

Installation and Cleaning of WindowDressers Inserts

Inserts are easy to install. Read the labels on the insert and distribute them around the house according to the locations shown. Some common abbreviations are:

MBR - Master Bedroom KIT - Kitchen BATH - Bathroom BR-UP - Upstairs Bedroom DR -

Dining Room BATH-UP - Upstairs bathroom BR-DN - Downstairs Bedroom LVR - Living Room

BSMT - Basement FDOOR-L - Front Door left DR-E: Dining Room East Wall

If inserts for a room are numbered, such as LIV-1, LIV-2 etc, start to the left of the main entrance and mount them clockwise around the room.

Check around the window frame for obstructions and remove those in the way. Blinds often need to be moved forward. Provide 7/8" space behind them to slide inserts into place and still use the blind.

Installing Inserts

Turn the insert so the labels are facing the outside, lift the insert up to near the top of the window and slide its upper edges into its landing against the upper frame of the window. Push the lower insert to place with a side-to-side shimmy motion. Do not force the inner film against latches on double-hung windows; adjust the insert so that film just clears the latch. A stiff spatula is very helpful to jockey an insert left or right for its final adjustment. A gentle pass along these edges can also help seat the foam edging flat against its landing.

Cleaning Inserts

Plastic film attracts dust. For removal of dust, a micro-fiber cloth or tack cloth available in paint stores can be used. **Do not use bath towels or paper towels; both can scratch plastic film.** If additional cleaning is needed, you can use any spray window cleaner and a micro-fiber cloth. Some have recommended using Sprayway which can be purchased at Lowes. Gentle pressure on the polyolefin areas is not harmful.

Removal and Storage of Your WindowDressers Inserts

WindowDressers Window Inserts are built with wood frames that are shrink-wrapped with almost clear polyolefin film. With proper care, they should last for many years, but they are subject to snags, and caution should be used when installing them, removing them, and storing them.

Removal

Inserts should be gently removed using the special key delivered with your windows. You can also use a spatula> Just slip it between the insert and the window to break the seal. When replacing the Inserts in the fall, pressure should be applied to the wood frames, not the unsupported polyolefin plastic.

Selection of Storage Location

Plan ahead for storage. Go over the route from the window to your storage location staying alert for potential snag points. Any sharp object, table edge, door latch, jewelry, tools, bolts or nails protruding from objects or walls represent a significant hazard. Try and select an area away from foot traffic - a place that will not be subject to having objects around it moved. A dry basement is often a good choice. We suggest standing them on small bubble wrap to prevent moisture from being absorbed. Behind a bookcase or the back of a closet are possibilities, but check to ensure there are no sharp protrusions or snag points. Do not store in closed plastic bags. Air circulation prevents the potential of mildew.

Keep in mind that it is the foam seal around the edge of the window that insures a tight fit. It's important to try and store windows on edge leaning against each other with a small space in between. Do not store windows flat on top of each other. The supporting on-the-ground edge should be on a flat surface so that no dents are made in the foam edging. Small bubble wrap creates a moisture barrier on cement floors and a soft, thin landing. Consider placing an old sheet or cloth over the windows to reduce the dust or debris that may fall on them during the time they are in storage. Post a warning sign noting the inserts vulnerability.

Consider the possibility of leaving some inserts in place during the summer months if you do not plan to open the window. However, do NOT leave inserts in skylights or other south-facing windows exposed to direct summer sun. Excessive heat trapped between the window and the insert can damage its film.

Damage Repair

Small tears and punctures should be repaired immediately with transparent packing tape. Common "Scotch Tape" (and equivalents) do not have sufficient adhesive strength or resistance to yellowing. If a tear is too big, the insert's polyolefin film can be replaced for \$15 each provided you drop off and pick-up the insert. Please bring stripped frames only. White tape is difficult to remove. By cutting thru the Poly to loosen it and pulling at the corner where the white tape begins gives you a better chance of stripping all layers off at one time. The old white tape you can't get off by scraping can be left in place.

WindowDressers Customer Assistance: 207-596-3073