



# Coil Spring Balance Replacement

1) For bottom sash balance replacement: Unlock the sash. Raise sash approximately 3-4". Tilt sash 90° and remove. If your product has balance track cover, remove the cover(s) and air infiltration pad and save for re-installation. (Image A)

For top sash balance replacement: Lower top sash, tilt sash 90° and remove.

**CAUTION—The coil springs of the balance are under tension. Use caution while releasing the balance shoe in next step.**

- 2) Using a flat head screwdriver, turn the zinc brake cam (Image B) in the balance shoe 90° to release. Be prepared to allow the shoe to slide upward as the brake cam is released. If the shoe is rapidly released, damage to the product or injuries may occur.
- 3) Using a phillips head screw driver, remove the mounting screw from the balance mounting clip. (Image C) Top sash balances will have detents mounted between the shoe and the mounting clip. Remove the detent screw with a phillips head screwdriver. Remove the detent. (Image D)



(Image A)



(Image C)



(Image B)



(Image D)



- 4) Using a balance track notching tool or a utility knife, notch the outer balance track leg. The notch should start 2 ½" from the top of the jamb and should be approximately 4 ¼" long for single coil balances, 5 ¾" for double coil balances and 7 ¾" for triple coil balances. (Images E & F)
- 5) Tighten the jamb adjust to push the screw inward and allow the balance shoe to slide past the jamb adjust screw. **Be sure to count the number of turns for readjustment.** (Image G)
- 6) Slide the balance shoe and mounting clip to the top of the jamb to the removal notch.
- 7) Using a flat head screwdriver pry the balance shoe and mounting clip from the jamb. (Image H)
- 8) Install the new balance assembly into the jamb. Slide the assembly downward aligning the mounting clip with the original installation hole.
- 9) Reinstall the screw into the mounting clip.
- 10) To reinstall the detent for the top sash balance, insert a flat head screwdriver into the zinc brake cam and pull downward to separate the shoe from the mounting clip. Separate the shoe and mounting clip approximately 2 inches, rotate the cam brake to lock the shoe in place. (Image H)
- 11) Insert the detent into the lugs on the top of the balance shoe. (Image I)
- 12) Insert the flat head screw driver into the zinc brake cam and turn 90° to allow the shoe and detent to slowly slide upward to the mounting clip.
- 13) Install the screw into the detent. (Image I)
- 14) Repeat process to change additional balances if necessary.
- 15) Loosen jamb adjust screw according to the amount of turns from step 5 once the balance shoe is slid past (Image G)
- 16) If both sash were removed, reinstall the top sash first. Insert a flat head screwdriver into the zinc cam, pull downward approximately 3-4 inches and rotate the cam 90° to lock the shoe in place. The balance on the opposite side may need to be repositioned to match the new balance.
- 17) While holding the sash 90° to the frame, insert the pivot bars on the zinc brake cams. Check the engagement of the pivot bars and the cam brake before tilting the sash to the closed position. (Image J)
- 18) Make sure the tilt latches on top of the sash engage into the balance tracks in the jambs. Fully raise the top sash to the closed position.
- 19) Install the bottom sash as directed in steps 13 and 14. Lower the bottom sash.
- 20) Confirm the operation of both sash. Close and lock sash.

If only balance for bottom sash needs to be replaced, proceed to **step 15**.  
If balance for both sash need to be replaced, proceed to **step 9**.



(Image E)



(Image G)



(Image H)



(Image F)



(Image H)



(Image I)