

CHANGING ENTRY DOOR TRANSOM

Tools

- 2-people are recommended to change glass
- Tools and attire you will need/recommended:
 - 2" or wider Tape (duct tape)
 - Stiff blade putty knife
 - 1/2" chisel
 - Utility knife with new blade
 - Cut resistant gloves
 - Safety glasses
 - Long sleeve shirt or other arm protection that goes from wrist to shoulder
 - Glass suction cup is recommended but not necessary
 - Rubber mallet
 - Soft cotton cloth
 - Caulking gun
 - 100% Silicone sealant

Glass Inspection

- Inspecting the replacement glass to ensure it is in good condition
 - If the glass is NOT in good condition alert your Wincore Representative
 - If the glass is good condition, measure the glass and record the measurements for use in later steps

Begin Removal

- Place duct tape on the installed transom glass from corner to corner (x-pattern) before anything is done
 - If the glass breaks, this will help keep the glass in place and not fall out in large shards
- From the interior, remove glass stops using a stiff blade, putty knife

- The glass stops are held in place with brad nails and will likely remain in the stops when prying them loose
 - If the brads are bent, straighten the brad nails as they will go back in the same holes later in the process
 - Begin by removing both left and right height glass stops marking each stop location on the unfinished side of the stop
 - Next, remove the bottom width then the top width, marking each stop location on the unfinished side of the stop
 - Now that the glass can be clearly seen and measured, measure the glass and compare the measurement to the replacement glass
 - If the glass is the correct size, move to the next steps
 - If the glass is NOT the correct size, replace the stops and alert your Wincore Representative to communicate what is incorrect
- From the exterior, cut between the glass and frame releasing the glazing bond
 - Have a person hold the glass as the glazing bond is being cut
 - Cut the heights first and then cut the bottom width and lastly cut the top bond loose
 - The glass is now ready to be removed
 - Clean glazing pocket by removing the tape residue by scraping the tape and silicone off with the 1/2" chisel or putty knife
 - Once the glazing pocket is free of debris, center a 1/8" continuous bead of silicone around the glazing bed
 - The glass is now ready to be set

Setting the Glass and replacing glass stops

- Tip the glass into position placing the bottom of the glass in the pocket first
- Now, tip the top of the glass into the glazing pocket and press firmly into position
- Using a rubber mallet and soft cloth to protect the finish replace the glass stops
- Begin with the top glass stop being sure to align the brad holes from when the stop was removed
- Tap the stop in place making sure it is presents flush and is fully seated
- Next, replace the bottom stop using the same care

- Then, replace the heights using the same care
- Remove any silicone squeeze out from the interior
- Remove any silicone squeeze out from the exterior
- You are now complete