

# Installation Instructions for Mathews Brothers Spencer Walcott series New Construction (Nail Fin Into Wood/Steel Frame Construction): Vertical Slide, Horizontal Slide, Projected & Stationary Windows

SPENCER  
**WALCOTT**

## ⚠️ PRIOR TO INSTALLATION ⚠️

- Do not lift window by top of frame, only by holding both jambs. • Protect the window during construction and drywall installation.
- Do not plug weep holes. • Do not drill into or through the window sill. • Protect window sill from traffic, construction debris and damage.
- Remove or cut ventilation holes in shipping wrap if windows are not installed immediately. • Make sure opening in clean and dry prior to installation.
- The rough opening must be plumb, level, square and  $\frac{1}{2}$ " larger than the window size in width and height, not including the nailing fins.

### PREPARING / FLASHING THE OPENING:

01. Attach weather resistant housewrap to house sheathing according to manufacturer's instructions.
02. Make an "I-Cut" in the housewrap. Begin with a horizontal cut across the bottom and the top of the window frame. (For radius windows, cut from the center straight down to the sill.) Cut two 45° slits at least 8" from the corner of the header to create a flap above the rough opening to expose sheathing or framing members and to allow head flashing installation. (Figure A)
03. Flip head flap up and temporarily secure with housewrap tape. (Figure B)
04. Fold side pieces through the opening into the inside of the structure, and secure. These should cover interior face of framing stud. (Figure C)
05. Install exterior sill flashing prior to setting the window in the opening. The flashing must meet a minimum water resistance of 24 hours in accordance with ASTM-D779. Cut self-adhesive flexible flashing, approved for use on wood and vinyl, (7" wide for 2" x 4" construction, 9" wide for 2" x 6" construction) at least 12" longer than the width of the rough opening. (Figure D)

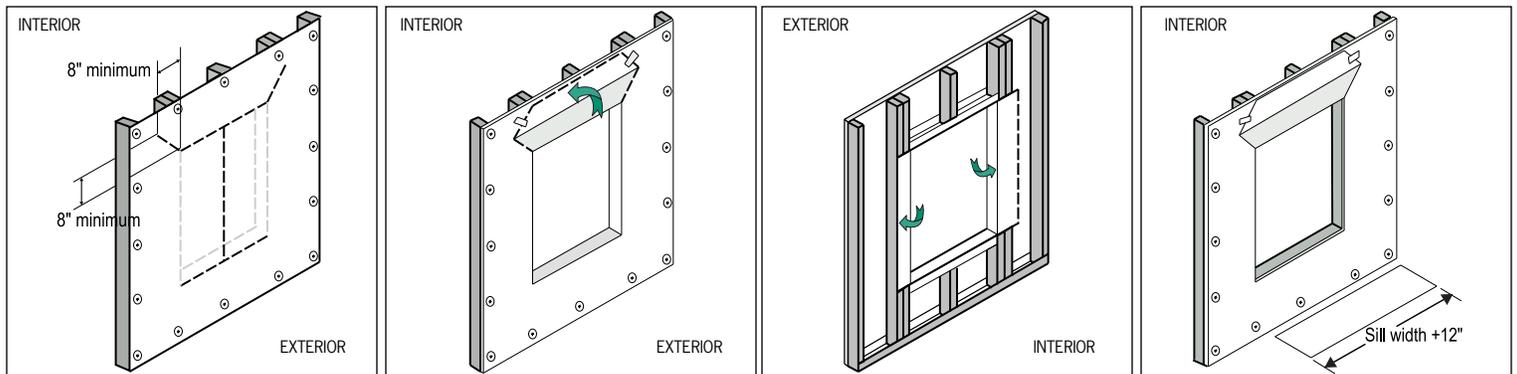


FIGURE A

FIGURE B

FIGURE C

FIGURE D

06. Window flashing must be applied in accordance with manufacturer's recommendations, starting first at the sill, extending a minimum of 6" beyond the inside edge of the rough opening. (Figure E)
07. Close and lock the sash in order to keep the window square during installation.
08. Place window unit into opening to ensure it will fit properly prior to proceeding to Step 9. If it fits properly, proceed to Step 9.
09. Apply a  $\frac{3}{8}$ " continuous bead of silicone caulking to the interior surface of the nailing fin, covering the holes in the fin, to seal the window's fin to the housewrap. If the rough opening is larger than the window unit by more than  $\frac{1}{2}$ ", also apply the caulk to the sheathing or housewrap making sure the bead is no more than  $\frac{1}{4}$ " from the edge of the rough opening, so that it is covered by the nailing fin when the window is installed. (Figure F)

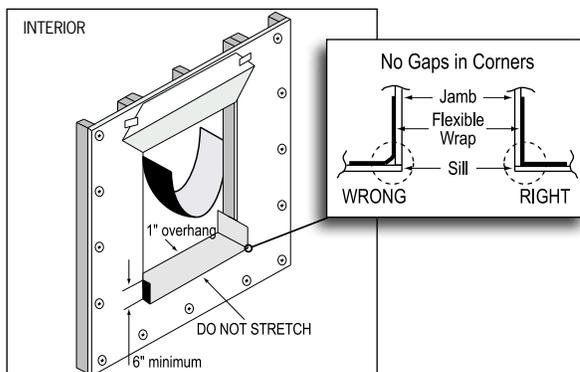


FIGURE E

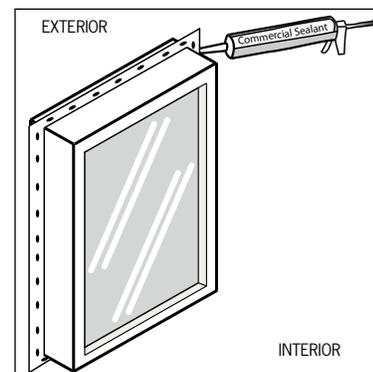


FIGURE F



### SHIMMING / SETTING THE WINDOW:

10. The window sill must be supported in a straight and level position, with shims at all locations where the jamb, meeting stiles/rails, and pull stiles/rails meet the sill. Multiple window units should have a shim under each mullion, intermediate jamb and the meeting stiles of horizontal sliders. (Figure G)
11. Set window on the shims and adjust side clearance to center the window in the opening. Shim both sides of window as needed to ensure window is plumb and margins are equal. (Figure H)
12. Fasten one upper corner of the nailing fin to keep the window in place. Check the sill with a level and adjust the shims as required to ensure the sill is level. Do not force shims into place, as this may bow the window frame. (Figure I)
13. Measure window diagonally from bottom left corner to top right corner and from bottom, right corner to top left corner. Both measurements will be equal if the frame is square. If they are not equal, the frame is not square and will need to be reset to ensure it is square.
14. The weatherstripping clearance between the sash and frame should be equal. The meeting stile/rail and lock stile/rail should align evenly, with parallel sight lines. The window locks should engage smoothly.

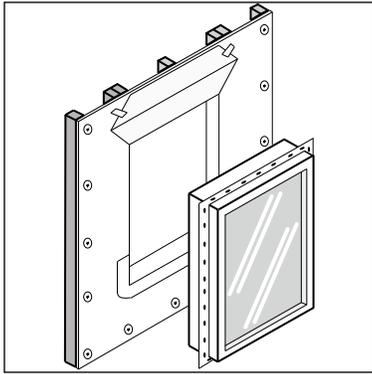


FIGURE G

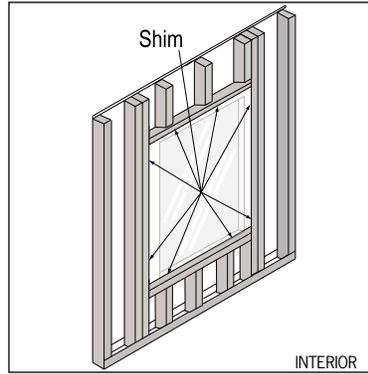


FIGURE H

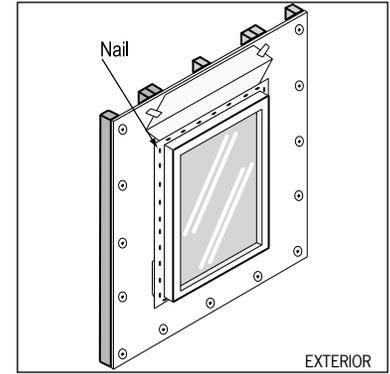


FIGURE I

### SECURING THE WINDOW:

15. Use stainless or galvanized steel fasteners, such as roofing nails, long enough to penetrate wall studs a minimum of 1".
16. Fasten the entire perimeter of the nailing fin to the sheathing using every other slotted hole on single windows. Multiple windows, twins, and triples should be nailed in every slotted hole.
17. Fasten the fin snug but do not overdrive the nails. Fasteners should be just tight enough to hold the window but not stop the movement of the framing underneath during expansion and contraction. Make sure the head and sill are NOT crowned up or down, and the jambs are not bowed in or out.

### FLASHING THE WINDOW:

18. Use self-adhesive flexible flashing, a minimum of 4" wide, approved for use on vinyl, wood and other substances, such as housewrap. This flashing material must meet a minimum water resistance of 24 hours in accordance with ASTM-D779.
19. Sill flashing should already be applied prior to window installation and extend beyond the sides of the window nailing fin at least 2". (See Figure E)
20. Now apply jamb flashing over the jamb nailing fin, continuing over and beyond the sill flashing, at least 2". (Figure J)
21. Apply head flashing similarly extending 2" past either side of the jamb flashing (Figure K), to complete the window flashing detail. Remove tape from flap previously cut on housewrap, and secure to wall. (Figure L)
22. Install batt insulation between the window and rough opening. Do not overfill insulation, as this may bow the frame.
23. If the exterior finish is brick, stone or stucco, make sure to leave a 1/4" gap around the entire window, and fill cavity with backer rod to allow for the expansion of materials. Apply a 1/4" caulk bead to the exterior perimeter of the window.
24. Once installation is complete, exterior wall treatment can be completed.

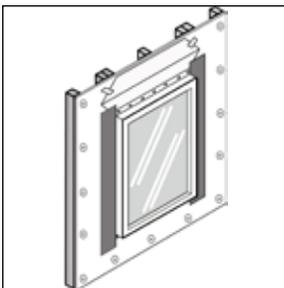


FIGURE J

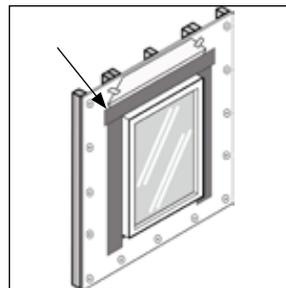


FIGURE K

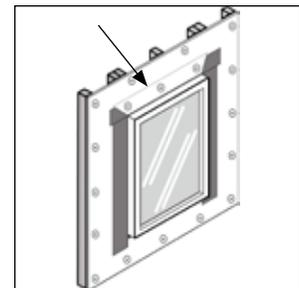


FIGURE L

