

## How to re-install a double hung sash if it's come out of the frame or isn't operating properly

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1. Raise bottom sash (glass w/ vinyl around it) 3", tilt in:



2. Tilt sash in to 90 degree angle:



3. Angle one corner of the sash out of the frame:



4. Completely remove sash by lifting other corner of sash up:



5. Notice the "pivot bar" located at bottom of sash:



6. It needs to go back into the "shoe". There's a rectangular opening in the shoe that needs to be turned to an "up-and-down" position. Use a large flat head screw driver if this opening needs to be rotated to the position seen below:



7. The sash can now be re-installed by angling the sash back into the frame and setting the pivot bars into the shoes.

