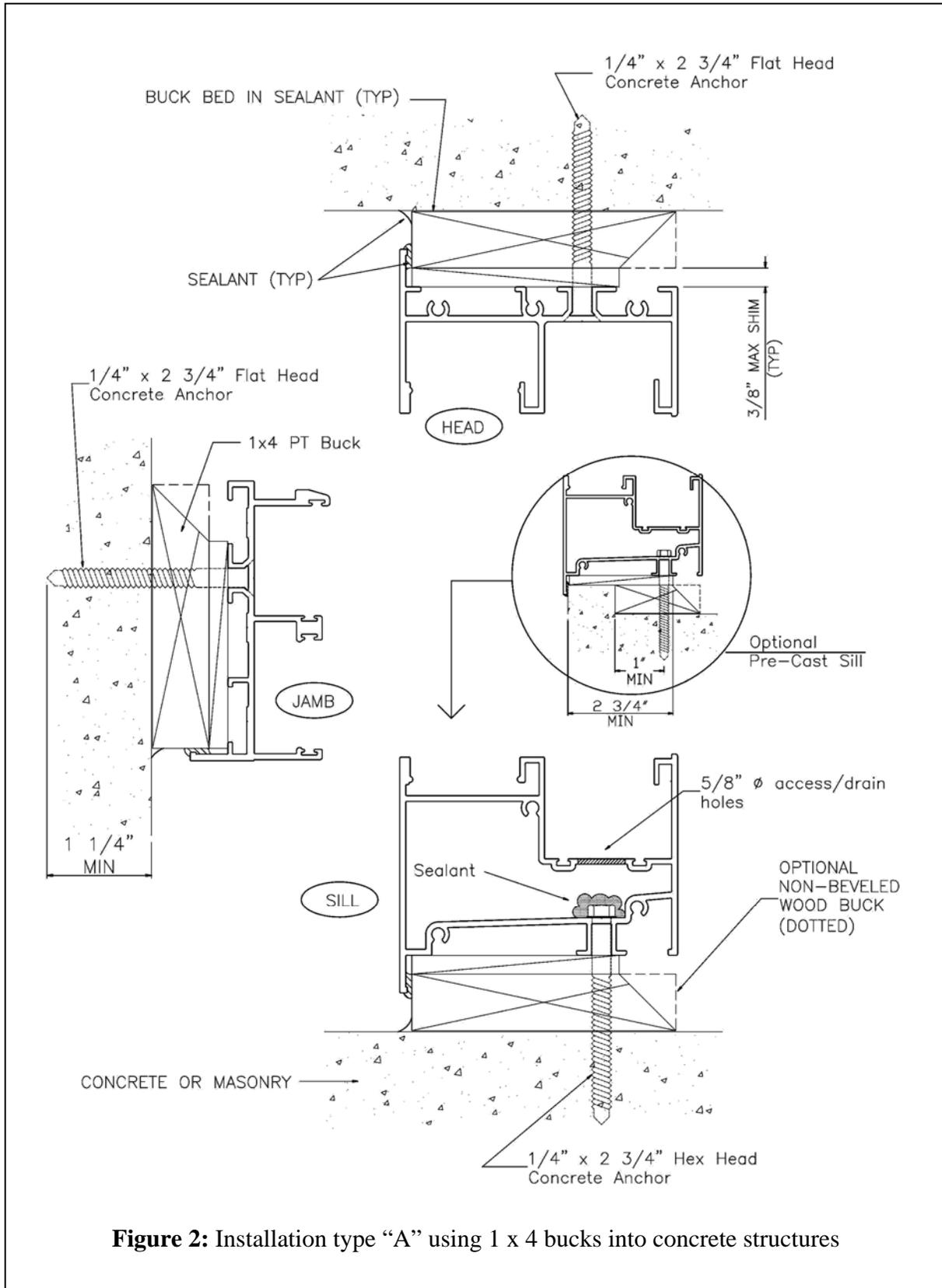
13. Install the supplied plastic drain caps with foam baffle at every 5/8" diameter sill access/drain hole. The caps snap-on the access/drain holes.

**INSTALLATION HINT:** If the window does not close properly and evenly, then re-check plumbness, level and squareness. Also make sure that the head and sill is not bowed at the center and the frame members are not twisted.

**RECOMMENDED INSTALLATION SCREWS (refer to Product Approvals) :**

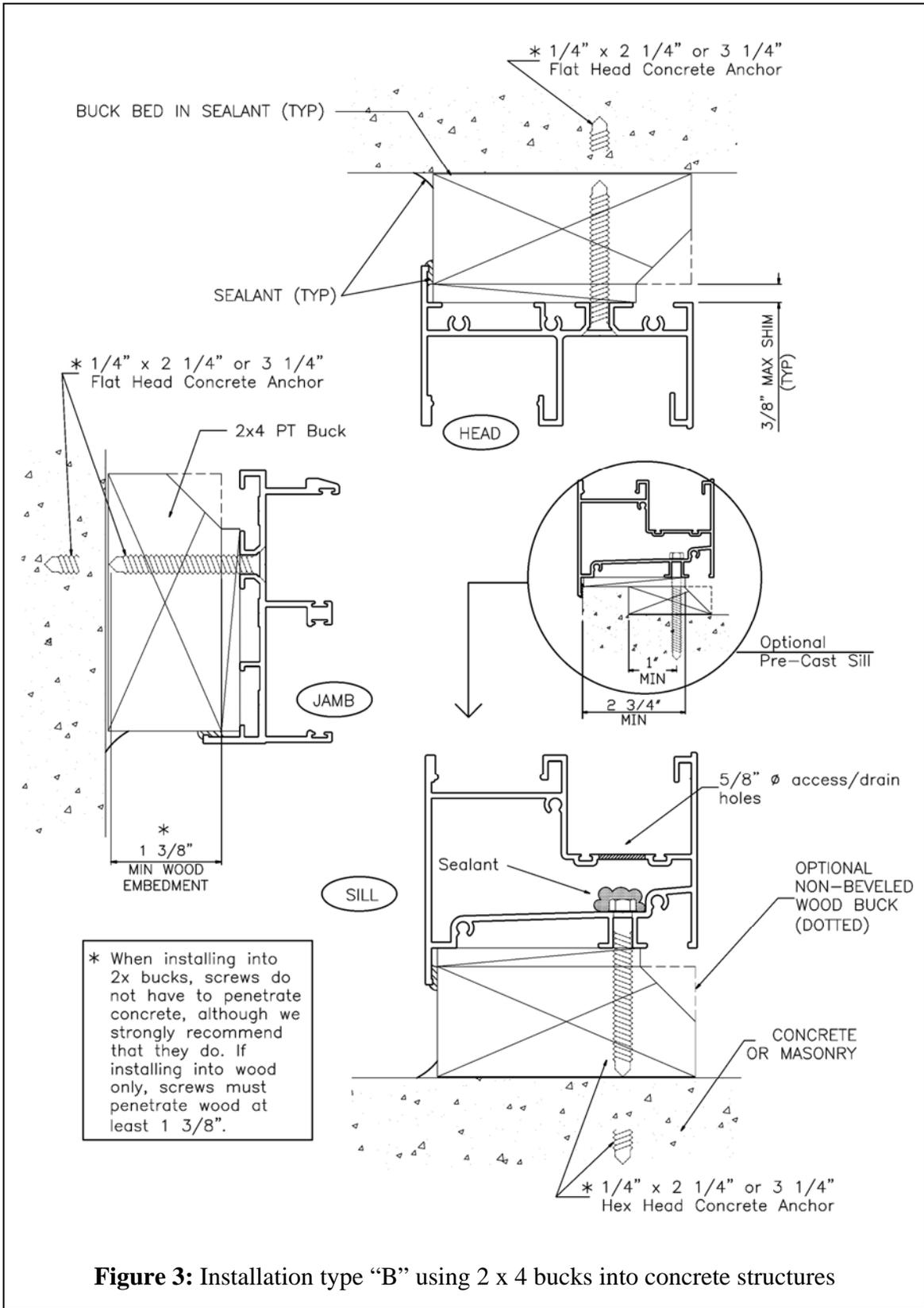
Window attachment to structure	Based on installation type used. Refer to figures 2 through 6 in these instructions for the minimum screw size recommended in installations type A, B, C, D or E. Also, refer to Miami-Dade County Product Approvals.
Window to mullion screws	#14 x 3/4" "B" Point SMS Stainless Steel or #14 x 1" Lg. Flat Head Tekes Stainless Steel





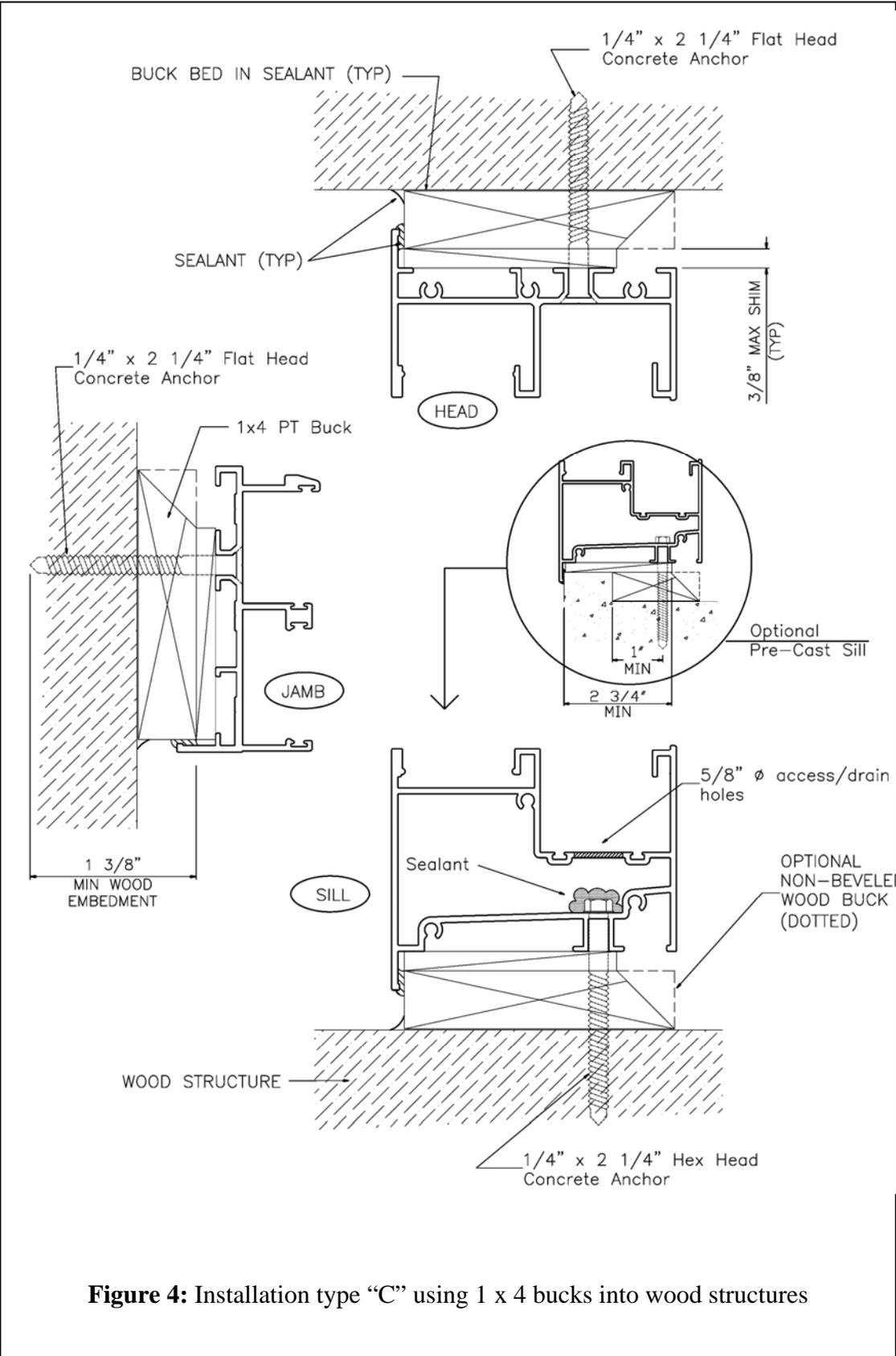
**Figure 2:** Installation type "A" using 1 x 4 bucks into concrete structures





**Figure 3:** Installation type "B" using 2 x 4 bucks into concrete structures





**Figure 4:** Installation type "C" using 1 x 4 bucks into wood structures



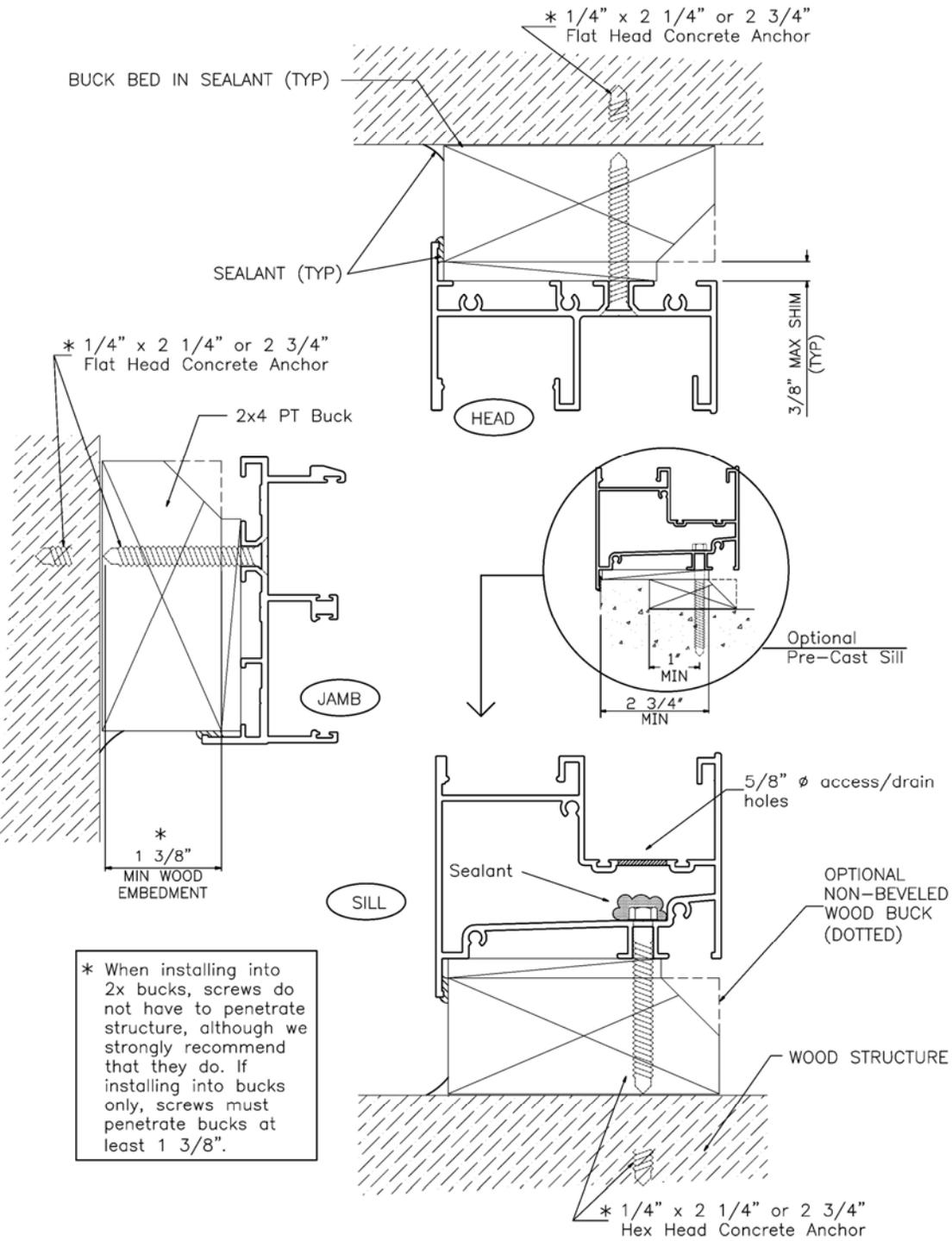
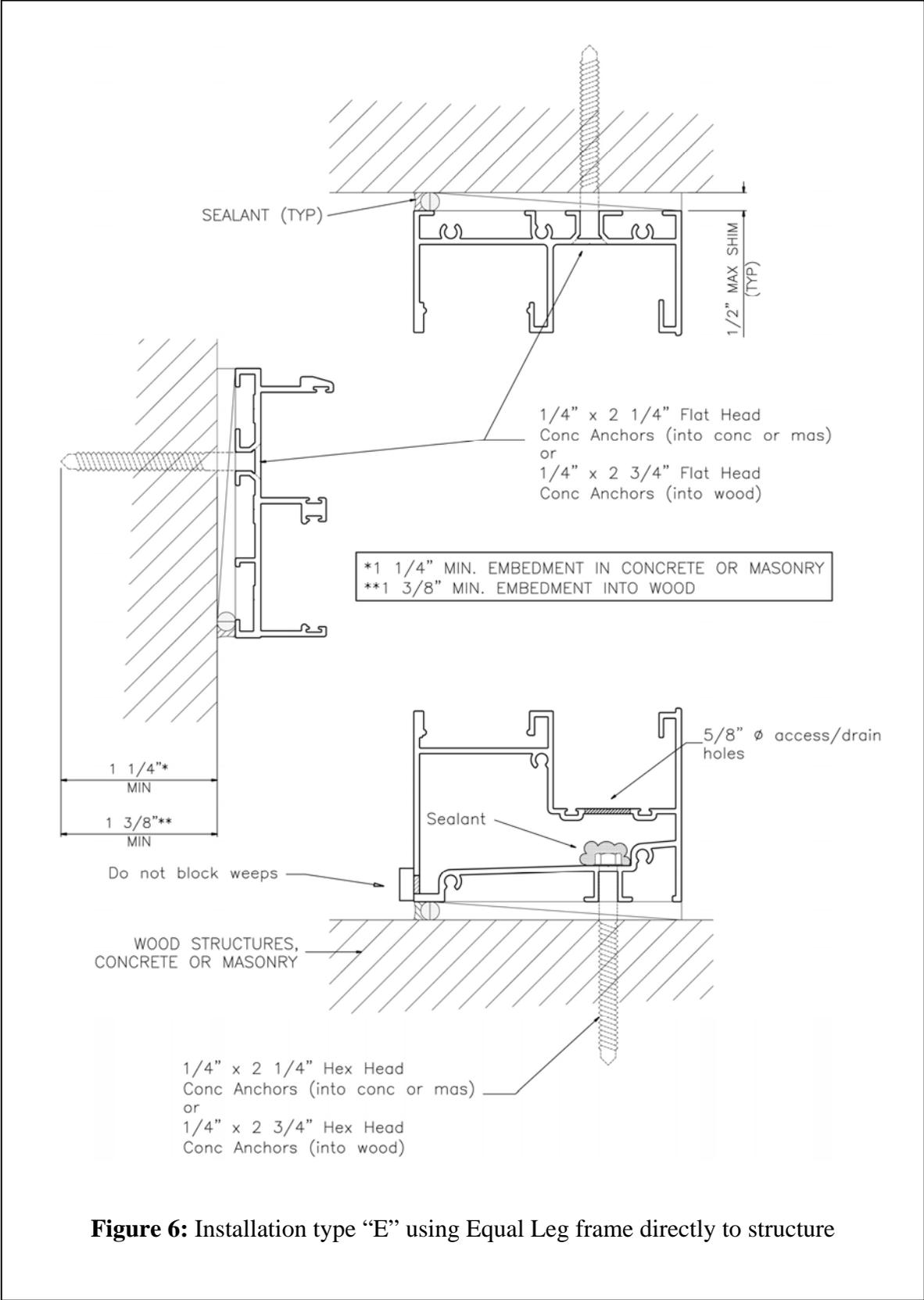


Figure 5: Installation type "D" using 2 x 4 bucks into wood structures





**Figure 6:** Installation type “E” using Equal Leg frame directly to structure



### **SERIES 375 HR WINDOWS – OPERABLE SASH REMOVAL**

Removal of the operable sash is rarely required on HR windows. The sash is sometimes removed to clean the exterior face of the sash from inside, to replace the rollers or in the case of the CGI Series 375 HR Window, the operable sash needs to be taken out in order to remove the fixed sash. It is highly recommended that at least two people are used to remove and/or install a sash. Following are instructions for removal of sash:

1. Open the sash about halfway. You will see a small #6 screw that attaches the sash to the roller at bottom of the sash (one on each end). Remove each of these screws
2. Lift the sash about 1/2" to separate from the roller. Slide the sash to one side to clear one roller, slide roller out of the way and then slide the sash in the other direction to clear the other roller. Once both rollers have been cleared, slowly lower the sash onto the sill until the plastic end clips touch the sill (do not allow sash to rest on the clips as these may get damaged). At this point, the sash can be tilted inward to clear the frame head and then removed from the window.
3. Set the sash down on its side or rest it upside down. Do not rest the sash on the lower plastic end clips as these can get damaged.
4. To re-install the sash, follow the same sequence in reverse order.

### **SERIES 375 HR WINDOWS – FIXED SASH REMOVAL**

Removal of the fixed sash is only required when replacing the fixed sash or when reglazing the fixed sash on a worktable or sawhorses. Although the sash can be reglazed while in place, proper reglazing should be done with the sash flat on a work surface.

1. First, you will need to remove the operable sash. Refer to instructions for "Operable Sash Removal" above. Once the operable sash is removed, go on to step 2.
2. Remove the screen and the three aluminum screen covers located at the head, sill and jamb. The covers can be removed by slowly prying them from the inside along the groove that is provided for this operation (*see figure 7*). You must remove the jamb first, followed by the head or sill.
3. Remove the (4) #10 Flat Head screws from the shear blocks that are located at the top and bottom of each fixed sash, securing the sash interlock to the frame.



4. Once the screws have been removed, slide the sash about 8 inches away from the jamb, lift the sash all the way into the head and swing the bottom towards the outside thus removing from the frame. Note that the sash can only be removed towards the exterior, unless the shear blocks are removed from the frame.
5. To reinstall the sash, follow the same steps in reverse order. Insert the sash into the head, swing onto the sill and slowly lower on the sill. Slide the sash into the closed position (note that when closed, the fixed sash should be  $1/4$ " away from the jamb wall; refer to *figure 8*). Re-install the (4) #10 Flat head screws that attach to the shear block and secure the sash in place.
6. Reinstall the screen cover at the head, then the sill and the jamb last.
7. Reinstall the screen.

