

ISSUE: Permit to Demolish/Capsulate (partial) and Certificate of Appropriateness for alterations

APPLICANT: GSSI – Jose Blanco

LOCATION: Old and Historic Alexandria District
323 South Washington Street

ZONE: CD/Commercial Downtown Zone

STAFF RECOMMENDATION

Staff recommends approval of the Permit to Demolish/Capsulate (partial) and Certificate of Appropriateness for alterations with the following conditions:

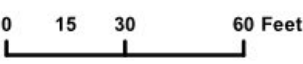
1. That the proposed doors comply with *Alexandria New and Replacement Window Performance Specifications in the Historic Districts*.
2. The applicant follows the recommendations of Alexandria Archaeology.

GENERAL NOTES TO THE APPLICANT

1. **APPEAL OF DECISION:** In accordance with the Zoning Ordinance, if the Board of Architectural Review denies or approves an application in whole or in part, the applicant or opponent may appeal the Board's decision to City Council on or before 14 days after the decision of the Board.
2. **COMPLIANCE WITH BAR POLICIES:** All materials must comply with the BAR's adopted policies unless otherwise specifically approved.
3. **BUILDING PERMITS:** Most projects approved by the Board of Architectural Review require the issuance of one or more construction permits by Department of Code Administration (including signs). The applicant is responsible for obtaining all necessary construction permits after receiving Board of Architectural Review approval. Contact Code Administration, Room 4200, City Hall, 703-746-4200 for further information.
4. **ISSUANCE OF CERTIFICATES OF APPROPRIATENESS AND PERMITS TO DEMOLISH:** Applicants must obtain a copy of the Certificate of Appropriateness or Permit to Demolish PRIOR to applying for a building permit. Contact BAR Staff, Room 2100, City Hall, 703-746-3833, or preservation@alexandriava.gov for further information.
5. **EXPIRATION OF APPROVALS NOTE:** In accordance with Sections 10-106(B), 10-206(B) and 10-307 of the Zoning Ordinance, any Board of Architectural Review approval will expire 12 months from the date of issuance if the work is not commenced and diligently and substantially pursued by the end of that 12-month period.
6. **HISTORIC PROPERTY TAX CREDITS:** Applicants performing extensive, certified rehabilitations of historic properties may separately be eligible for state and/or federal tax credits. Consult with the Virginia Department of Historic Resources (VDHR) prior to initiating any work to determine whether the proposed project may qualify for such credits.



BAR #2020-00528 & BAR #2020-00534
323 South Washington Street



Note: *Staff coupled the applications for a Permit to Demolish (BAR #2020-00528) and Certificate of Appropriateness (BAR #2020-00534) for clarity and brevity. The Permit to Demolish requires a roll call vote.*

I. APPLICANT'S PROPOSAL

The applicant requests a Permit to Demolish/Capsulate (partial) and Certificate of Appropriateness to add an external steel staircase at the rear/west elevation and alterations, at 323 South Washington Street.

Permit to Demolish/Capsulate

The project calls for the demolition of approximately 63 square feet of historic wall fabric to accommodate three new doors on the rear/west elevation.

Certificate of Appropriateness

Alterations

The applicant is proposing to install a steel staircase at the property's rear/west elevation to give exterior access to the building's second and third stories. The staircase will be approximately 7'-0" wide by 10'-10" long and 24'-0 ¾" high. The proposed new rear Jeld-Wen multi-light doors on the second and third stories will each have an electrical light fixture on the side; the doors and staircase will be visible from Wolfe Street. The third, basement, door will be below grade therefore not visible from a public way.

There will be no changes to the east and south elevations.

Site context

The subject property is the second building in on the northwest corner of the South Washington and Wolfe streets intersection. The building's rear/west elevation is visible from Wolfe Street (Figure 1).



Figure 1- West/rear elevation visible from Wolfe Street

II. HISTORY

According to Ethelyn Cox in her book Historic Alexandria Virginia Street by Street, the buildings at 321 and 323 South Washington Street were built by Robert H. Miller on land bought in 1853. A deed of 1859 conveying 323 to Miller's son Elisha described it as "one of the two brick tenements recently erected by the said Robert H. Miller." Miller owned a large store on King specializing in china and glassware. A man of considerable culture, he served as a Trustee of the Female Orphan Asylum, as president of the Alexandria Water Company, and as the first president of the Citizen's National Bank when it was organized in 1870. In November 1865, Edward S. Hough purchased 321 for \$4,500. Photograph 1960, first floor was later altered. (Figure 2)

The three bay, three-story, brick, side gabled roof building with Italianate features was built **ca. 1855**. The building features dentiled cornice with brackets, two-over-two light configuration windows on the main block and six-over-six on the building's ell. The building has been altered, a bay window was installed, and the main entrance door removed from the building's façade, first floor. The entrance is now accessed through the south elevation.



Figure 2- 321 and 323 Washington Street, 1960

Previous BAR Approvals

BAR approval for signage on October 4, 1978 and BAR2004-00136 also for signage on June 22, 2004.

III. ANALYSIS

Permit to Demolish/Capsulate

In considering a Permit to Demolish/Capsulate, the Board must consider the following criteria set forth in the Zoning Ordinance, §10-105(B), which relate only to the subject property and not to neighboring properties. The Board has purview of the proposed demolition/capsulation regardless of visibility.

Standard	Description of Standard	Standard Met?
(1)	Is the building or structure of such architectural or historical interest that its moving, removing, capsulating or razing would be to the detriment of the public interest?	No
(2)	Is the building or structure of such interest that it could be made into a historic shrine?	No

(3)	Is the building or structure of such old and unusual or uncommon design, texture and material that it could not be reproduced or be reproduced only with great difficulty?	No
(4)	Would retention of the building or structure help preserve the memorial character of the George Washington Memorial Parkway?	N/A (demo areas not visible from Parkway)
(5)	Would retention of the building or structure help preserve and protect an historic place or area of historic interest in the city?	No
(6)	Would retention of the building or structure promote the general welfare by maintaining and increasing real estate values, generating business, creating new positions, attracting tourists, students, writers, historians, artists and artisans, attracting new residents, encouraging study and interest in American history, stimulating interest and study in architecture and design, educating citizens in American culture and heritage, and making the city a more attractive and desirable place in which to live?	No

In the opinion of staff, none of the criteria for demolition and capsulation are met in this case and the Permit to Demolish/Capsulate should be granted. The Board routinely approves changes to historic properties rear as property owners seek to create interior modern living spaces. In addition, the existing rear elevation does not exhibit a high level of design or architectural detail and the proposed changes could be reversed easily in the future.

Certificate of Appropriateness

The *Design Guidelines* states that the goal of the Board is to balance accessibility with historic preservation and that accessibility structures should not hide, obscure, or cause the removal of the historic architectural details. The proposed steel staircase will be placed at the rear of the building and is distinguishable from the existing building. Staff believes that it will have no significant impact on the integrity of main historic building as it can be easily removed in the future.

The proposed alterations are intended to allow for exterior access to the second and third stories as the first level is going to be a restaurant (SUP2020-00019) and the upper floors, residential. Even though the applicant has included the Jeld-Wen doors' installation specifications, staff could not verify the proposed doors material and glazing specifications, therefore staff recommends conditioning the approval on compliance with the *Alexandria New and Replacement Window Performance Specifications* for the two doors on the west elevation which will be visible from the public way.

With the conditions above, staff recommends approval of the project. Staff notes the recommendations of Alexandria Archaeology.

STAFF

Marina Novaes, Historic Preservation Planner, Planning & Zoning

Tony LaColla, AICP, Land Use Services Division Chief, Planning & Zoning

IV. CITY DEPARTMENT COMMENTS

Legend: C- code requirement R- recommendation S- suggestion F- finding

Zoning

F-1 Proposed rear stairs and alterations comply with zoning.

C-1 The property currently is commercial on the main floor with two accessory apartments located above. Per section 4-508, the apartments are “categorized as nonresidential for the purpose of applying the area and bulk regulations”.

C-2 The property’s primary use is commercial and therefore, per section 4-506, there are no open space requirements. However, the proposed rear stairs will decrease open space, which may limit the applicant’s ability to convert to a residential use in the future.

C-3 The proposed stairs are excluded from FAR.

Code Administration

R-1 This is a mixed-use structure. It is recommended that you acquire a Code consultation as soon as possible to determine feasibility.

C-1 A building permit and plan review are required prior to the start of construction.

Transportation and Environmental Services

R-1 The building permit must be approved and issued prior to the issuance of any permit for demolition, if a separate demolition permit is required. (T&ES)

R-2 Applicant shall be responsible for repairs to the adjacent city right-of-way if damaged during construction activity. (T&ES)

R-3 No permanent structure may be constructed over any existing private and/or public utility easements. It is the responsibility of the applicant to identify any and all existing easements on the plan. (T&ES)

F-1 After review of the information provided, an approved grading plan is not required at this time. Please note that if any changes are made to the plan it is suggested that T&ES be included in the review. (T&ES)

C-1 The applicant shall comply with the City of Alexandria’s Solid Waste Control, Title 5, Chapter 1, which sets forth the requirements for the recycling of materials (Sec. 5-1-99). (T&ES)

- C-2 The applicant shall comply with the City of Alexandria's Noise Control Code, Title 11, Chapter 5, which sets the maximum permissible noise level as measured at the property line. (T&ES)
- C-3 Roof, surface and sub-surface drains be connected to the public storm sewer system, if available, by continuous underground pipe. Where storm sewer is not available applicant must provide a design to mitigate impact of stormwater drainage onto adjacent properties and to the satisfaction of the Director of Transportation & Environmental Services. (Sec.5-6-224) (T&ES)
- C-4 All secondary utilities serving this site shall be placed underground. (Sec. 5-3-3) (T&ES)
- C-5 Any work within the right-of-way requires a separate permit from T&ES. (Sec. 5-2) (T&ES)
- C-6 All improvements to the city right-of-way such as curbing, sidewalk, driveway aprons, etc. must be city standard design. (Sec. 5-2-1) (T&ES)

Alexandria Archaeology

- F-1 Robert H. Miller had the house standing on this property built for him in the 1850s, both 321 and 323 S. Washington St. The Union Army seized the property at the beginning of the Civil War and used the building to house soldiers and Freedmen and Freedwomen. For several months in 1863 and 1864 the unit at 321 S. Washington St. was used as a hospital, and then reverted into housing for free Blacks. For several years until the end of the war, officials working for the Freedmen's Bureau used the unit at 323 S. Washington St. as office space. After the war Miller regained ownership of his house, and immediately sold the north unit to Edward S. Hough in 1865. This property has the potential to yield significant information pertaining to mid-century Alexandria, the Union occupation of the City, and the lives of free Black citizens during the war.
- R-1 Call Alexandria Archaeology (703/746-4399) two (2) weeks before the starting date of any ground disturbance so that an inspection or monitoring schedule for City archaeologists can be arranged. The language noted above shall be included on all Final Site Plan sheets involving any ground disturbing activities. (Archaeology)
- R-2 Call Alexandria Archaeology immediately (703-746-4399) if any buried structural remains (wall foundations, wells, privies, cisterns, etc.) or concentrations of artifacts are discovered during development. Work must cease in the area of the discovery until a City archaeologist comes to the site and records the finds. The language noted above shall be included on all Final Site Plan sheets involving any ground disturbing activities. (Archaeology)
- R-3 The applicant shall not allow any metal detection and/or artifact collection to be conducted on the property, unless authorized by Alexandria Archaeology. Failure to comply shall

result in project delays. The language noted above shall be included on all Final Site Plan sheets involving any ground disturbing activities. (Archaeology)

V. ATTACHMENTS

- 1 – Application for BAR 2020-00528 & 2020-00534: 323 South Washington Street*
- 2 – Supplemental Materials*

ADDRESS OF PROJECT: 323 S Washington StreetDISTRICT: ☒ Old & Historic Alexandria ☐ Parker – Gray ☐ 100 Year Old BuildingTAX MAP AND PARCEL: 11337000ZONING: CDAPPLICATION FOR: *(Please check all that apply)*☒ CERTIFICATE OF APPROPRIATENESS☒ PERMIT TO MOVE, REMOVE, ENCAPSULATE OR DEMOLISH*(Required if more than 25 square feet of a structure is to be demolished/impacted)*☐ WAIVER OF VISION CLEARANCE REQUIREMENT and/or YARD REQUIREMENTS IN A VISION CLEARANCE AREA (Section 7-802, Alexandria 1992 Zoning Ordinance)☐ WAIVER OF ROOFTOP HVAC SCREENING REQUIREMENT
*(Section 6-403(B)(3), Alexandria 1992 Zoning Ordinance)*Applicant: ☐ Property Owner ☒ Business *(Please provide business name & contact person)*Name: GSSI - Jose BlancoAddress: 6920 Braddock Road Unit 655City: Annandale State: VA Zip: 22003Phone: 7039876810 E-mail: robert@greenssi.comAuthorized Agent *(if applicable)*: ☐ Attorney ☐ Architect ☐ _____

Name: _____

Phone: _____

E-mail: _____

Legal Property Owner:

Name: Delicious Deli LLCAddress: 7201 Byrneley LaneCity: Annadale State: VA Zip: 22003Phone: _____ E-mail: yujong21@yahoo.com

- ☐ Yes ☒ No **Is there an historic preservation easement on this property?**
- ☐ Yes ☐ No If yes, has the easement holder agreed to the proposed alterations?
- ☐ Yes ☐ No Is there a homeowner's association for this property?
- ☐ Yes ☐ No If yes, has the homeowner's association approved the proposed alterations?

If you answered yes to any of the above, please attach a copy of the letter approving the project.

NATURE OF PROPOSED WORK: *Please check all that apply*

- ☐ NEW CONSTRUCTION
☒ EXTERIOR ALTERATION: *Please check all that apply.*
- | | | | |
|---|---|---|-----------------------------------|
| <input type="checkbox"/> awning | <input type="checkbox"/> fence, gate or garden wall | <input type="checkbox"/> HVAC equipment | <input type="checkbox"/> shutters |
| <input checked="" type="checkbox"/> doors | <input type="checkbox"/> windows | <input type="checkbox"/> siding | <input type="checkbox"/> shed |
| <input checked="" type="checkbox"/> lighting | <input type="checkbox"/> pergola/trellis | <input type="checkbox"/> painting unpainted masonry | |
| <input checked="" type="checkbox"/> other _____ Steel staircase | | | |
- ☐ ADDITION
☒ DEMOLITION/ENCAPSULATION
☐ SIGNAGE

DESCRIPTION OF PROPOSED WORK: *Please describe the proposed work in detail (Additional pages may be attached).*

The upper two levels of the town home are being used as residential spaces, but the only access to the units is from a central staircase on the first floor. We want to get rid of the interior staircase in order to open the first floor for retail space. The new access to the two residential units would be from the proposed doors on the back of the building. We want to install a total of three doors. One into the basement level, which would be dug out as shown in the drawings. The second door is on the second level, the third door is on the 3rd level. The 2 upper doors would be accessed from a new black steel staircase.
 All 3 doors would have a light on the exterior.

SUBMITTAL REQUIREMENTS:

Items listed below comprise the **minimum supporting materials** for BAR applications. Staff may request additional information during application review. Please refer to the relevant section of the *Design Guidelines* for further information on appropriate treatments.

Applicants must use the checklist below to ensure the application is complete. Include all information and material that are necessary to thoroughly describe the project. Incomplete applications will delay the docketing of the application for review. Pre-application meetings are required for all proposed additions. All applicants are encouraged to meet with staff prior to submission of a completed application.

Demolition/Encapsulation : *All applicants requesting 25 square feet or more of demolition/encapsulation must complete this section. Check N/A if an item in this section does not apply to your project.*

- N/A
- ☐ ☒ Survey plat showing the extent of the proposed demolition/encapsulation.
☐ ☒ Existing elevation drawings clearly showing all elements proposed for demolition/encapsulation.
☐ ☒ Clear and labeled photographs of all elevations of the building if the entire structure is proposed to be demolished.
☐ ☒ Description of the reason for demolition/encapsulation.
☐ ☒ Description of the alternatives to demolition/encapsulation and why such alternatives are not considered feasible.

Additions & New Construction: *Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. Check N/A if an item in this section does not apply to your project.*

- ☐ ☒ ^{N/A} Scaled survey plat showing dimensions of lot and location of existing building and other structures on the lot, location of proposed structure or addition, dimensions of existing structure(s), proposed addition or new construction, and all exterior, ground and roof mounted equipment.
- ☐ ☒ FAR & Open Space calculation form.
- ☐ ☒ Clear and labeled photographs of the site, surrounding properties and existing structures, if applicable.
- ☐ ☒ Existing elevations must be scaled and include dimensions.
- ☐ ☒ Proposed elevations must be scaled and include dimensions. Include the relationship to adjacent structures in plan and elevations.
- ☐ ☒ Materials and colors to be used must be specified and delineated on the drawings. Actual samples may be provided or required.
- ☐ ☒ Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- ☐ ☒ For development site plan projects, a model showing mass relationships to adjacent properties and structures.

Signs & Awnings: *One sign per building under one square foot does not require BAR approval unless illuminated. All other signs including window signs require BAR approval. Check N/A if an item in this section does not apply to your project.*

- ☐ ☒ ^{N/A} Linear feet of building: Front: _____ Secondary front (if corner lot): _____.
- ☐ ☒ Square feet of existing signs to remain: _____.
- ☐ ☒ Photograph of building showing existing conditions.
- ☐ ☒ Dimensioned drawings of proposed sign identifying materials, color, lettering style and text.
- ☐ ☒ Location of sign (show exact location on building including the height above sidewalk).
- ☐ ☒ Means of attachment (drawing or manufacturer's cut sheet or bracket if applicable).
- ☐ ☒ Description of lighting (if applicable). Include manufacturer's cut sheet for any new lighting fixtures and information detailing how it will be attached to the building's facade.

Alterations: *Check N/A if an item in this section does not apply to your project.*

- ☒ ☒ ^{N/A} Clear and labeled photographs of the site, especially the area being impacted by the alterations, all sides of the building and any pertinent details.
- ☒ ☐ Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- ☒ ☐ Drawings accurately representing the changes to the proposed structure, including materials and overall dimensions. Drawings must be to scale.
- ☐ ☒ An official survey plat showing the proposed locations of HVAC units, fences, and sheds.
- ☐ ☒ Historic elevations or photographs should accompany any request to return a structure to an earlier appearance.

ALL APPLICATIONS: *Please read and check that you have read and understand the following items:*

- ☒ I have submitted a filing fee with this application. (Checks should be made payable to the City of Alexandria. Please contact staff for assistance in determining the appropriate fee.)
 - ☒ I understand the notice requirements and will return a copy of the three respective notice forms to BAR staff at least five days prior to the hearing. If I am unsure to whom I should send notice I will contact Planning and Zoning staff for assistance in identifying adjacent parcels.
 - ☒ I, the applicant, or an authorized representative will be present at the public hearing.
 - ☒ I understand that any revisions to this initial application submission (including applications deferred for restudy) must be accompanied by the BAR Supplemental form and revised materials.
-

The undersigned hereby attests that all of the information herein provided including the site plan, building elevations, prospective drawings of the project, and written descriptive information are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the 1992 Alexandria City Zoning Ordinance, on the property which is the subject of this application. The undersigned also hereby authorizes the City staff and members of the BAR to inspect this site as necessary in the course of research and evaluating the application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

APPLICANT OR AUTHORIZED AGENT:Signature: Joe BlancoPrinted Name: Joe BlancoDate: 10/15/2020

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

1. Applicant. State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. Jose Blanco	6920 Braddock Road Unit 655 Annandale VA 22003	100%
2.		
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at 323 S Washington Street (address), unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1. James Jung	7201 Byrneley Lane Annandale VA	100%
2.		
3.		

3. Business or Financial Relationships. Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is required to disclose **any** business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review.

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1. n/a		
2.		
3.		

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

10/15/20


Date

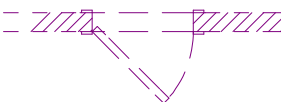
Jose Blanco


Printed Name

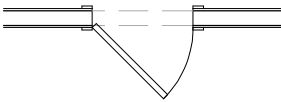
Jose Blanco
Signature

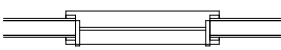
CONSTRUCTION LEGEND


 DEMO WALL


 DEMO DOOR
(DASHED)

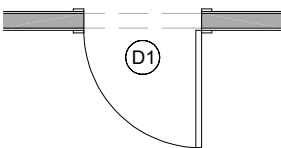
 DEMO WINDOW
(DASHED)

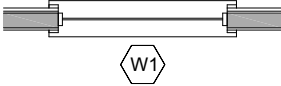
 EXISTING DOOR
TO REMAIN

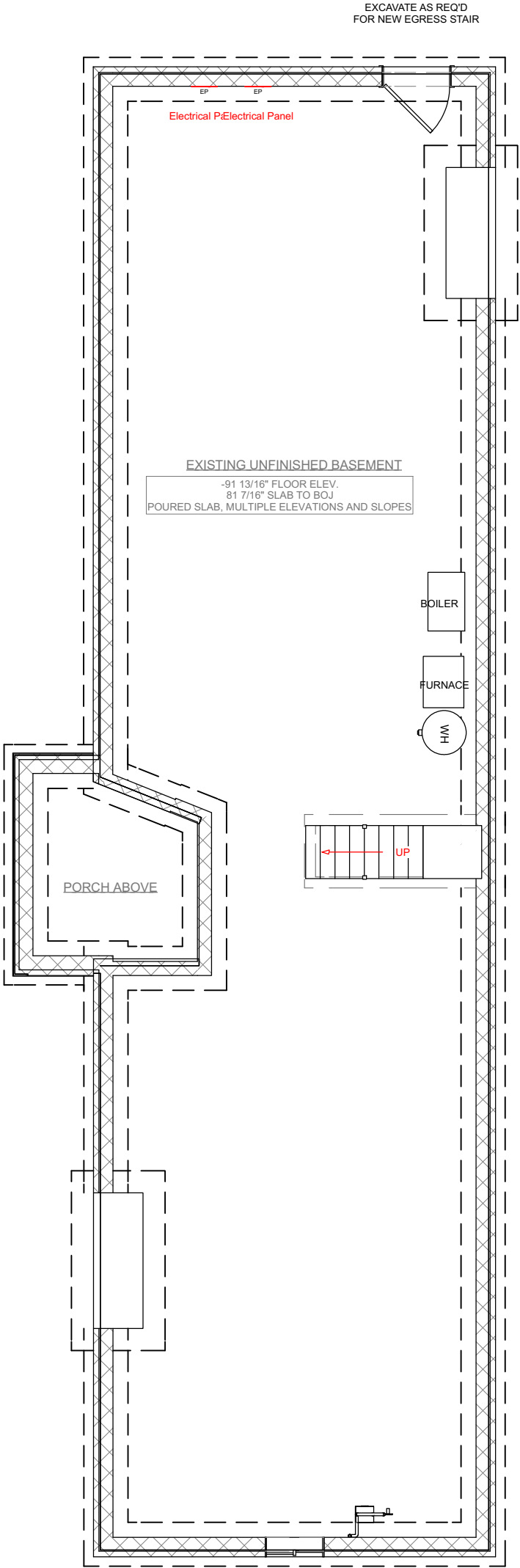
 EXISTING WINDOW
TO REMAIN

 EXISTING WALL
TO REMAIN

 NEW WALL
(GREY FILL)

 NEW DOOR
(D1)

 NEW WINDOW
(W1)



BASEMENT: AS BUILT + DEMO PLAN
SCALE: 5/32" = 1'-0"



Green Services Solutions, Inc.
"Remodeling with your expectations"

6920 Braddock Rd #B655
Annandale, VA 22003
703.203.5557

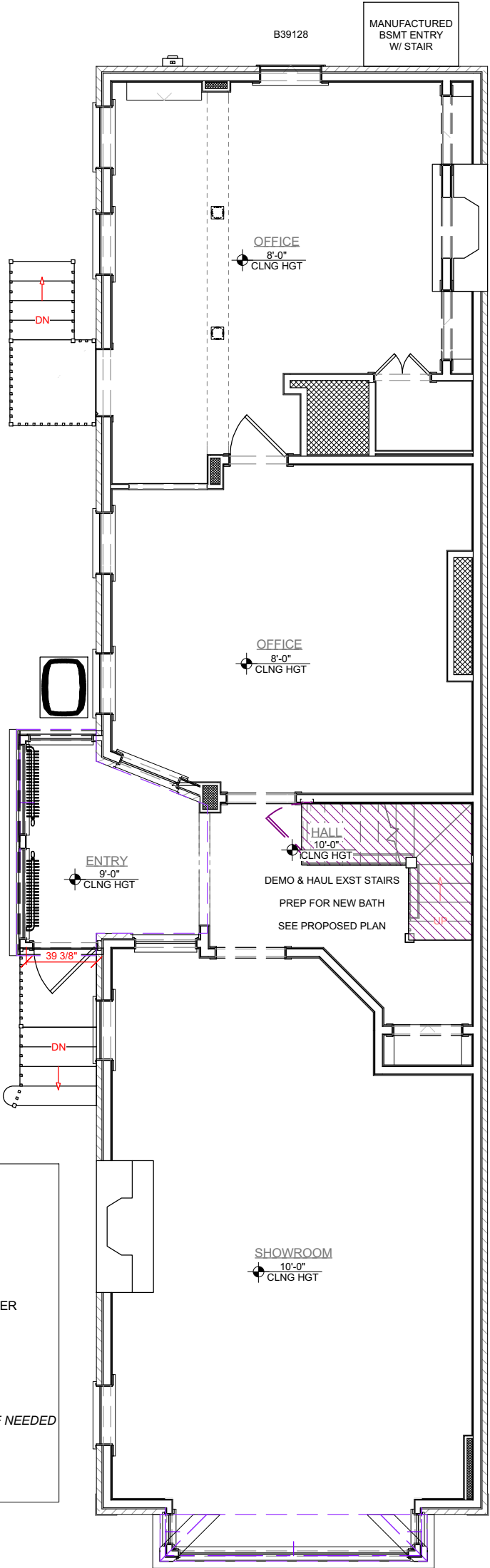
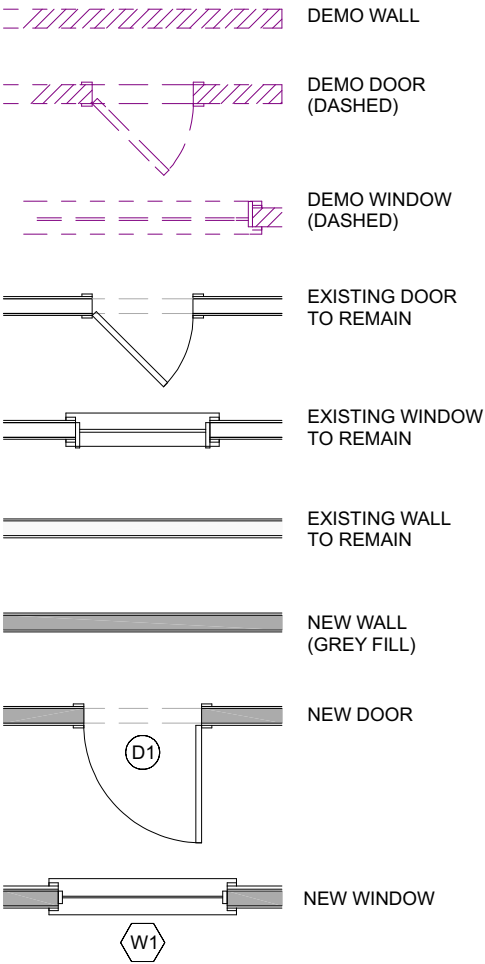
DRAWING:
BASEMENT: AS BUILT + DEMO PLAN

Jung 1 Mixed Use
323 S Washington Street
Alexandria, VA 22315

SUBMISSION:
PRELIM BAR SUBMITTAL

Standards of Construction drawings are and shall remain the sole property of GSSI and use other than GSSI projects shall not be permitted without express written consent from GSSI. These documents are not to be changed or reproduced in any form.

CONSTRUCTION LEGEND




STRUCTURE NOTES:
FLOOR JOISTS - VERIFY AS NEEDED
2x10 @ 16" O.C IN BASEMENT.
VERIFY UPPER FLOORS

WALLS:
INTERIOR:
2x FRAME WALLS WITH PLASTER AND LATHE
EXTERIOR:
ASSUMED 2x FRAME *(verify as necessary)* WITH BRICK VENEER

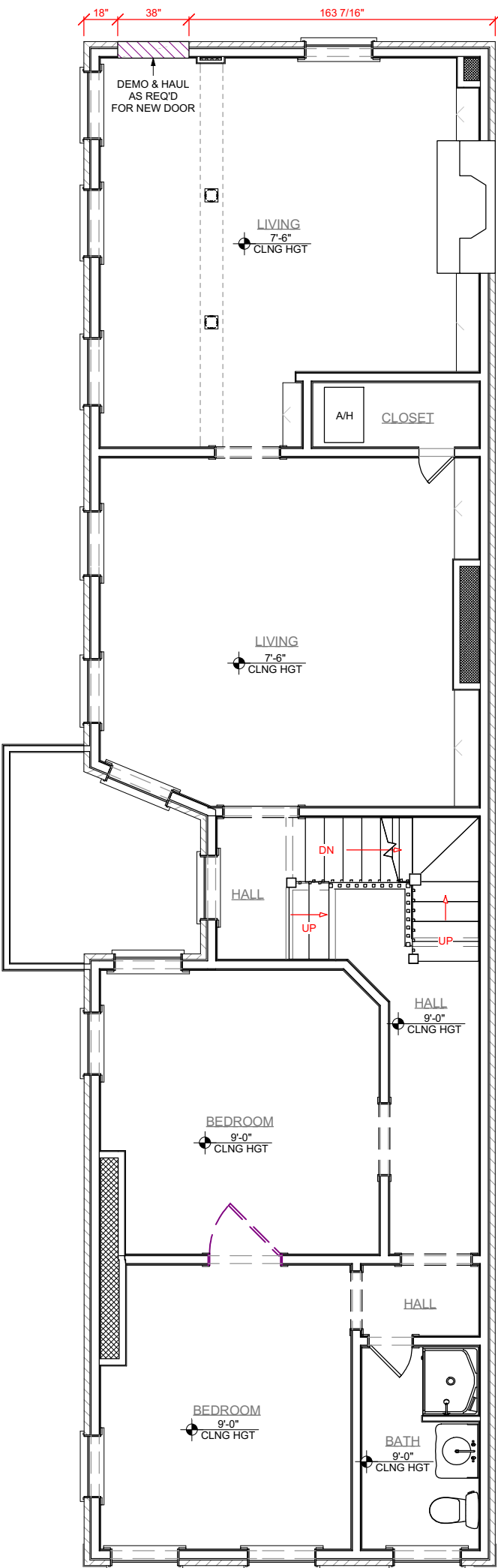
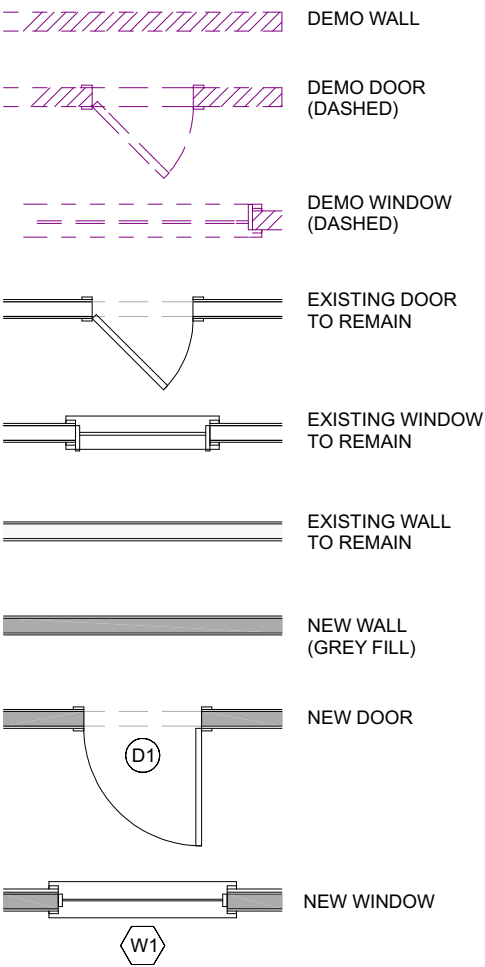
ROOF:
MAIN STRUCTURE 2x6 RAFTERS @ ±24" O.C.
2x6 RIDGE
2x6 CEILING JOISTS
PLANK ROOF DECK
COMPOSITE AND MEMBRANE ROOF
FLAT/SHALLOW ROOF PITCH STRUCTURE, MUST VERIFY IF NEEDED

FOUNDATION:
CMU & MASONRY WALLS
POURED SLAB, MULTIPLE ELEVATIONS THROUGHOUT
NO STRUCTURAL BEAMS FOUND


FIRST FLOOR: AS BUILT + DEMO PLAN
SCALE: 5/32" = 1'-0"

<div><p>Green Services Solutions, Inc. "Remodeling with your expectations"</p><p>6920 Braddock Rd #B655 Annandale, VA 22003 703.203.5557</p></div>		DRAWING: FIRST FLOOR: AS BUILT + DEMO PLAN	SUBMISSION: PRELIM BAR SUBMITTAL	PAGE 2 DATE 10/15/2020
		Jung 1 Mixed Use 323 S Washington Street Alexandria, VA 22315 16	Standards of Construction drawings are and shall remain the sole property of GSSI and use other than GSSI projects shall not be permitted without express written consent from GSSI. These documents are not to be changed or reproduced in any form.	

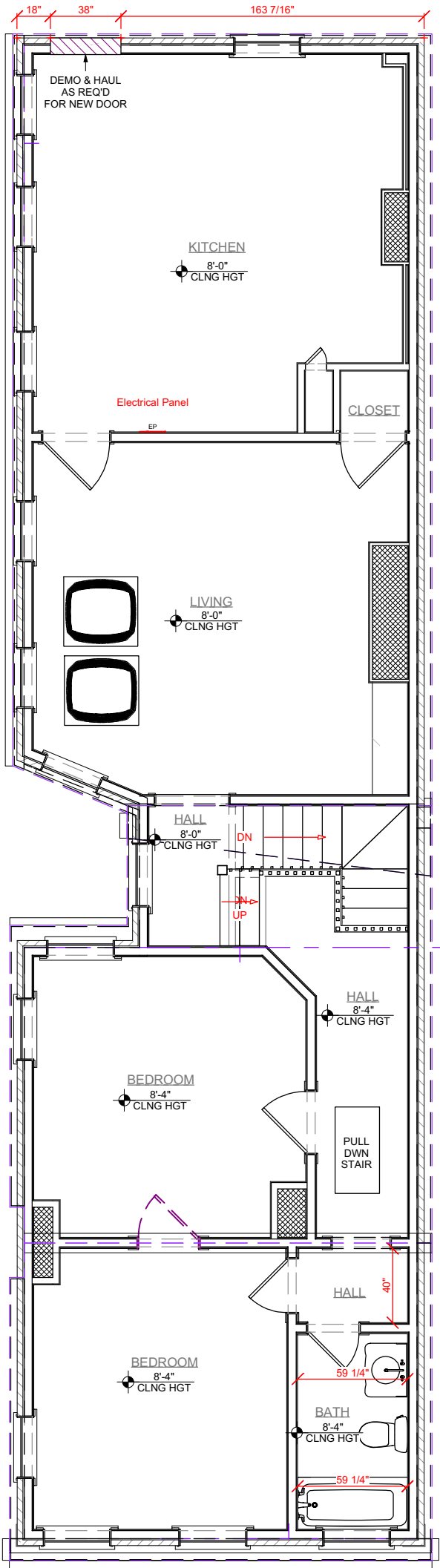
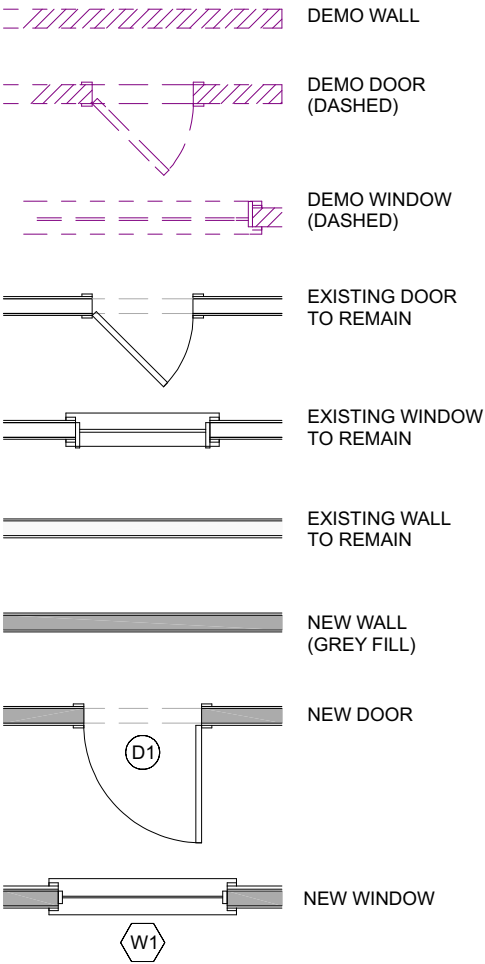
CONSTRUCTION LEGEND



SECOND FLOOR: AS BUILT + DEMO PLAN
SCALE: 5/32" = 1'-0"


<div><p>Green Services Solutions, Inc. "Remodeling with your expectations"</p><p>6920 Braddock Rd #B655 Annandale, VA 22003 703.203.5557</p></div>		<div>DRAWING: SECOND FLOOR: AS BUILT + DEMO PLAN</div>	<div>SUBMISSION: PRELIM BAR SUBMITTAL</div>	<div>PAGE 3 DATE 10/15/2020</div>
		<div>Jung 1 Mixed Use 323 S Washington Street Alexandria, VA 22315</div> <div>17</div>	<div>Standards of Construction drawings are and shall remain the sole property o fGSSI and use other than GSSI projects shall not be permitted without express written consent from GSSI. These documents are not to be changed or reproduced in any form.</div>	

CONSTRUCTION LEGEND



ROOF:-
2x6 RAFTERS @ ±24" O.C.
2x6 RIDGE
2x6 CEILING JOISTS
PLANK ROOF DECK
COMPOSITE AND MEMBRANE ROOF

THIRD FLOOR: AS BUILT + DEMO PLAN
SCALE: 5/32" = 1'-0"

 <p>Green Services Solutions, Inc. "Remodeling with your expectations"</p> <p>6920 Braddock Rd #B655 Annandale, VA 22003 703.203.5557</p>		<p>DRAWING: THIRD FLOOR: AS BUILT + DEMO PLAN</p> <p>Jung 1 Mixed Use 323 S Washington Street Alexandria, VA 22315</p>	<p>SUBMISSION: PRELIM BAR SUBMITTAL</p> <p>Standards of Construction drawings are and shall remain the sole property of GSSI and use other than GSSI projects shall not be permitted without express written consent from GSSI. These documents are not to be changed or reproduced in any form.</p>	<p>PAGE 4</p> <p>DATE 10/15/2020</p>
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8 : 12

14 : 12


NO MODIFICATION TO FRONT FACADE

FRONT EXTERIOR ELEVATION: AS BUILT
SCALE: 5/32" = 1'-0"

 <p>Green Services Solutions, Inc. <i>"Remodeling with your expectations"</i></p> <p>6920 Braddock Rd #B655 Annandale, VA 22003 703.203.5557</p>		DRAWING: FRONT EXTERIOR ELEVATION: AS BUILT	SUBMISSION: PRELIM BAR SUBMITTAL	PAGE 5 DATE 10/15/2020
		<p>Jung 1 Mixed Use 323 S Washington Street Alexandria, VA 22315</p> <p>19</p>	<p>Standards of Construction drawings are and shall remain the sole property of GSSI and use other than GSSI projects shall not be permitted without express written consent from GSSI. These documents are not to be changed or reproduced in any form.</p>	




LEFT EXTERIOR ELEVATION: AS BUILT
SCALE: 5/32" = 1'-0"

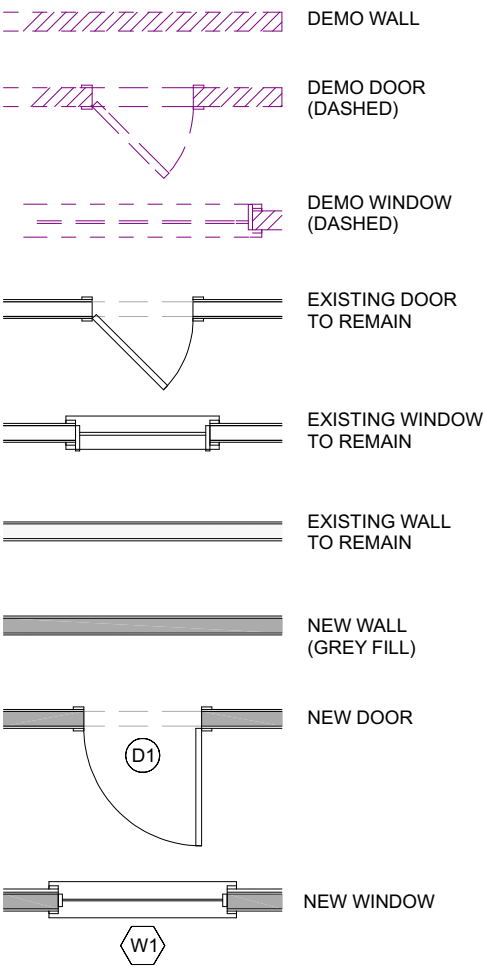
 <p>Green Services Solutions, Inc. <i>"Remodeling with your expectations"</i></p> <p>6920 Braddock Rd #B655 Annandale, VA 22003 703.203.5557</p>		DRAWING:	SUBMISSION: PRELIM BAR SUBMITTAL	PAGE 6 DATE 10/15/2020
		<p>Jung 1 Mixed Use 323 S Washington Street Alexandria, VA 22315</p> <p>20</p>	<p>Standards of Construction drawings are and shall remain the sole property of GSSI and use other than GSSI projects shall not be permitted without express written consent from GSSI. These documents are not to be changed or reproduced in any form.</p>	



REAR EXTERIOR ELEVATION: AS BUILT
SCALE: 1/4" = 1'-0"

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		<p>Jung 1 Mixed Use 323 S Washington Street Alexandria, VA 22315</p> <p>21</p>	<p>PRELIM BAR SUBMITTAL</p> <p>Standards of Construction drawings are and shall remain the sole property of GSSI and use other than GSSI projects shall not be permitted without express written consent from GSSI. These documents are not to be changed or reproduced in any form.</p>	

CONSTRUCTION LEGEND



DEMO WALL

DEMO DOOR
(DASHED)

DEMO WINDOW
(DASHED)

EXISTING DOOR
TO REMAIN

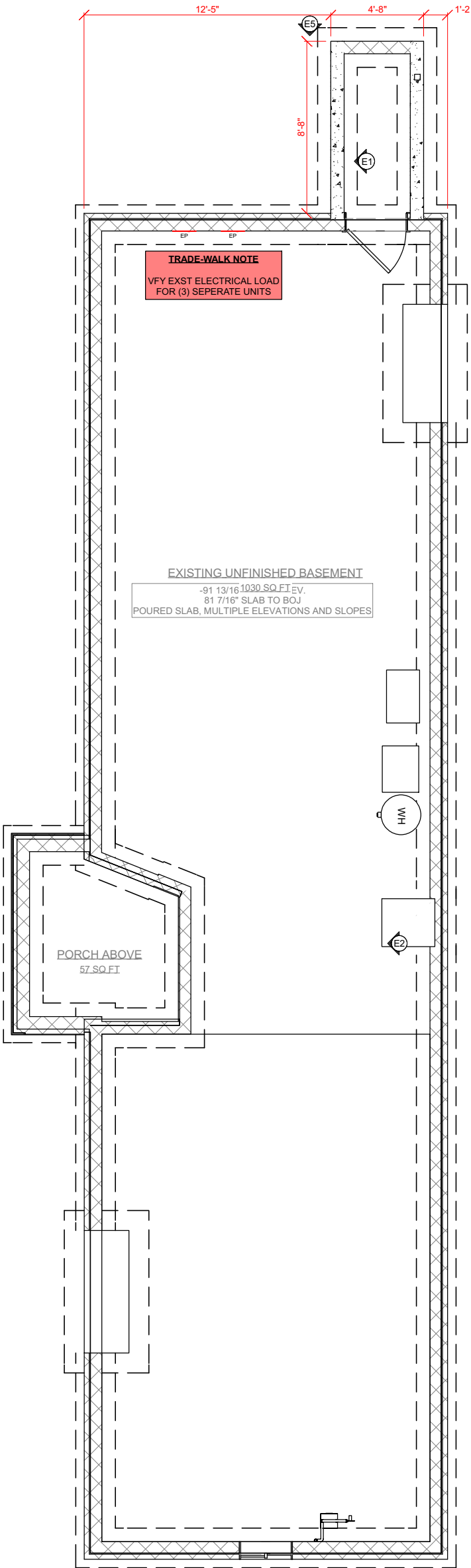
EXISTING WINDOW
TO REMAIN

EXISTING WALL
TO REMAIN


NEW WALL
(GREY FILL)

NEW DOOR

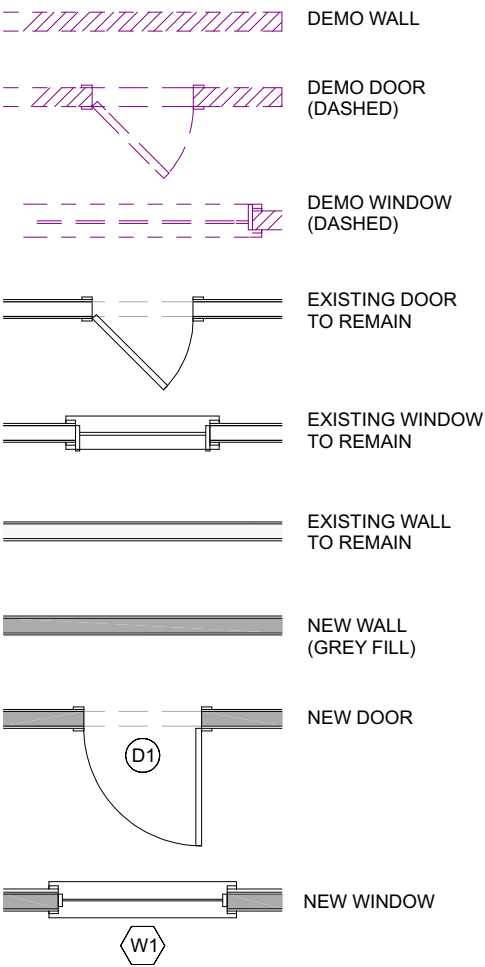
NEW WINDOW



BASEMENT: PROPOSED PLAN
SCALE: 5/32" = 1'-0"

 <p>Green Services Solutions, Inc. <i>"Remodeling with your expectations"</i></p> <p>6920 Braddock Rd #B655 Annandale, VA 22003 703.203.5557</p>		DRAWING:	SUBMISSION:	PAGE 8 DATE 10/15/2020
		<p>Jung 1 Mixed Use 323 S Washington Street Alexandria, VA 22315</p>	<p>PRELIM BAR SUBMITTAL</p> <p>Standards of Construction drawings are and shall remain the sole property o fGSSI and use other than GSSI projects shall not be permitted without express written consent from GSSI. These documents are not to be changed or reproduced in any form.</p>	

CONSTRUCTION LEGEND



DEMO WALL

DEMO DOOR
(DASHED)

DEMO WINDOW
(DASHED)

EXISTING DOOR
TO REMAIN

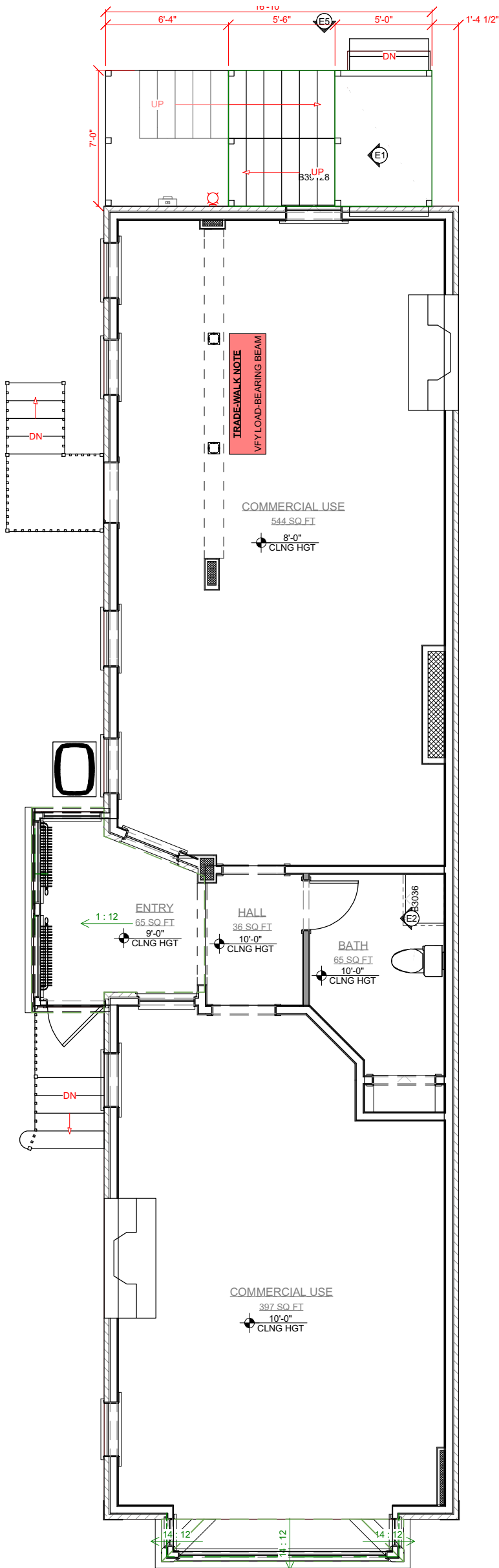
EXISTING WINDOW
TO REMAIN

EXISTING WALL
TO REMAIN


NEW WALL
(GREY FILL)

NEW DOOR

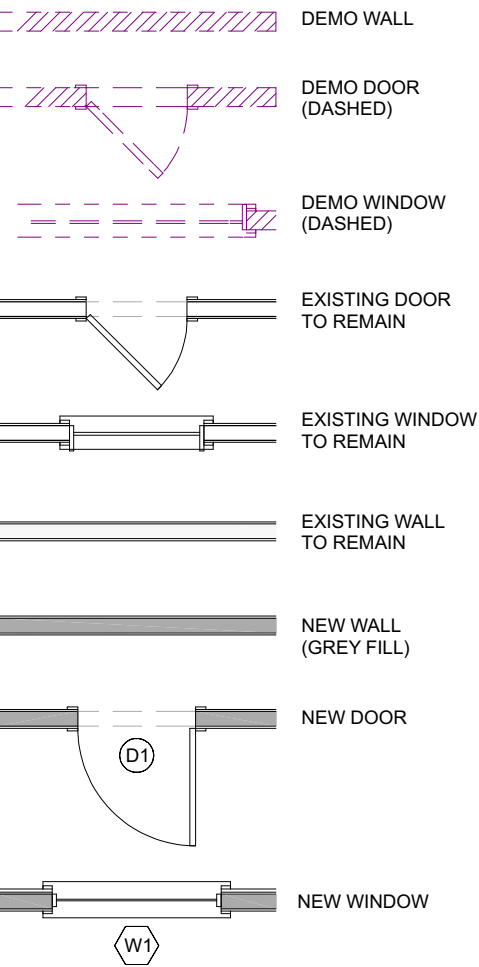
NEW WINDOW



FIRST FLOOR: PROPOSED PLAN
SCALE: 5/32" = 1'-0"

<div><p>Green Services Solutions, Inc. "Remodeling with your expectations"</p><p>6920 Braddock Rd #B655 Annandale, VA 22003 703.203.5557</p></div>		DRAWING:	SUBMISSION:	<div><p>PAGE</p><p>9</p><p>DATE</p><p>10/15/2020</p></div>
		<div><p>Jung 1 Mixed Use 323 S Washington Street Alexandria, VA 22315</p><p>23</p></div>	<div><p>PRELIM BAR SUBMITTAL</p><p>Standards of Construction drawings are and shall remain the sole property of GSSI and use other than GSSI projects shall not be permitted without express written consent from GSSI. These documents are not to be changed or reproduced in any form.</p></div>	

CONSTRUCTION LEGEND



DEMO WALL

DEMO DOOR
(DASHED)

DEMO WINDOW
(DASHED)

EXISTING DOOR
TO REMAIN

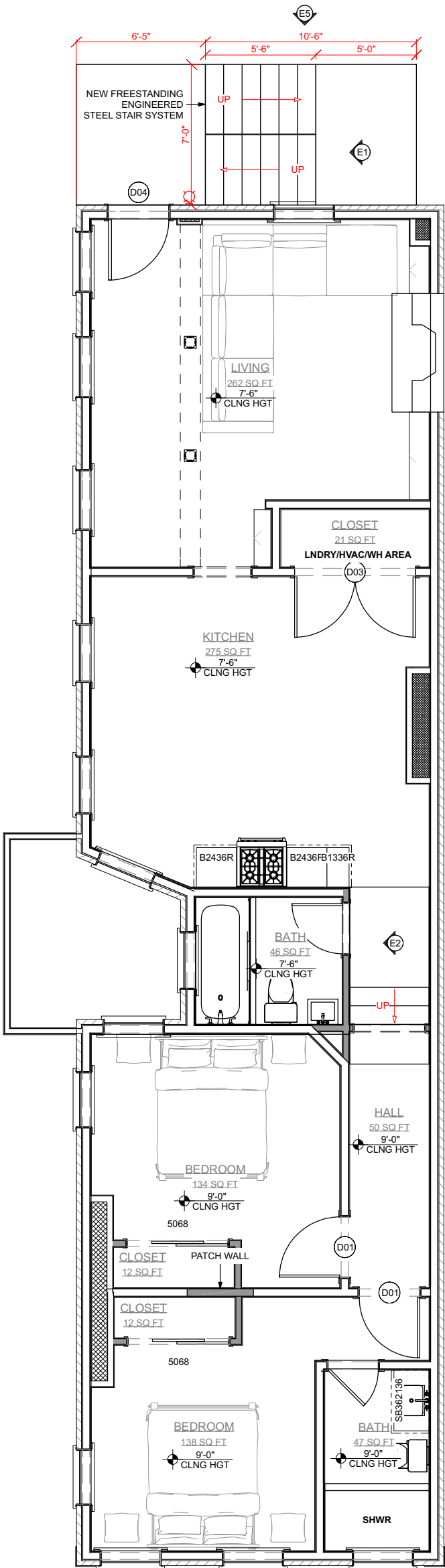
EXISTING WINDOW
TO REMAIN

EXISTING WALL
TO REMAIN


NEW WALL
(GREY FILL)

NEW DOOR

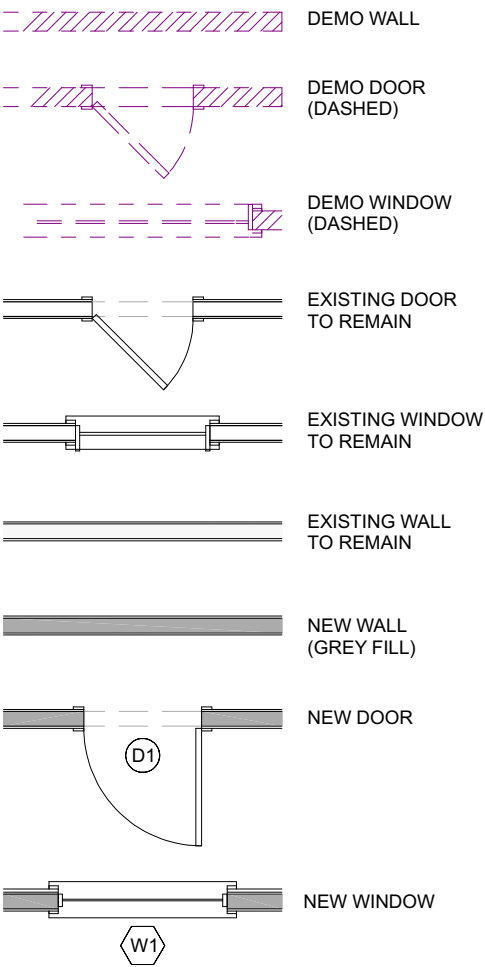
NEW WINDOW



SECOND FLOOR: PROPOSED PLAN
SCALE: 5/32" = 1'-0"

<div><p>Green Services Solutions, Inc. "Remodeling with your expectations"</p><p>6920 Braddock Rd #B655 Annandale, VA 22003 703.203.5557</p></div>		DRAWING:	SUBMISSION:	<div>PAGE 10</div> <div>DATE 10/15/2020</div>
		<div>Jung 1 Mixed Use 323 S Washington Street Alexandria, VA 22315</div>	<div>PRELIM BAR SUBMITTAL</div> <div>Standards of Construction drawings are and shall remain the sole property of GSSI and use other than GSSI projects shall not be permitted without express written consent from GSSI. These documents are not to be changed or reproduced in any form.</div>	

CONSTRUCTION LEGEND



DEMO WALL

DEMO DOOR
(DASHED)

DEMO WINDOW
(DASHED)

EXISTING DOOR
TO REMAIN

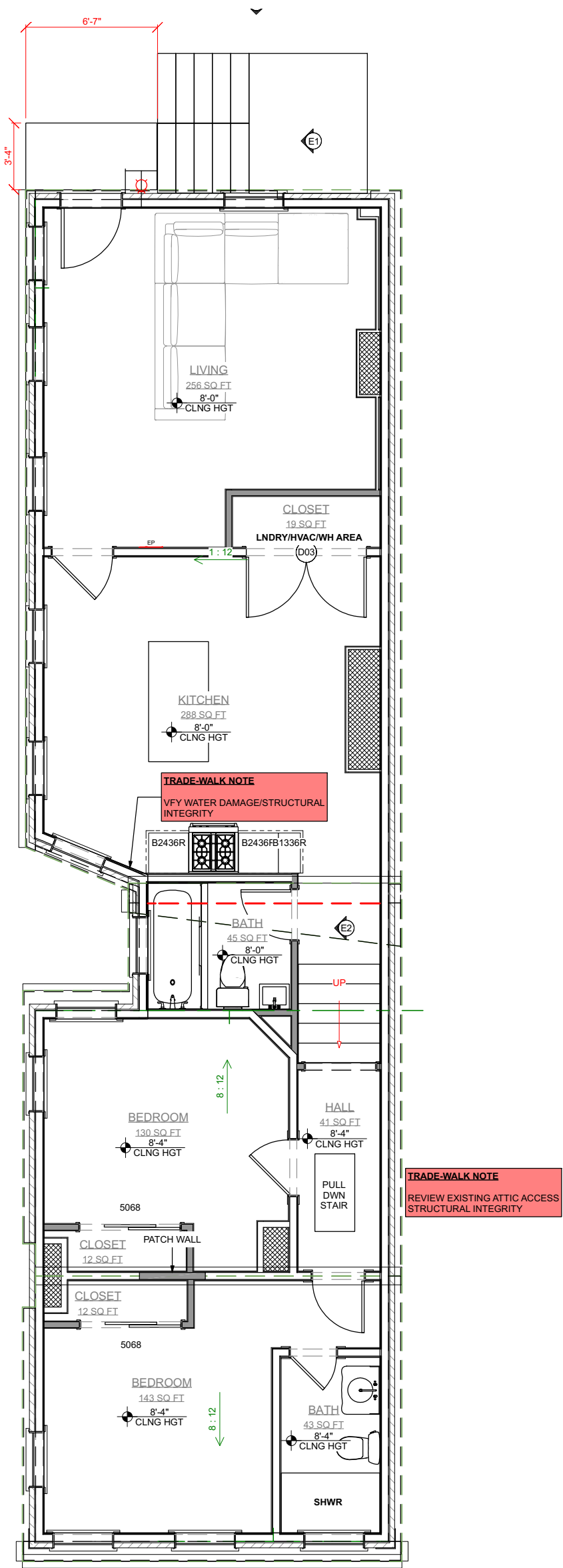
EXISTING WINDOW
TO REMAIN

EXISTING WALL
TO REMAIN


NEW WALL
(GREY FILL)

NEW DOOR

NEW WINDOW




THIRD FLOOR: PROPOSED PLAN
SCALE: 5/32" = 1'-0"

<div><p>Green Services Solutions, Inc. "Remodeling with your expectations"</p><p>6920 Braddock Rd #B655 Annandale, VA 22003 703.203.5557</p></div>		DRAWING:	SUBMISSION:	<div>PAGE 11</div> <div>DATE 10/15/2020</div>
		<div>Jung 1 Mixed Use 323 S Washington Street Alexandria, VA 22315</div>	<div>PRELIM BAR SUBMITTAL</div> <div>Standards of Construction drawings are and shall remain the sole property of GSSI and use other than GSSI projects shall not be permitted without express written consent from GSSI. These documents are not to be changed or reproduced in any form.</div>	




NO MODIFICATION TO FRONT FACADE

FRONT ELEVATION: PROPOSED PLAN
SCALE: 1/4" = 1'-0"

 <p>Green Services Solutions, Inc. <i>"Remodeling with your expectations"</i></p> <p>6920 Braddock Rd #B655 Annandale, VA 22003 703.203.5557</p>		DRAWING:	SUBMISSION:	PAGE 12 DATE 10/15/2020
		<p>Jung 1 Mixed Use 323 S Washington Street Alexandria, VA 22315</p> <p>26</p>	<p>PRELIM BAR SUBMITTAL</p> <p>Standards of Construction drawings are and shall remain the sole property of GSSI and use other than GSSI projects shall not be permitted without express written consent from GSSI. These documents are not to be changed or reproduced in any form.</p>	



LEFT ELEVATION: PROPOSED PLAN
SCALE: 1/8" = 1'-0"

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		<p>Jung 1 Mixed Use 323 S Washington Street Alexandria, VA 22315</p> <p>27</p>	<p>PRELIM BAR SUBMITTAL</p> <p>Standards of Construction drawings are and shall remain the sole property of GSSI and use other than GSSI projects shall not be permitted without express written consent from GSSI. These documents are not to be changed or reproduced in any form.</p>	



SEE ATTACHED DOOR SUPPLEMENT

DOOR SCHEDULE						
NUMBER	ROOM NAME	QTY	SIZE	WIDTH	HEIGHT	DESCRIPTION
D01	HALL/BEDROOM	2	3068 L IN	36 "	80 "	HINGED-DOOR P09
D03	KITCHEN/CLOSET	2	6068 L/R IN	72 "	80 "	DOUBLE HINGED-PANEL
D04	LIVING	2	3068 R EX	36 "	80 "	EXT. HINGED-GLASS PANEL

REAR ELEVATION: PROPOSED PLAN
SCALE: 1/4" = 1'-0"




1819BK
Manor House
cast aluminum in Black finish with clear
beveled glass panels

Width: 7"
Height: 12"
Weight: 5 lbs.
Material: Cast Aluminum
Glass: Clear Beveled Glass
Bulb: One 60w Medium Base
Voltage: 120v
TTO: 8"
Extension: 12"
Back Plate Height: 5.75"
Back Plate Width: 4.5"
UPC: 640665181913



Notes

REAR LIGHTING: PROPOSED PLAN
SCALE: NTS

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		<p>Jung 1 Mixed Use 323 S Washington Street Alexandria, VA 22315</p> <p>29</p>	<p>Standards of Construction drawings are and shall remain the sole property of GSSI and use other than GSSI projects shall not be permitted without express written consent from GSSI. These documents are not to be changed or reproduced in any form.</p>	



EXISTING PHOTOGRAPHS
SCALE: NTS



This guide contains procedures for common user serviceable repair tasks found on interior and exterior doors. If a condition arises that is not covered in this guide, please contact us for professional help.

Interior and Exterior doors swing in or out on side hinges and may be single or double door configurations.

Do-It-Yourself

Technician



INTRODUCTION

CONTACT US

For questions, feel free to contact us by phone or email:

- Email: customerserviceagents@jeld-wen.com
- Phone: (800)-JELD-WEN/(800)-535-3936

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Needed Tools & Materials.....	2
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Hardware Replacement & Adjustment.....	3
Weatherstrip Replacement.....	4
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Troubleshooting Operational Problems	7
Glossary.....	9

HANDING (SHOWN FROM TOP)

Single Panel Door

Exterior

Outswing



Left Hand

Right Hand

Inswing



Double Panel Door

Outswing



Passive

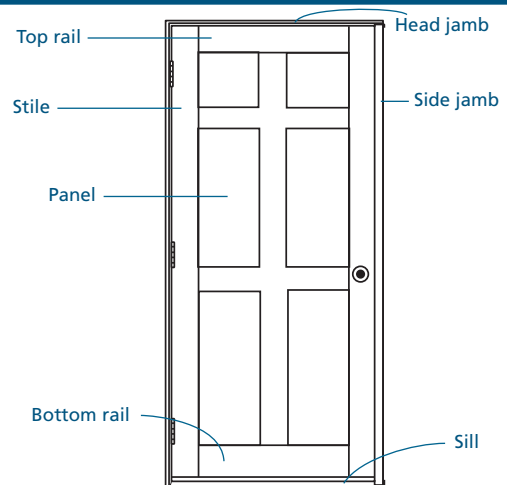
Active

Inswing

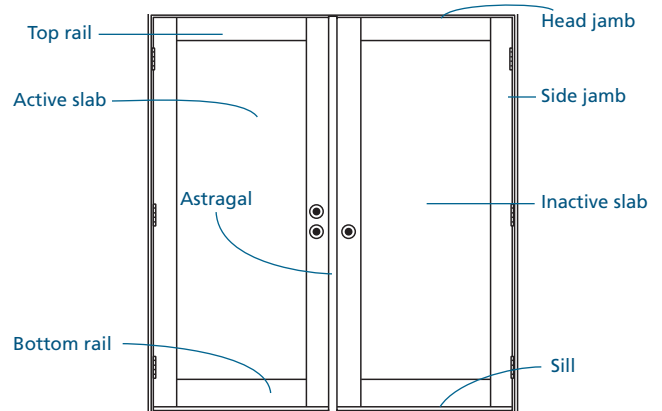


Interior

SINGLE DOOR ANATOMY



DOUBLE DOOR ANATOMY



The advice offered herein can be done by a homeowner with some mechanical aptitude. If you are unsure, it is recommended that you hire a trained service provider such as a competent and licensed construction contractor or building professional. JELD-WEN disclaims any and all liability associated with the use and/or provision of these instructions. Any reliance upon the information or advice is at the risk of the party so relying. The information contained herein may be changed from time to time without notification.

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JELD-WEN reserves the right to change product specifications without notice. Please check our website, jeld-wen.com, for current information.

(02/11)

PRECAUTIONS & SAFETY

- Follow all manufacturers' instructions and labels.
- Use proper and safe equipment and precautions when cleaning and servicing the exterior side of patio doors above ground level.
- Insect screens are not security devices and will not prevent a child, other person, or pet from falling through.
- Use sharp tools with care to avoid damage to wood surfaces.

- Use extra care when driving screws near glass unit to avoid breakage.
- Use caution when tightening screws to avoid stripping the screw holes.
- Slab removal can be awkward and could cause physical injury or product damage; we recommend the help of a second person.

NEEDED TOOLS & MATERIALS

NEEDED TOOLS

Note! Each tool is not required for every task.

- #2 Phillips head, square drive, and/or flat head screwdrivers
- Hammer
- Nail set/punch
- Tape measure
- Level
- Utility knife
- Putty knives
- Allen wrenches
- Power drill with bits
- Chisel
- Gloves
- Pliers/side cutters

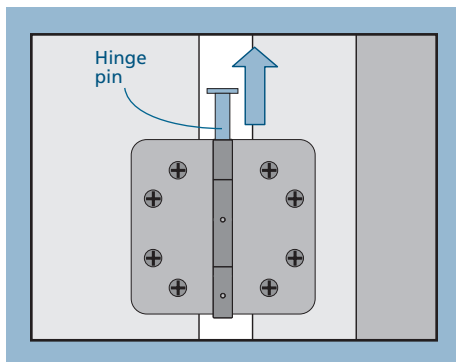
NEEDED MATERIALS

- String
 - Tape
 - Pencil & paper
 - Scissors
 - Brad nails
 - Shims
 - Replacement parts
- For Hardware Replacement:
- Wooden toothpicks or dowels
 - Wood glue
 - Wood putty
 - Fine sandpaper
 - Finishing supplies
 - Silicone sealant

SLAB & ASTRAGAL REMOVAL & INSTALLATION

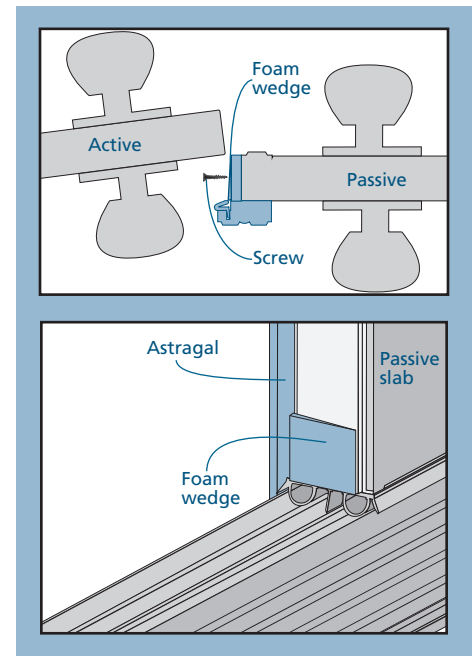
Because slab removal can be awkward and could cause physical injury or product damage, we recommend the help of additional people.

1. Open slab about half way and hold steady with the help of a second person.
2. Only inswing standard door hinges have removable hinge pins. With a small screwdriver or nail punch and hammer, drive hinge pin from bottom hinge, then working up to the top hinge. Doors with automatically closing hinges or outswing doors require removing the screws from one side of the hinge to remove the slab. Take extra precautions when removing the spring loaded automatically closing hinges.
3. Remove slab from frame.
4. To install slab, perform removal steps in reverse order.



ASTRAGAL REPLACEMENT

1. Open the active slab.
2. Remove the screws that attach the astragal.
3. If the astragal doesn't come off, there may be adhesive tape holding it in place. If so, carefully score the joint between the astragal and the slab.
4. Remove the astragal.
5. Fasten the new astragal through the pre-drilled holes in the same location as the old astragal.
6. Install a foam wedge on the passive slab at the bottom with the thick part against the leg of the astragal as shown.



HARDWARE REPLACEMENT & ADJUSTMENT

HARDWARE TYPES

- Metal hardware offers functionality, aesthetic appeal and resistance to corrosion but is not totally corrosion proof.
- Plastic hardware offers high resistance to the elements however, over time it can deteriorate from ultraviolet light, heat, cold, and chemical exposure.
- Brass hardware has a special protective film to reduce/eliminate polishing and requires special care.
- See our complete Care and Maintenance document at www.jeld-wen.com/resources for more information on cleaning and lubricating hardware.

Screw hole repair and hardware alignment, or realignment, are common tasks for any hardware replacement component. Follow these instructions if screw holes become stripped and/or if hardware no longer functions properly due to misalignment.

SCREW HOLE REPAIR (IN WOOD ONLY)

1. Cut wooden toothpicks or appropriate sized wood dowel to fit screw hole just below wood surface.
2. Fill screw hole with wood glue.
3. Insert toothpicks or dowel; let dry.
4. Fill to surface with wood putty; let dry.
5. Sand smooth and refinish; let dry.
6. Drill new pilot hole.

HARDWARE ALIGNMENT (IN WOOD ONLY)

Misalignment can happen if screws have become stripped and cannot be tightened. This alignment will create new screw holes.

1. Remove hardware.
2. Repair screw holes according to the procedure above.
3. Mark new screw holes as follows:
 - Lay hardware in position and hold in place.
 - Mark new screw locations through screw holes.
 - Remove hardware and set aside.
4. Drill pilot holes with 1/16" drill bit at new marked screw hole positions no deeper than screw length.
5. Install hardware.
6. Test operation; if not operating properly, call us for assistance.

HINGE REPLACEMENT AND ADJUSTMENT

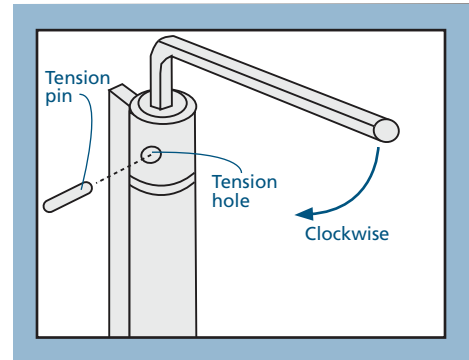
REPLACEMENT

1. Remove slab.
2. Remove hinge plates from slab.
3. Repair screw holes as instructed above if stripped.
4. Install new hinge plates in the same locations.
5. Reinstall slab.

HINGE REPLACEMENT AND ADJUSTMENT - CONTINUED

ADJUSTMENT (SPRING HINGES ONLY)

1. Close door.
2. Insert the provided hex wrench so that it can be rotated clockwise.
3. Rotate hex wrench 1/4 turn and insert tension pin loosely into tension hole.
4. Remove hex wrench and try closing force.
5. Repeat steps until closing force is adequate but do not rotate past 3 holes on 180° openings or 4 holes on 90° openings.



BLINDS BETWEEN THE GLASS

For easiest operation, keep the slats in a fully open position while operating.

ADJUSTMENTS

1. If the operator comes off of the track, hold the operator at a sharp angle to the glass and reinsert the two legs under the track opening.
2. Re-couple the operator magnets.

RE-COUPLE OPERATOR MAGNETS

1. Slide the operator past the half-way engagement point until the first click.
2. Full travel blinds will fully engage when you hear the first click. Half travel (those units with a single side operation) will require you to continue moving the operator up until you hear the second click. This will ensure the magnets are fully engaged.

MECHANISM REPLACEMENT

RAISE & LOWER MECHANISM

1. Place a piece of cardboard between the slide mechanism and the glass to help release the magnets.
2. Tilt the mechanism toward you, and remove the mechanism. It may require a strong tug to break the magnetic bond.
3. Before replacing the new slide mechanism, ensure the glass is clean.
4. Insert the tabs underneath the lip of the inner frame and raise the slide to the top until the magnets engage.
 - a. Full travel blinds will fully engage when you hear the first click.
 - b. Half travel (those units with a single side operation) will require you to continue the travel of the operator up until you hear the second click. This will ensure the magnets are fully engaged.
5. Check for proper operation. Remove and reinstall if necessary.

TILT MECHANISM

1. Move the top helix to the left side. Moving the slider magnet on the outside of the glass can do this. The helix tilt operator has a magnet set which will follow the magnet inside the slide mechanism.
2. Clean the glass attaching area.
3. Peel off the tape on the back of the slider.
4. Before application, push the magnet to the left of the slider. Ensure the slider is facing the right direction (there is a long horizontal gap at the top that allows the magnet housing to slide along the base).
5. Let the magnet be attracted to the left side of the magnet, which is inside the glass. Make sure the slide is horizontal.
6. Push the slide against the glass firmly on the tape area, as the adhesive works under pressure.

WEATHERSTRIP REPLACEMENT

ORDERING NEW WEATHERSTRIP

Weatherstrip gaskets and foam wedges are critical to water and air infiltration control. Check placement and quality of weatherstrip. Replace if damaged.

Fire-rated doors require specific weatherstrip. Please contact us if replacing weatherstrip in a fire-rated door.

Doors will have weatherstrip in the frame where the slab(s) are when normally closed. Some doors have a sweep attached to the bottom of the operating panel where it contacts the threshold. Double doors will have weatherstrip in the astragal.

1. Determine amount needed by measuring each piece to be replaced. Note the location on the door of each type of weatherstrip.
2. For each type of weatherstrip, add all measurements, then add an additional 10%.
3. Round up to the nearest foot.
4. Fill out the following table.

Information for Replacement Weatherstrip	
Product Identification	
Weatherstrip Location	
Weatherstrip Type	
Color	
Amount Needed	

5. Purchase new weatherstrip from a local supplier.

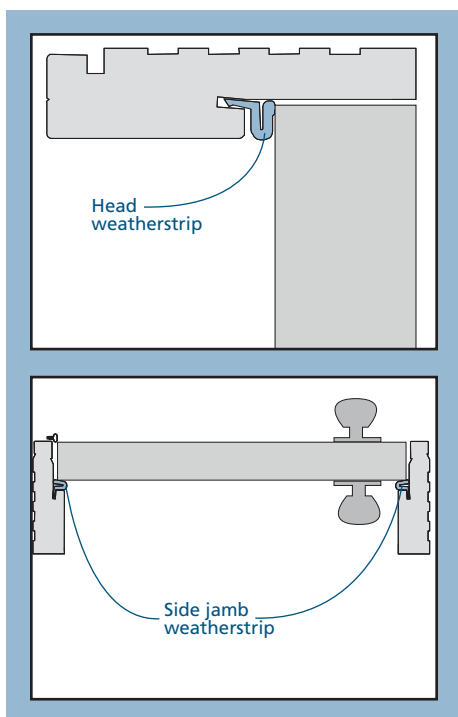
FRAME/THRESHOLD/ASTRAGAL/MULLION WEATHERSTRIP

When replacing both the side and the head weatherstrip in the frame, install head weatherstrip first. Astragal weatherstrip runs vertically along the astragal (between the two slabs of double doors).

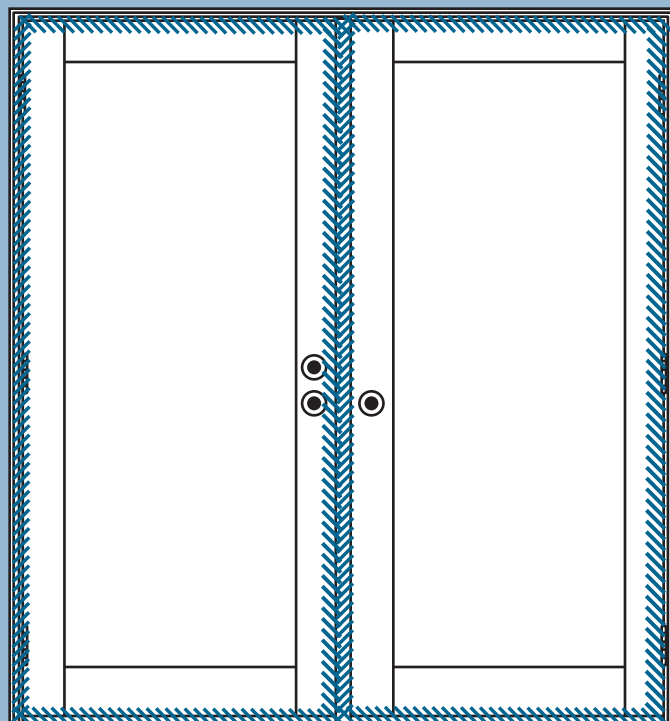
1. Open active panel.
2. Grip weatherstrip and gently pull out of kerf.

When replacing frame weatherstrip, if applicable, trim and overlap the new weatherstrip in the same way as the old weatherstrip.

1. Cut new weatherstrip to length.
2. Work the attachment barb into the kerf from one end to the other.



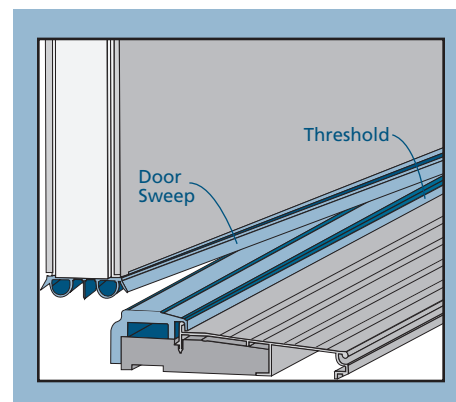
Possible Weatherstrip Locations on Double Doors



DOOR SWEEP (INSWING DOORS ONLY)

The door sweep is mounted on the bottom of the door slab and fills the gap between the threshold and the slab. Due to continual contact with the threshold, the door sweep may lose its shape and cease to provide an effective seal.

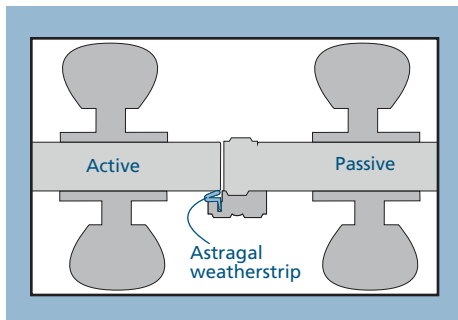
1. Remove slab.
2. Lay slab on flat padded work surface.
3. Remove staples in door sweep with needle nose pliers or side cutters.
4. Pull door sweep loose by starting at one end and working to the other.
5. Clean old sealant off rail with putty knife.
6. Trim new door sweep to same length as the existing one.
7. Cover face (the side with the barbs) of new door sweep with silicone sealant.
8. Work attachment barbs into kerfs from one end of the panel to the other.
9. Secure sweep to the door panel with staples and wipe off sealant squeeze-out. Seal the sweep on both ends with silicone sealant. Reinstall slab.



WEATHERSTRIP REPLACEMENT - CONTINUED

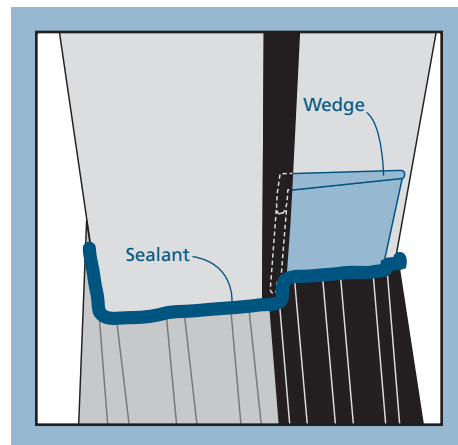
ASTRAGAL WEATHERSTRIP

1. Open active door all the way.
2. Locate the accessible weatherstrip.
3. Grip weatherstrip and gently pull out of kerf.
4. Cut new weatherstrip to length.
5. Work the attachment barb into the kerf from one end to the other.



FOAM WEDGES

The foam wedges included with entry doors are used to complete the weatherstrip seal, at each bottom corner of the operating door slab(s). Doors will be provided with one of two types of wedges. One has an up-turned L-shaped leg (shown) and the other is a simple wedge. For both types, the thin edge faces the edge of the door as it swings closed. Apply a bead of sealant at the intersection of the jambs, brickmoulds, thresholds and floor as shown.

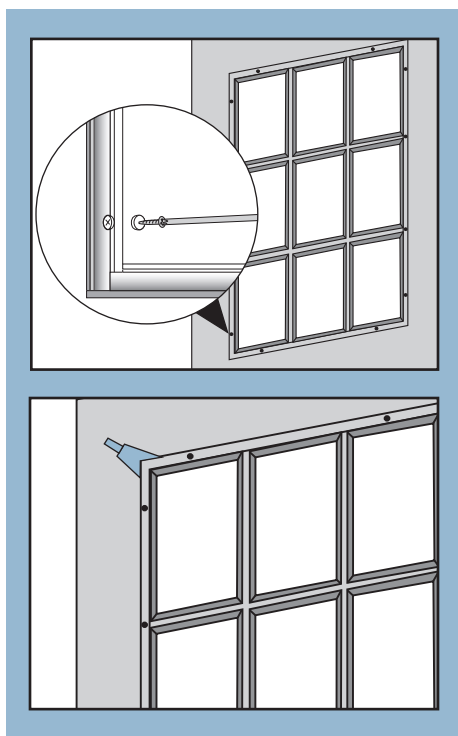


GLASS INSERT REPLACEMENT

REMOVE OLD GLASS INSERT

Note! Handling glass can be dangerous. Glass inserts can be heavy and awkward. Use additional help and always wear protective clothing.

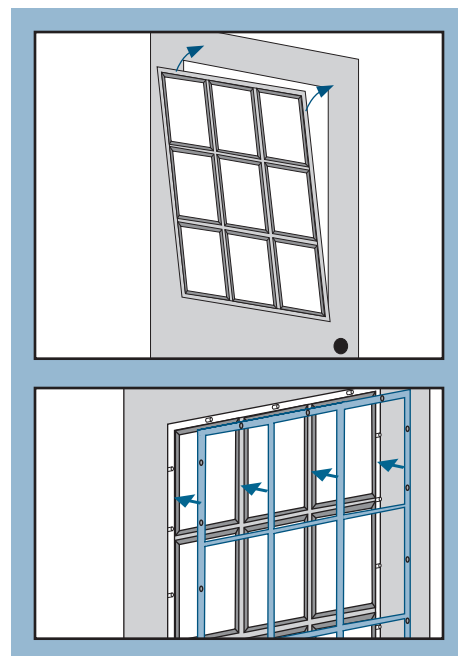
1. If the old insert has screw plugs over the screw heads in the interior frame, drive a drywall screw into the screw plug until it is loose from the hole. Remove all remaining screw plugs in the same manner.
2. Support the glass insert while removing screws to keep it from falling. Remove the screws from the interior frame from the bottom up.
3. When all the screws are removed, slide the edge of a putty knife between a top corner of the interior frame and door. Work around the entire perimeter until the interior frame is loose.
4. Repeat this procedure around the exterior frame. Remove the glass insert and set aside in a safe location.
5. Clean both sides of the door where the new glass insert will contact the panel with a clean rag dampened with paint thinner. Remove all the old weatherstrip and then wipe again with a clean rag.



INSTALL NEW GLASS INSERT

Note! The exterior frame is attached to the glass and does not have holes; the interior frame has screw holes.

1. Remove packaging materials from the new insert. If shipping screws are holding the unit together, separate the interior and exterior frames by loosening screws. Leave the screws in the interior frame and set aside. Additional screws are provided to complete assembly.
2. Place the lower portion of the exterior frame and glass on the lower edge of the door opening. Horizontally center the frame and glass into the opening and tilt up until the frame is flush against the door.
3. Position the interior frame in the opening using the press fit alignment pins located on the frame.
4. Secure the frame halves together by driving the screws through the interior frame and into the exterior frame with a Phillips head screwdriver until snug. Power drivers can be used on the lowest torque setting. Screws must then be checked with a hand screwdriver.
5. Finishing instructions are provided on the label attached to the door glass. Please read this BEFORE removing the label.
6. Insert the provided screw hole plugs over all exposed screw heads.
7. Clean glass with mild soap and water.



PROPER DOOR INSTALLATION

- Proper installation is essential for keeping doors operating smoothly. If a door fails to operate properly, an inspection is necessary to determine if it was installed correctly.
- A contractor or installer can assist in determining the cause of a door being "out of specification" and possibly correct it. Door problems due to improper installation are usually not covered by the manufacturer's warranty. For installation instructions, contact us or your supplier.
- The specifications and measurements referenced in this guide are taken from ASTM E2112 Standard Practice for Installation of Exterior Windows, Doors and Skylights.

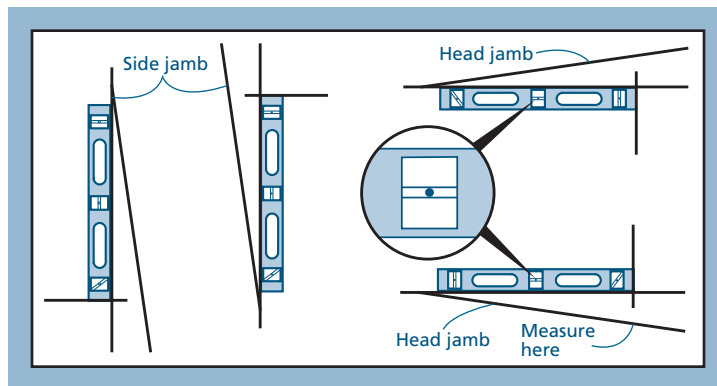
Note: These instructions do not address inspection for proper "water tightness" or flashing where the product integrates with the structure. A "water tight" inspection requires removal of the exterior siding and interior trim around the door. Seek professional assistance regarding this issue.

LEVEL INDICATOR

Accurate measurements are essential in determining level and plumb. Most carpenters' levels have several bubble level indicators, making it possible to measure all parts of the door.

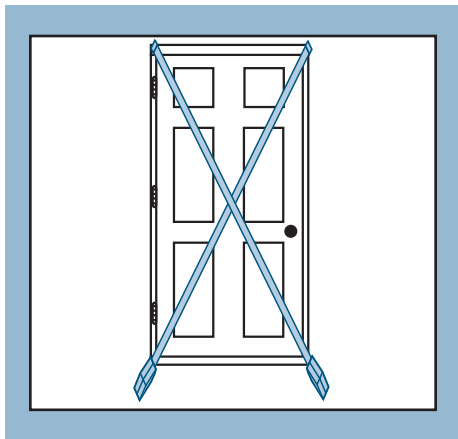
Examine the horizontal indicator. If the bubble is centered between the lines of the indicator, it is level.

If the bubble is not exactly centered, measure how far "out of level" or "out of plumb" by maneuvering the end of the level until the bubble is exactly centered. Measure the farthest gap between the level and the surface. On a 4' level (or longer), the gap must not exceed 1/4", or the surface is out of level/plumb.



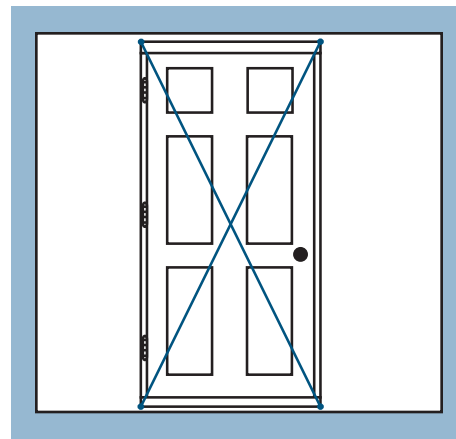
SQUARE

Measure frame from top left to bottom right corner and from top right to bottom left corner. If measurements differ by 1/8", unit is out-of-square.



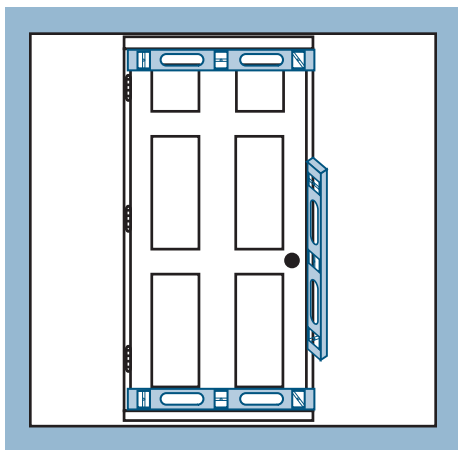
FRAME TWISTS

Attach two pieces of string to frame, corner to corner. If there is a gap between strings at center point larger than 1/8", the frame is not flat. Repeat by switching strings and re-measuring.



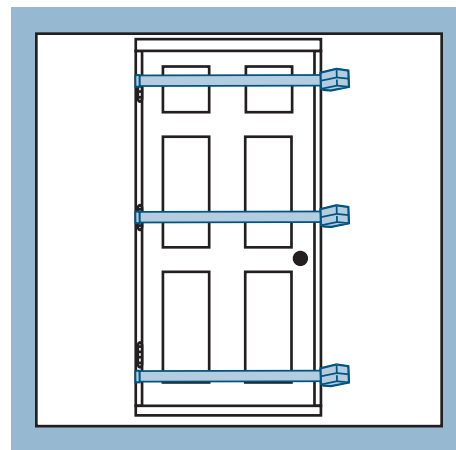
LEVEL AND PLUMB

For plumb, place level against each side jamb or use a plumb bob. For level, place level against head jamb and sill.



PROPER SHIMMING

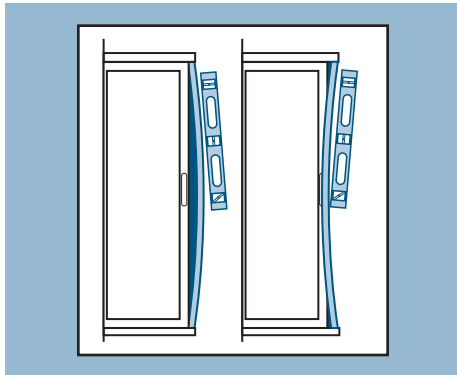
Measure width of frame at top, center, and bottom. If any two measurements differ more than 1/16", the frame is over or under shimmed. Repeat process and measure height of frame.



PROPER DOOR INSTALLATION - CONTINUED

STRAIGHT SIDE JAMBS

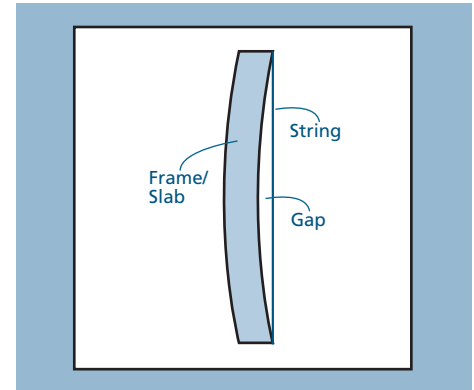
Place level against inside of side jamb. Look for gaps anywhere between level and side jamb. Repeat steps for other side jamb.



FRAME/SLAB BOW

Inspect interior and exterior frame jambs, or stiles/rails of slab (not glass) to determine if bowed.

1. Cut piece of string slightly longer than height of frame or slab.
2. Pull tightly and stretch string to upper and lower corners of jambs, or stiles or rails of slab. Tape securely.



3. Look for gap between string and frame or slab. If gap measures more than 1/4" at any point, the slab is bowed.

TROUBLESHOOTING OPERATIONAL PROBLEMS

Note! Please check each possible cause, including verifying proper installation, before contacting us for assistance.

PROBLEM	POSSIBLE CAUSES	POSSIBLE SOLUTIONS
Door will not open	Knob locked	Make sure lock is in unlocked position, try again.
	Obstructions	Remove obstructions/shipping blocks
	Slab damaged	Repair or replace slab
	Lockset damaged or broken	Replace lockset
	Strike plate loose or damaged	Tighten if loose. Replace if damaged.
	Improper installation	Inspect installation
Door will not close	Sill track dirty	Clean sill track then lubricate with silicone spray on cloth. Clean and lubricate hinge track.
	Deadbolt in locked position	Make sure lock latch is in unlocked position. Try again.
	Obstructions	Remove obstructions/debris/shipping blocks.
	Strike plate loose or damaged	Tighten if loose. Replace if damaged.
	Lock strike plate misaligned	<ul style="list-style-type: none"> • Realign. Create new screw holes and chisel bore if necessary. • Make shoot bolt lock strikes flush to sill (double doors)
	Weatherstrip loose or damaged	Reattach If loose, replace if damaged.
	Frame bowed	Inspect Installation
	Improper installation	Inspect installation
Door swings open by itself	Slab not plumb	Inspect Installation
	Hinge plates not flush with frame or slab	Make hinge plates flush
	Hinge screws not flush with hinge plates	Ensure proper hinge placement; tighten screws
Uneven reveal (gap) between slab & frame	Slab(s) not aligned properly	<ul style="list-style-type: none"> • Adjust threshold if adjustable • Make hinge plates flush (hinged doors) • Ensure proper hinge placement (hinged doors)
	Improper installation	Inspect installation
Door stuck shut	Slab(s) misaligned	Remove obstructions/shipping blocks
	Slab painted to weatherstrip	Un-stick painted-over weatherstrip

PROBLEM	POSSIBLE CAUSES	POSSIBLE SOLUTIONS
Door will not lock	Lock misaligned	<ul style="list-style-type: none"> Align lock strikes Make shoot bolt lock strikes flush to sill (double doors)
	Improper installation	Inspect installation
Door squeaks	No lubricant on hinges	Lubricate all hinges with light oil
Light or air leaks through corners	Worn weatherstrip	Repair loose or damaged weatherstrip
	Foam wedge damaged or missing	Replace foam wedge
	Hinges may be worn or misaligned	Replace hinges. Ensure proper hinge placement
Door handle will not operate	Improper installation, damaged or misaligned	<ul style="list-style-type: none"> Check for damage/lubricate if necessary Check alignment of strike plate. Re-align if necessary
Shoot bolt will not fully engage	Lock strike obstructed or not deep enough to allow shoot bolt to fully engage	Clear any debris and verify shoot bolt lock strikes flush to sill
Water leaks through the door	Slab damaged or loose at hinges	Replace slab
	Weatherstrip damaged or missing	Reattach if loose, replace if damaged or missing
	Slab warped or bowed	Inspect installation
Moisture occurs between glass panes	Seal failure	Replace either the insulating glass assembly or the entire slab. This determination should be made by a service representative.
Glass surface fogs up	Condensation.	<p>If condensation is on an interior surface:</p> <ul style="list-style-type: none"> Raise the average temperature of the house one or two degrees and do not block vents. Vent all appliances to the outdoors and run exhaust fans. Open patio door blinds for air circulation. Turn humidifiers down as the temperature gets colder (unless used for medical purposes). <p>If condensation is on an exterior surface:</p> <ul style="list-style-type: none"> Close patio door coverings to reduce cooling of the glass surface by air-conditioning. Remove or trim shrubbery close to patio doors to promote air circulation. <p>If condensation is between glass panes:</p> <ul style="list-style-type: none"> Seal failure. Replace either the insulating glass assembly or the entire slab. This determination should be made by a service representative.

GLOSSARY

Active Slab

Active slab(s) are any slab(s) on double door systems that operate and include locking hardware.

Astragal

The vertical trim attached to the inactive slab of a double door that bridges the gap between the slabs when closed and provides weather and overswing protection.

Boot-glaze

The method by which glass is set and sealed into a panel with a rubber-like beige or gray gasket ("boot").

Door Sweep

Weatherstrip that attaches to the bottom of a swinging patio door panel, providing a barrier against the elements.

Frame

The assembly of structural members (head, sill, and jambs) used to fasten the window/patio door to the structure.

Handing

The operating direction of an entry door; refers to the way the entry door will swing or slide to open (right-handed or left-handed).

Hinge

A jointed or flexible device on which a door or window turns.

Hinge Pin

A pin in the center of a hinge that holds the two parts together and allows them to pivot.

Passive Slab

The slab of a double door system that has the astragal mounted to it; the active slab locks into the passive slab.

Jamb

The vertical frame members of a window or patio door assembly.

Strike Plate

A bracket fixed to the frame utilized as a latching point for locking systems.

Kerf

A groove that often holds weatherstrip.

Keyway

The slot in the lock where the key is inserted.

Lock Jamb

The side jamb that houses the lock strike plate; the door slab closes into the lock jamb.

Pilot Hole

A drilled hole that is no larger than the body of the screw (minus the threads).

Rail

The horizontal members of a door slab.

Reveal

The space between the slab and the frame.

Score

To inscribe a line with a sharp instrument.

Shoot Bolt

A locking component which, when activated, extends vertically from the end of an inactive slab and engages a strike plate in the head and sill of the frame.

Slab

An assembly comprised of stiles (vertical pieces), rails (horizontal pieces) that is installed into a frame.

Stile

The vertical members of a door slab.

Weatherstrip

A strip of flexible material that fills the joint between the door slab and the frame and is used to prevent rain, snow, and air from entering.