

WINDOW SHADES

ORDERING AND INSTALLING

1. GENERAL

1.01 This section covers the ordering and installation of new and replacement window shades.

1.02 It is reissued to include single and double hung types and to specify the flame resistant vinyl type of shade cloth. These items are available from the Western Electric Company.

1.03 The single shade is installed at the top of the window casement and it may be adjusted to cover part or all of the window opening. The double hung shade is installed near the meeting rail of the window in such a manner that one shade may be adjusted to cover the upper half of the window and the other shade the lower half of the window. Generally, the single shade installation satisfactorily provides light control but the double hung shade may be advantageous where more effective light control, together with better ventilation, is required. Where decorative effect is not paramount, the double hung shades as shown in Fig. 2 are preferred to Venetian blinds.

1.04 When new shades (not for replacement) are required and the mounting of the brackets appears beyond the skill of the building service people the initial installation may be done by local shade dealers. However, it is important that assurance be had that the specified type and grade of shade cloth will be furnished. The recommended shade cloth is DuPont Tontine vinyl flame resistant or an approved equivalent.

1.05 The recommended shades are available in solid color, in duplex, having a different color on each side and in triplex, having the same color on each side but the shade is opaque. The latter is used where moving pictures are to be shown and in any other place where daylight is to be excluded. For usual requirements DuPont Tontine flameproof No. 506 Ecrú, or approved equivalent, is recommended.

1.06 When using stepladders to install window shades the safety precautions described in Bell System Practice Section H51.201 - Stepladders - Use and Care should be observed.

1.07 Any soil such as finger marks, smudges, etc, incidental to installing the shade is removed with a moistened cloth or sponge. A mild soap rubbed against the cloth or sponge may be used if the moist cloth or sponge is inadequate.

1.08 It is helpful for use in checking service life to date the shades on installation. The date should appear on the right-hand side of the shade, close to the roller.

1.09 When quarters are redecorated, window shades should be inspected for cleaning or replacement.

2. EQUIPMENT AND MATERIALS

2.01 For securing ordering data:

Measuring rule
Stepladder

2.02 For installation:

Measuring rule
Stepladder
Hammer
Screwdriver
Hand drill and drill points
Center punch
Necessary tacks and screws

3. SECURING ORDERING DATA

3.01 When ordering single hung window shades for either new installations or replacement purposes the length and width dimensions as indicated in Fig. 1 are given. In addition, orders should specify the desired color and whether inside or outside mounting brackets are applicable.

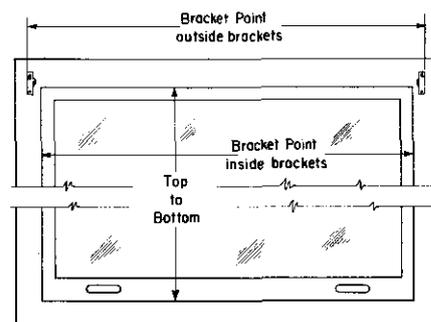


Fig. 1

3.02 For double hung shades, the top to bottom window dimension and the distance between bracket points are obtained the same as for the

single hung shades. Color is specified. The manufacturer or dealer provides the proper dimension of both the top and bottom shades as indicated by the plan shown in Fig. 2.

METHOD FOR INSTALLING DOUBLE (CENTER) HUNG WINDOW SHADES
(OUTSIDE MOUNTING)

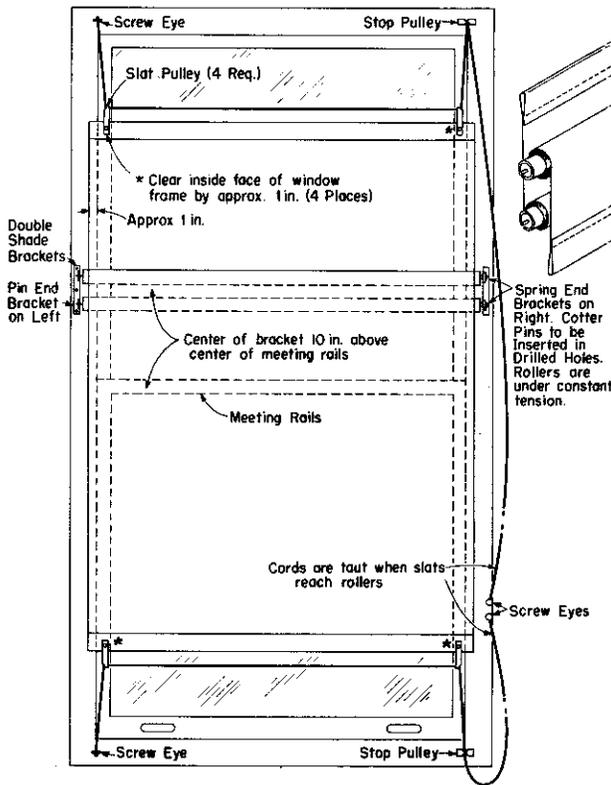


Fig. 2

3.03 Double hung shades are feasible only for outside bracket mounting. The necessary harness, i.e., cords, pulleys, brackets, screw eyes, etc, as shown in Fig. 2 are furnished with the shades when they are ordered without need for separately specifying them.

3.04 Measurements are taken to the nearest $1/16$ " for width and $1/4$ " for length. The width measurement should be carefully taken as a variation of as little as $1/16$ " may make the shade unsuitable. The manufacturer makes allowances for width and overlap length for the shade itself and such allowances should not be included in the dimensions specified. Also the width of shade on the roller is adjusted to assure proper functioning.

4. ORDERING

4.01 Orders should be worded as follows:

(Quantity) Shade, Window (single hung or double hung) (color, as DuPont No. 506) (Size, as width $45-3/16$ ", length $83-3/4$ " (I.B. or O.B.))

4.02 The terms I.B. or O.B. are the customary trade designations for inside or outside brackets respectively and consequently it is unnecessary to spell out the words on orders.

4.03 When ordered as above from the Western Electric Company the shade is mounted on the roller by means of a top hem which prevents the shade from being pulled off the roller when over extended. Another hem at the bottom takes a $1-1/4$ " slat, eyelet inserted. The applicable mounting brackets and No. 4 cord of proper length for the type of installation are included. For double hung shades, the harness fittings as shown in Fig. 2 are furnished. For the larger building having a competent window shade installer the shades may be obtained without the rollers.

5. REPLACING SHADES - PROCEDURE

5.01 The shade should be placed in brackets fully rolled, and then extended the full length of its travel to check tension. Tension should be just sufficient to return the shade to the roller. To increase tension, pull the shade down a few feet, remove from the brackets, roll the shade back on the roller by hand and replace it in the brackets. To decrease tension, remove the shade from the brackets, unwind the shade a few feet by hand and replace it on the brackets. Avoid a strong tension because it tends to slam and damage the shade.

5.02 The shade cord is attached as follows:

- (a) For single shades. One end of the cord is inserted in the eyelet of the shade and knotted with the knot on the window side of the eyelet. The other end is attached at the right-hand side of the window casing usually in an eye screw. Place the cord attachment about five feet from the floor. The cord should be of exact length so that it becomes taut when the shade is raised to within an inch or two from the top and thus prevents the slat from revolving about the roller.

(b) For double hung shades. The cord should be installed in a continuous length as shown in Fig. 2.

6. INSTALLING NEW SHADES - PROCEDURE

6.01 The brackets for single hung shades are located as follows:

(a) Inside brackets. The center of each bracket where the roller tip fits, is located approximately 1-1/2" (to centers) down from the top of the casement.

(b) Outside brackets. The brackets are located on the face of the casement near the top or near the lower edge of the top cross member. An overlap of not less than 2" should be allowed on each side where possible to avoid light leaks on the sides.

6.02 When installing brackets for new shades, it is important that they be level with respect to each other, otherwise the shade will not hang straight when pulled down and will roll up unevenly, toward the high side. The screw utilizing the slotted hole in the bracket base is installed first and in the middle of the slot. The second screw is not installed until the shade rolls correctly. If the shade does not roll up straight when grasped at the center it is an indication that the roller is not level, in which case the bracket is raised slightly at the end of the roller opposite to

that which rolls off. A slight change, 1/16" or less, will correct the tendency for the shade to roll off at one side.

6.03 For wood casements, round head screws about 3/4" long should be used. For metal casements, self-threading metal screws should be used. Slightly smaller holes should be drilled in the casement for starting the screws. The round hole bracket is always on the right-hand side and the slotted bracket on the left for single hung shades and the reverse for the double hung.

6.04 For double hung shades the brackets are installed with the centers about 10" above the horizontal center line of the window meeting rail, on the outside face of the casing (window trim). The brackets are so mounted that the shade cloth will overlap the casing not less than 2". The mounting above the center rail is to permit the use of a window pole in raising and lowering the windows and permit ready access by window washers. The mounting bracket is positioned horizontally. Drill the window casings for bracket mounting screws as described in Paragraph 6.03. Attach the roller brackets.

6.05 After installing the brackets as shown in Fig. 2, the shades are then placed in the brackets, the cords attached as shown in Fig. 2, and the tension checked as outlined in Paragraph 5.01.