

# How-To

## Remove and Replace ODL Glass and Screw Frames

**Functional Area:** Production

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**Work Center:** Field Service

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**Parts and Equipment needed:** Review new Screw Frames and glass (if glass is being replaced) for any defects prior to installation.

**Parts:** glass frames – glass (if being replaced), screw plugs

**Equipment:** Phillips head screw driver, long blade utility knife, clear silicone caulk, caulk gun, plastic squeegee (about a wide as your thumb), glass cleaner, shop rags or paper towels

**Step 1: Prepare the unit:** If the glass to be changed is in the hinge side sidelight, remove the hinge pins from the door and remove the door from the opening. The door can remain in place if the glass to be changed is in the strike side sidelight or in the door.

**Step 2: Remove the glass frames:** Working on the interior of the door locate and remove the glass plugs from the glass frame by turning a drywall screw or wood screw into the center of the screw plug (Figure 1 & 2). Using a Philips head screw driver loosen each screw about 2 full turns; **do not remove the screws completely at this point.**



Figure 1 Remove screw plugs



Figure 2 Remove screw plugs

Insert the blade of a utility knife between the glass and the glass frame and cut the caulk that was used to seal the glass frames to the glass (Figure 3). Insert the blade of the knife between the glass frames and the door and cut the caulk used to seal the glass frame to the door (Figure 4).

**Care must be used not to scratch the glass or the door.** Move to the exterior of the unit and cut the caulk between the glass frames and the glass and the glass frames and the door.

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Figure 3 Cut caulk between frames and glass



Figure 4 Cut caulk between frames and door

Remove the screws from the sides and top of the glass frames. **The glass will need to be supported from the interior and exterior to prevent it from falling out.** Carefully removed the glass from the frames and set aside (Figure 5). Remove the bottom screws and remove both glass frames from the opening.

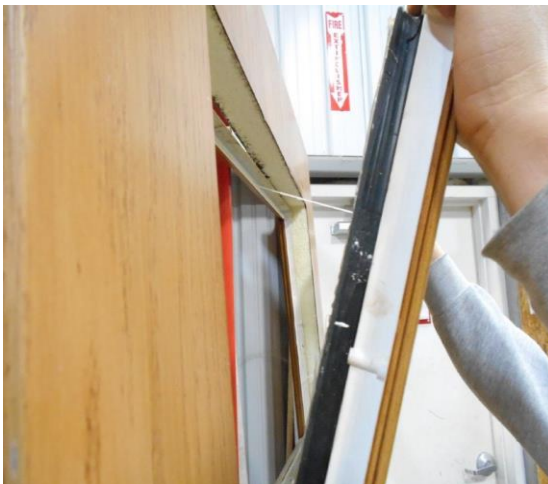


Figure 5 Remove the glass and set aside

Remove old caulk from glass, door and glass frames (if being reused), care must be taken not to scratch the glass, glass frames or door. To get a good seal it is important that all old caulk be removed before re-glazing the glass frames and the glass.

**Step 3: Prepare the New Glass Frames:** Lay the glass frames face down and locate the two glazing channels on each glass frame (Figure 6). Dispense a 1/8" bead of clear silicone caulk into each glazing channel all the way around the glass frames (Figure 7).

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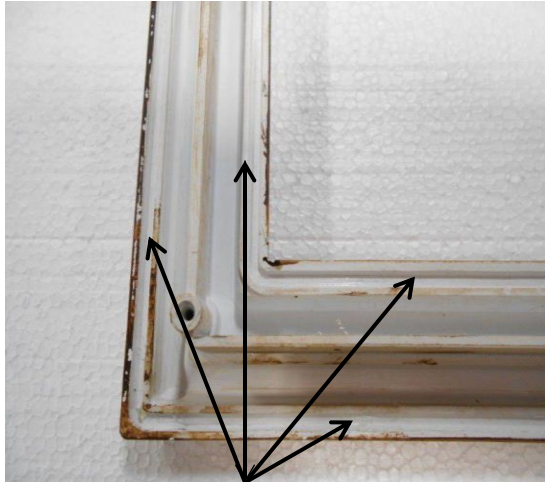


Figure 6 Glazing channels

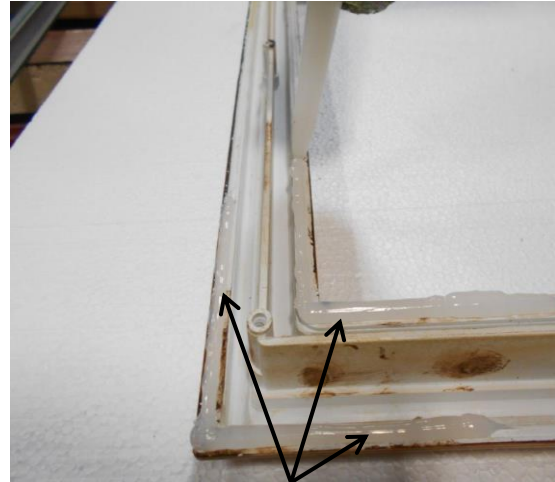


Figure 7 1/8" bead of caulk

**Step 4: Install the New Glass Frames:** Locate the exterior glass frame (no screw holes on the face of the frame) and insert it into the exterior of the opening. Frame will need to be supported to prevent it from falling out. Position the interior glass frame into the opening and start 2 of the screws on the bottom the glass frames. Insert the glass between the glass frames. Insert the remaining screws; tighten by hand only until the interior and exterior glass frames make contact with the door and the glass. **Do not over tighten.**

**Step 5: Clean Up Caulk Squeeze Out:** Spray the interior and exterior surface of the glass and door around the frames with window cleaner, this will prevent the caulk from sticking while it is cleaned up (Figure 8). Using a plastic squeegee remove the caulk squeeze out. Use a soft cotton cloth or paper towel and window cleaner to remove any caulk left behind.



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Figure 8 Remove excess caulk

**Step 6: Installing Screw Plugs:** Insert a screw plug into each screw hole on the interior glass frames by aligning the contours of the screw plug with the contours of the glass frame and pushing the plug in as far as it will go (Figure 9). Tap the plug in the rest of the way using a hammer and flat metal punch or small block of wood (Figure 10).



Figure 9 Install screw plugs

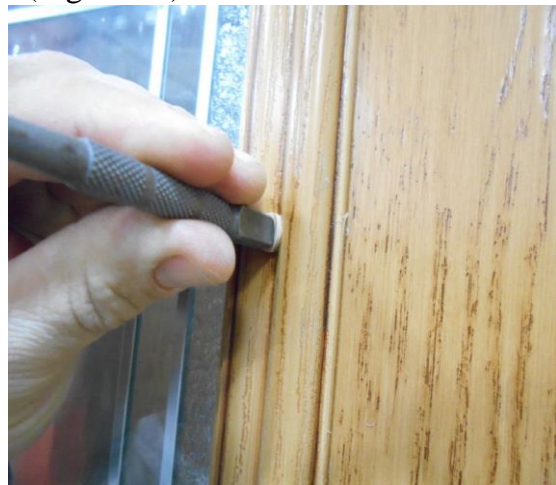


Figure 10 Tap screw plug into place

Apply a small amount of touch up stain or paint to the screw plug, use a cotton swab to spread and blend the color (Figure 11& 12).

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Figure 11 Apply touch up to screw plug

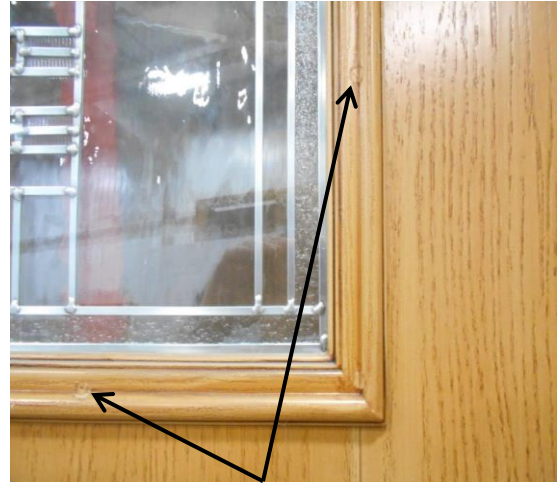


Figure 12 Blend color