



SPENCERWORKS™

Where tradition meets innovation.

**ALL-SEASON HANGING WINDOW™
TRADITIONAL STORM WINDOW
AND TRADITIONAL SCREEN**

**MEASURING AND
ORDER GUIDE**

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ORDERING SPENCERWORKS ALL-SEASON HANGING WINDOWS™, TRADITIONAL STORMS AND SCREENS

Spencerworks windows are designed to custom fit your existing window openings. This custom fit includes matching the hanging window stile and rail width to your homes existing windows. Our windows match the architectural features of your home while providing the benefits of a true storm window. It pays to take the time and carefully measure and fit your windows. Properly installed windows will give years of service and add value to your home.

The storm window hangs from the exterior casing by historically replicated hangers. The interior of the storm window rests against the blind stops of your homes window. A space of 1/16" on all sides of the window gives the most desirable appearance and best performance. Caulk and sealing tapes are not necessary and will adversely affect both the performance and durability of the storm window.

NOTE: *The 1/16" space around the window accommodates seasonal expansion and contraction of the window frame and your homes exterior casing. The space at the sill is especially important as it prevents moisture from lingering. When moisture is present for extended periods, the window and trim components may deteriorate over time.*

IMPORTANT: *If you are uncomfortable following the measuring instructions, we recommend having a capable carpenter or contractor do the measuring for you to avoid errors*

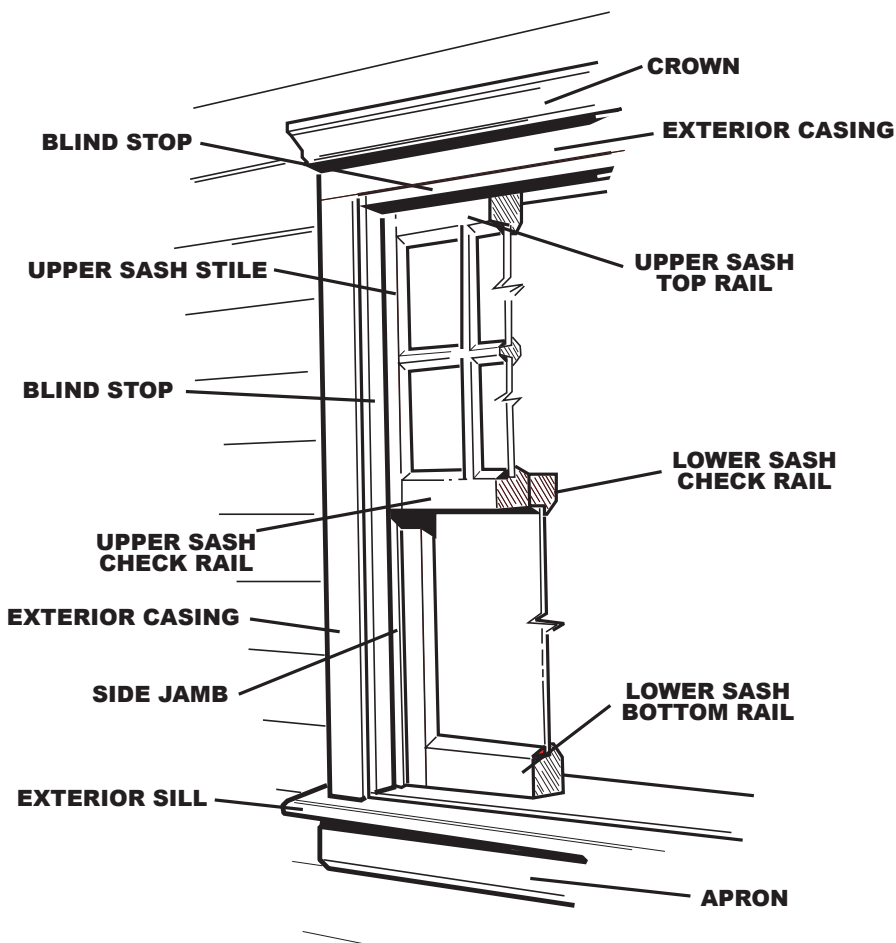


Figure 1

MEASURING YOUR WINDOW

Before measuring windows review figure 1 (above) to familiarize yourself with window terminology. All measurements are taken from the outside facing the house.

DETERMINE IF YOUR WINDOWS ARE SQUARE

At Spencerworks our window is designed to fit and work best when installed with the proper $\frac{1}{16}$ " space. Windows can be tuned to match out of square openings for the best appearance and performance. Before measuring, scrape and remove any paint build-up on your blind stops, exterior casing and sills. Stops, casing and sills should be free of any accumulated materials that will hinder the performance of your new storm window.

- Step 1. Measure the distance diagonally from the corners of the blind stops and the exterior casing. If there is a difference of $\frac{1}{4}$ " or more between these measurements you may want to tune your storm window before installation (see figure 2).
- Step 2. Place a straight edge against the inside edge of the exterior side casing. Bows and humps causing gaps greater than $\frac{1}{2}$ " between the straight edge and the exterior casing may require the storm window to be tuned before installation.

If your window exceeds the above tolerances, you may wish to order your storms oversize. Oversize storms can be trimmed to fit with the optimal $\frac{1}{16}$ " space on each side.

NOTE: *Trimming storm windows to exactly match an out of true opening requires a moderate amount of woodworking skill. While this is possible for an amateur with proper tools, it is advised that a carpenter be hired to trim the window.*

If your windows come painted, you will need to prime and paint those areas that have been trimmed.

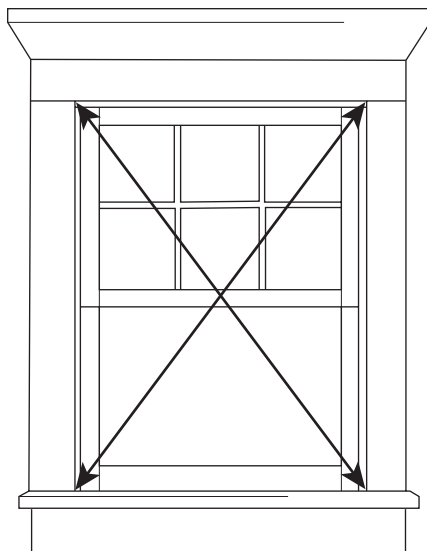


Figure 2

HOW TO MEASURE YOUR WINDOW OPENING

- Step 1. Measure your windows width at three locations (see figure 3) between the inside edge of the exterior side casings, subtract 1/8" from the longest dimension. Record this dimension at **A**(width) on the Measuring Form.
- Step 2. Measure your windows height at two locations (see figure 4) between the bottom of the exterior head casing and the sill, subtract 1/8" from the longest dimension. Record this dimension at **B**(height) on the Measuring Form.

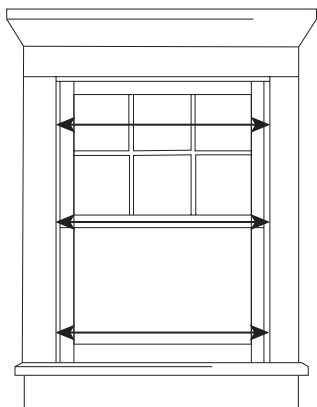


Figure 3

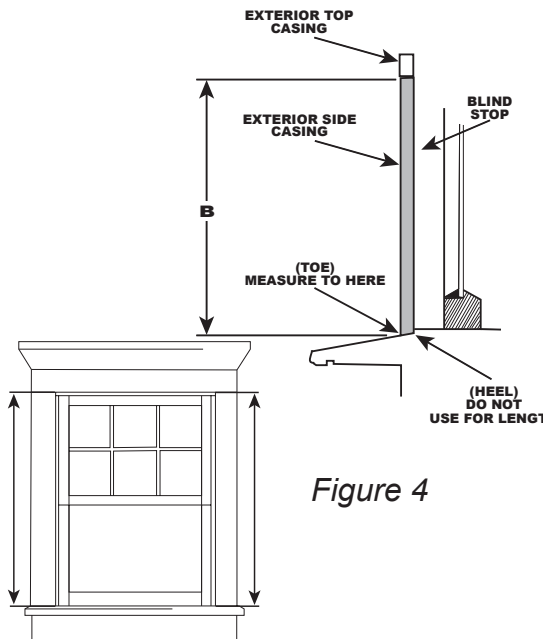


Figure 4

NOTE: Use the **OUTSIDE EDGE** of the Exterior Casing as your measuring point (**DO NOT USE THE BLIND STOP**). Spencerworks All-Season Hanging Windows™ mount flush against the outer edge of the blind stop. The height of the window is equal to the longest dimension of the exterior casings outside edge minus 1/8" (see **B** in figure 4).

NOTE: When ordering windows oversized for trimming added 1/4" to the width found in step one. If you feel that your situation requires more than 1/4" of extra material in the storm window it may be necessary to repair your homes exterior casing to achieve a perfect fit.

FINDING YOUR SILL ANGLE

Finding the sill angle of your homes window allows Spencerworks to custom mill the lower sash rail of your new window for a perfect match.

- Step 1. Place a carpenters square against the side blind stop, with its base resting on the sill (figure 5).
- Step 2. Measure the distance (rise) at point **A**, of the sill from the two inch mark.
- Step 3. Use the chart below to find your sill angle. Record the sill angle at **G** of the Measuring Form.

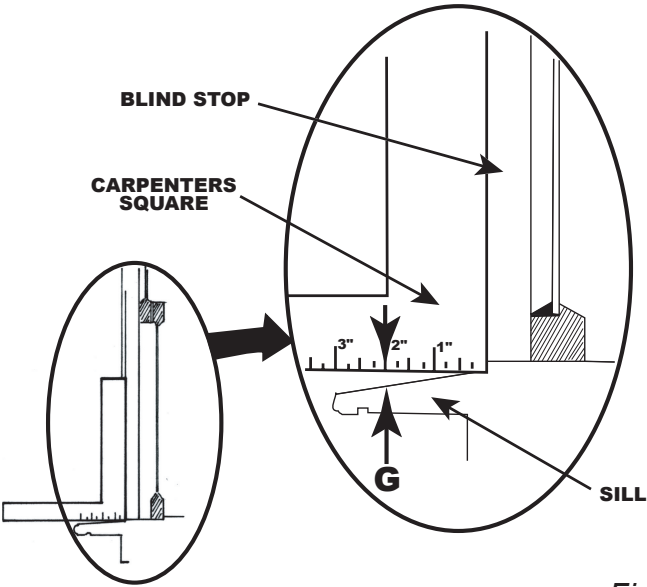


Figure 5

Sill angle Chart

Using the rise found at the 2" mark on your square determine your sill angle

Rise at A	Angle
1/8"	4 ⁰
1/4"	7 ⁰
3/8	11 ⁰
1/2"	14 ⁰

MATCHING OUR STORM WINDOWS TO YOUR HOME

Spencerworks windows are custom made for each window. By determining your homes existing window sash stile and rail width and check rail height we can match your architecture. This step allows us to make the stiles and rails of our window match your window and your home.

- Step 1. Measure your existing windows stile width between the glass pane and the casing (see point **C**, figure 6).
- Step 2. Measure the width of the sill rail of your window (see point **D**, figure 6).
- Step 3. Measure the distance from the exterior casing to the top of the check rail (see point **E**, figure 6).
- Step 4. Measure width of the check rail (see point **F**, figure 6).
- Step 5. Record all the above dimensions on the Measuring Form.

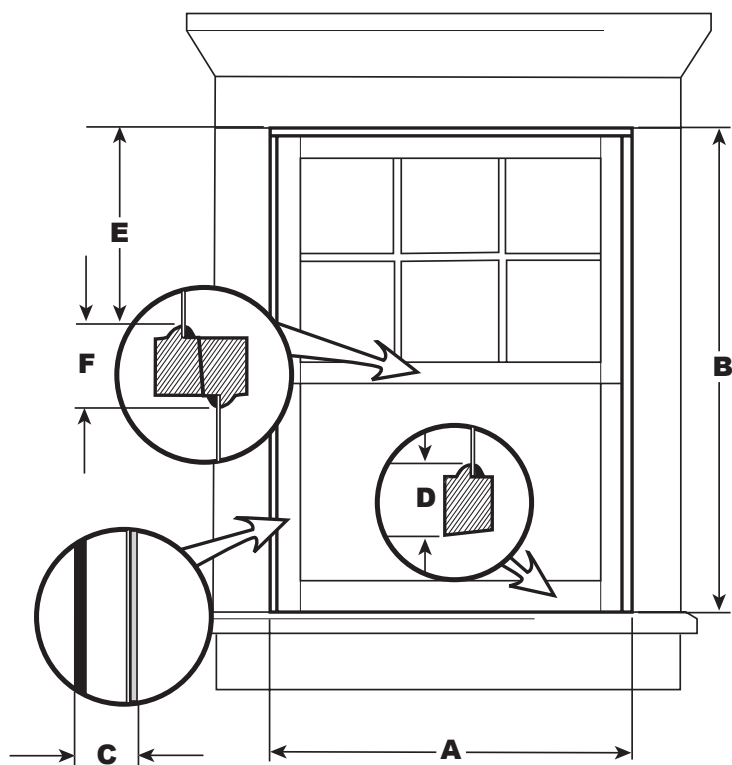


Figure 6

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Measuring Form

PLACING YOUR ORDER

1. Go to www.spencerworks.com and download a Measuring Form.
2. Complete the Measuring Form, be careful to record the information accurately and in the correct column.
3. Using the information you've recorded on the down-loaded form, complete the On-line Order Form or send the completed Measuring Form in as follows. In addition to your measurements, it is important that you fully complete the contact information to facilitate any questions that your project generates.
3. Mail, fax or E-mail the Measuring Form to:
Spencer Works, Inc.
2120 South 7th Street
Lincoln, NE 68502
Fax: 402 474-4214
E-mail info@spencerworks.com
4. Once your measurements have been received, a proposal will be made for your custom windows and returned to you. Proposals take one to two weeks from date of receipt.
5. Upon receiving your proposal and accepting the terms, please confirm by signing the proposal and making the appropriate deposit.
6. Windows will be delivered within 6-8 weeks of confirmation and when the balance has been received.