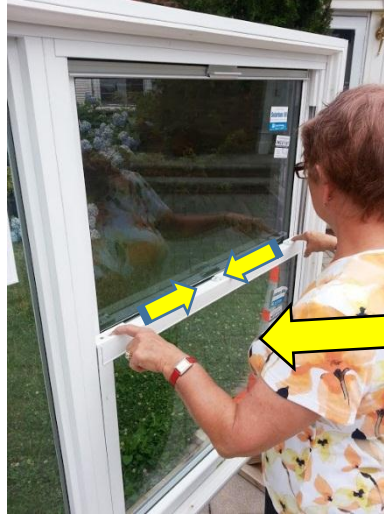


OPENING DOUBLE-HUNG WINDOWS FOR CLEANING



1. RAISE BOTTOM WINDOW UP SLIGHTLY.



2. PUSH BOTH TABS ON TOP OF WINDOW SASH AT SAME TIME TOWARDS THE MIDDLE TO UNLOCK WINDOW.



3. PULL WINDOW TOWARDS YOU AND HOLD IT. DO NOT LET IT DROP OR IT WILL DISENGAGE FROM LIFTING MECHANISM. IF THIS HAPPENS, CALL MAINTENANCE.

**WINDOWS
ARE
HEAVY,
USE
CAUTION
WHEN
LIFTING
AND
CLEANING.**



4. WITH THE BOTTOM WINDOW OPENED AND LEANING AGAINST YOU OR A CHAIR, OPEN THE TOP WINDOW IN THE SAME WAY AND HOLD IT OPEN TO CLEAN. DO NOT LET WINDOWS DROP OR THEY WILL DISENGAGE FROM THE LIFTING MECHANISM.

5. WHEN DONE CLEANING, CLOSE TOP WINDOW FIRST UNTIL YOU HEAR THE WINDOW CLICK INTO PLACE, THEN RAISE IT UP TO CLOSE IT. NOW CLOSE BOTTOM WINDOW UNTIL IT CLICKS INTO PLACE.

HOW TO REMOVE SLIDER WINDOWS FOR CLEANING



REMOVING SLIDER WINDOWS:

- A) SLIDE WINDOW OPEN TOWARDS THE CENTER,
 - B) LIFT UP AND PULL BOTTOM TOWARDS YOU,
 - C) PULL DOWN. WINDOWS ARE HEAVY, BE CAREFUL WHEN LIFTING THEM.
- HERE'S A TIP: BRING THEM TO THE BATHTUB TO CLEAN.

**WINDOWS
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CLEANING.**



**REMEMBER
TO ALSO
CLEAN
WINDOW
TRACKS ON
ALL SLIDER
WINDOWS**

REINSTALLING SLIDER WINDOWS:

- D) ALIGN TOP OF WINDOW...
- E) ...INTO UPPER CHANNEL,
- F) WHILE LIFTING UP, ALIGN LOWER WINDOW INTO BOTTOM TRACK.

CLEANING THE 72" FIXED GLASS CENTER PICTURE WINDOW:

SLIDE THE RIGHT SIDE WINDOW AND SCREEN ALL THE WAY TOWARDS THE LEFT. NOW REACH OUT AND CLEAN THE OUTSIDE HALF OF THE PICTURE WINDOW. REPEAT ABOVE FOR THE LEFT SIDE WINDOW.

WINDOW SECURITY – PREVENTING WINDOWS FROM FULLY OPENING

**USE CAUTION WHEN LEAVING WINDOWS OPEN AT NIGHT OR AWAY FROM HOME.
TO SECURE AND PREVENT WINDOWS FROM FULLY OPENING, SEE BELOW:**



72" WINDOWS

PLACE A WOODEN DOWEL OR WINDOW STOP BAR, AVAILABLE AT THE GLEN OAKS MAINTENANCE OFFICE -- IN THE BOTTOM CENTER WINDOW TRACK OF THE 72" SLIDER WINDOW. THIS WILL PREVENT THE WINDOWS FROM BEING FULLY OPENED.



52" WINDOWS

CLOSE AND LOCK THE SLIDER WINDOW THAT IS ON THE REAR TRACK. PLACE A WOODEN DOWEL OR WINDOW STOP BAR, AVAILABLE AT THE GLEN OAKS MAINTENANCE OFFICE -- IN THE BOTTOM TRACK OF THE 52" SLIDER WINDOW. THIS WILL PREVENT THE WINDOW FROM BEING FULLY OPENED.



36" DOUBLE-HUNG WINDOW

PLACE WINDOW STOP BAR, AVAILABLE AT GLEN OAKS MAINTENANCE OFFICE -- ON SIDE OF WINDOW AND SNAP IN. THIS WILL PREVENT THE WINDOW FROM BEING FULLY OPENED.