

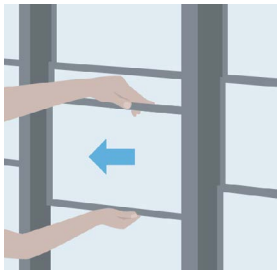
## REMEMBER, VINYL IS NOT GLASS!

**DO NOT USE:** ❌ ANY harsh cleaners ❌ NO formulas containing bleach or ammonia ❌ OR professional pressure cleaners  
 REMOVE any jewelry from hands before cleaning to avoid puncturing vinyl



### STEP 1: COOL, REMOVE DIRT & DEBRIS

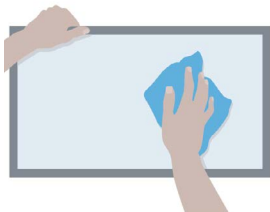
- ✓ Allow sashes to cool before washing.
- ✓ Thoroughly vacuum all areas of window frame and screens using the soft brush attachment to remove any loose dirt or dust.
- ✓ Hose off the exterior of the sashes to remove excessive dirt or other debris.



### STEP 2: REMOVING SASHES

**Note:** Porch Conversions Windows have no moving parts and vinyl sashes are spring loaded for easy removal.

- ✓ Remove sashes from main frame by compressing springs to the left and lift out the right side from the shallow depth frame liner.



### STEP 3: CLEANING

- ✓ Rinse sashes with clear water first.
- ✓ Wash both sides of vinyl sashes using a soft, lint free cloth and a mixture of warm water and Woolite® or Murphy Oil Soap® (one cap-full to one gallon of water).
- ✓ Finish by lightly spraying a small amount of our Porch Conversions Vinyl Preserver on a cloth, then apply to both sides of sashes. Wipe with a dry, lint free cloth. Preserver is available from your Porch Conversions distributor.



1 cap of Woolite or  
 Murphy Oil Soap  
 +  
 1 gallon of water

Vinyl  
 preserving  
 spray

### STEP 4: INSERTING SASHES

**Note:** Sashes are all the same size allowing them to be inserted in to the window frame in any order.

- ✓ Top sash goes in the track closest to screen.
- ✓ The spring side of the sash goes in the deep liner side track first (left side as facing the window unit from interior of your room), then push into track to have the other side pop into the shallow liner side.
- ✓ Overlap the sashes when putting them in to the tracks, so the sashes interlock properly.
- ✓ Each sash will have its own track. Once all installed they will slide all the way up and down.

**Any questions? Contact the Technical Director at**  
 419.866.7705 ext.1033