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*An Employee Owned Company*



**LOUVER PTAC SLEEVE  
INSTALLATION  
INSTRUCTIONS**



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# Louver PTAC Sleeve Installation Instructions

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## **I. General Overview and Information**

### **A. Handling and Storage**

1. Handle all louvers and other material carefully
2. Do not drop, drag, or walk on boxed or crated material.
3. Place protective spacers between each louver, louver and wall, and louver and floor during storage.
4. Store louvers off the ground on pallets, planks or similar materials. Louvers stored outside must be protected from rain, snow, etc.
5. Protect louvers from other trade damage or manufacturing processes with ventilated covering.
6. Remove material from packaging if it becomes wet. Repack materials and move to a dry location.

### **B. Window and Material Inspection**

1. Inspect all louvers and other material upon delivery for damage and quantity accuracy. Report damage and / or missing material to WinTech and freight carrier immediately.

## **II. Cleaning**

### **A. Cleaning Window Units**

1. Plaster, cement, terrazzo, alkaline, and acid based materials used to clean masonry are very harmful to painted and anodized finishes and should be removed with water and mild soap immediately, to prevent permanent staining. Spot testing is recommended prior to any cleaning agent being applied to the doors.
2. Cleaning of painted aluminum surfaces should be performed in accordance with American Architectural Manufacturing Association (AAMA) 609 and 610-02 "Cleaning and Maintenance Guide for Architecturally Finished Aluminum".
3. Cleaning of anodized aluminum surfaces should be performed in accordance with American Architectural Manufacturing Association (AAMA) 609 and 610-02 "Cleaning and Maintenance Guide for Architecturally Finished Aluminum".
4. If protective coatings are required, they must be removed from any area of the window unit that requires field applied sealant prior the installation of the louver.

## **III. Construction Notes**

### **A. Reference Project Documents**

1. Check any shop drawings, elevation drawings, project specific details, and installation instructions to become thoroughly familiar with the project. Any project specific documents, such as shop drawings, details, etc., take precedence over these installation instructions.

### **B. Opening Verification**

1. Ensure that construction that will receive WinTech louver is in accordance with the contract documents. If construction is not per the contract documents please notify the general contractor in writing and resolve differences prior to proceeding with work.



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2. The opening must be verified to confirm it is square, level, and plumb and has the proper clearance for the designated louver.

## **C. Isolate Aluminum**

1. Aluminum that is in direct contact with masonry or incompatible materials must be isolated with a heavy coat of zinc chromate, plastic isolators, or bituminous paint.

## **D. Sealant**

1. All sealant used must be compatible with all the materials it contacts, including other sealant. All sealant unless noted is not by WinTech and is to be supplied by others.
2. WinTech does not recommend sealant or caulking types and will not assume liability or responsibility of sealant or caulking not supplied by WinTech. The sealant supplier should be consulted for sealant recommendations associated with compatibility, adhesion, priming, tooling, shelf life, and joint design. It is the sole responsibility of the customer to perform all sealant adhesion and compatibility testing that is required by the sealant manufacturer of choice for sealant that is to be supplied by the customer.

## **E. Safety**

1. Follow all required safety and PPE procedures when installing louvers and PTAC sleeves and other aluminum fenestration products provided by WinTech.



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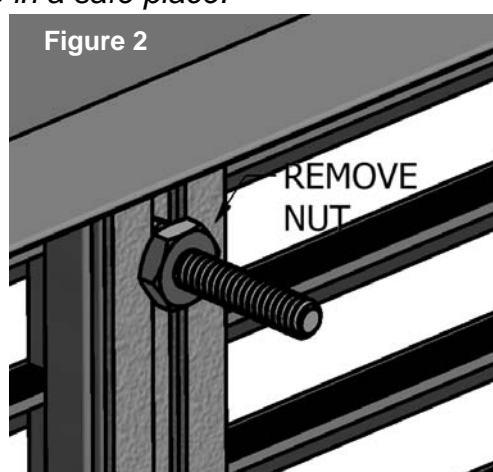
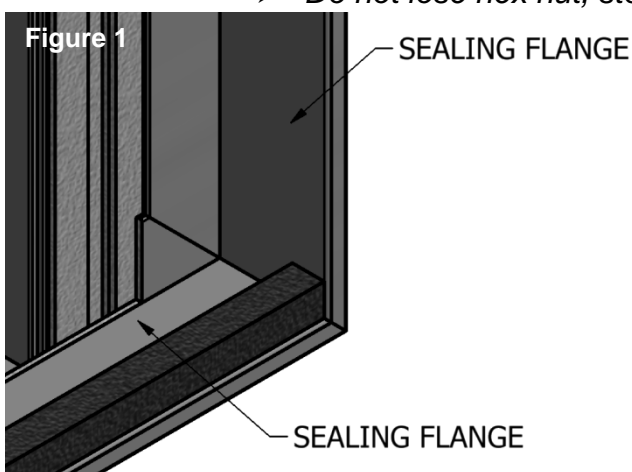
# Louver PTAC Sleeve Installation Instructions

## IV. PTAC Sleeve Installation Instructions

### A. Louver PTAC Sleeve Opening Preparation

1. With window frame and louver installed ensure the louver is level and square.
2. Inspect louver and remove any dirt, debris, or other objects that may impede PTAC sleeve installation or free air movement.
3. Install any foam baffles and diffuser grills required by the PTAC manufacturer to the WinTech louver.
4. Wipe down louver sealing flange with 50% isopropyl alcohol or similar product. See Figure 1.
5. Remove the hex nut from all threaded studs on the louver. See Figure 2.

➤ *Do not lose hex nut, store in a safe place!*



### B. PTAC Sleeve Installation

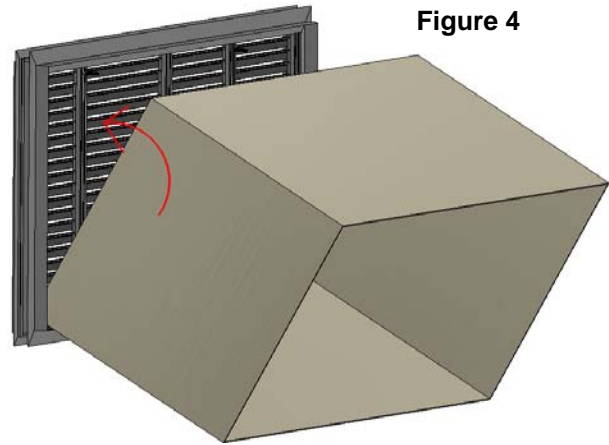
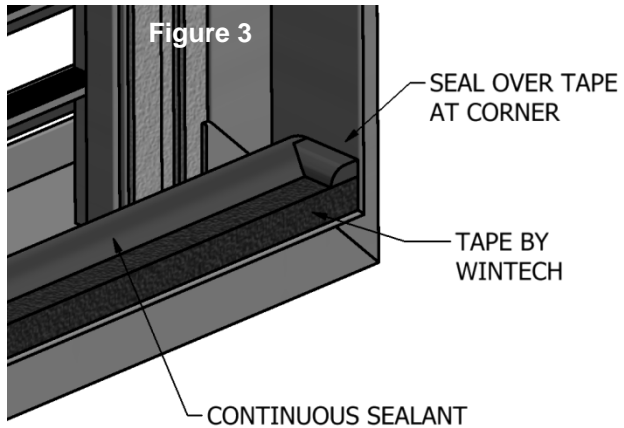
1. Dry fit PTAC sleeve into opening of louver to ensure threaded stud locations aligns with attachment hole or slot in PTAC sleeve and PTAC sleeve fits into opening.
  - *If threaded studs do not align, slide them up or down in track.*
2. Remove PTAC sleeve and apply a continuous 1/2" wide x 3/8" tall bead of sealant at the sill flange between the tape and louver frame. See Figure 3.
3. Apply sealant over the tape at the sill at the corners so seal at jambs can be married into sealant at sill. See Figure 3.
4. Roll PTAC sleeve into place in the louver while sealant at sill is still wet. See Figure 4.
  - *Ensure PTAC sleeve attachment holes/slots align with threaded studs.*
5. Once PTAC sleeve is placed onto threaded studs and installed at its maximum depth into the louver, tip the sleeve upwards, from the back, to provide a 1° slope towards the exterior of the PTAC sleeve. See Figure 5.



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- PTAC sleeve should be pressed down into the sealant and tape at the sill.



- Attached PTAC sleeve to louver at threaded studs using hex nuts removed in section A, step 5.
  - Ensure 1° degree tilt is maintained while tightening.
- Install backer rod between the PTAC sleeve and louver sealing flange across top and down both sides. See Figure 6.
- Apply continuous sealant between the PTAC sleeve and louver sealing flange up both sides and across the top. See Figure 6.
  - This continuous seal needs to marry into the sealant over the tape at the sill in the corners as completed in step 3 of section B.
- Tool sealant at all locations.

