



TOP HUNG & SIDE HUNG

ADJUSTMENT

Step 1 – Check the Hinges

Check for:

- Loose rivets
- Bent arms
- Damaged sliders
- Missing screws
- Excessive play
- Replace damaged hinges before attempting adjustment.

TOP HUNG WINDOW ADJUSTMENT

1. Bottom of sash catches frame when closing.
2. Adjustment
3. Open sash to approximately 90°.
4. Slightly loosen the TOP AND BOTTOM screws securing both hinges to the sash.
5. Support the sash weight.
6. Lift the sash upwards until equal clearance is achieved.
7. Re-tighten the hinge screws.
8. Test operation.
9. Final Fixing Screws (Anti-Creep Screws)
10. Once the sash is correctly positioned, fit the final fixing screws, These screws prevent the hinge from moving over time.

SIDE HUNG WINDOW ADJUSTMENT

1. Bottom of sash catches frame when closing.
2. Adjustment
3. Open sash to approximately 90°.
4. Slightly loosen the TOP AND BOTTOM screws securing both hinges to the sash.
5. Support the sash weight.
6. Lift the sash upwards until equal clearance is achieved.
7. Re-tighten the hinge screws.
8. Test operation.
9. Final Fixing Screws (Anti-Creep Screws)
10. Once the sash is correctly positioned, fit the final fixing screws, These screws prevent the hinge from moving over time.



CWG Choices Ltd.

The *Choices* brand

Hinge Adjustment Tips

Always adjust:

- Both hinges equally.
- Never move only one hinge.
- Keep sightlines even.
- Ensure compression around the gasket remains uniform.
- Final Fixing Screws (Anti-Creep Screws)
- Once the sash is correctly positioned, fit the final fixing screws.
- These screws prevent the hinge from moving over time.

Final Checks

- Window opens freely to 90°. ☐
- No rubbing on the frame. ☐
- Even sightlines on all four sides. ☐
- Locking points engage without force. ☐
- Handle operates smoothly. ☐
- Gaskets compress evenly. ☐
- No movement in the hinge after tightening all fixing screws. ☐
- All hinge screws fully tightened, including the final fixing screws. ☐

Losen off screw to allow the hinge to slide up or down the sash. When in position tighten the screw up.

When hinges have been aligned and sash has been checked, insert final fixing screw to stop hinges from moving

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