1. In order for the boards to be cut to length for an efficient air tight fit, accurate measurements must be taken of the desired windows. The storm window insert will fit snugly against the window panes, so measurements should be made from the inside of the window frame. Using a measuring tape, find the length in inches from where the window meets either side of the frame for the width. Measure from the top of the inside of the frame to the bottom for height. Enter these figures for each window into the columns C (height) and D (width) of the provided window spreadsheet if you are using it, and skip steps 2 and 3 (the spreadsheet computes this automatically). If not, record them separately and follow steps two and 3 to find your cut lengths. **Measurements should be made to the nearest 1/16th inch to ensure a proper fit for each window.** Measurement technique is illustrated in figures 1 and 2 below.
2. Subtract $\frac{1}{2}”$ from the vertical measurement (the gap will be filled in by the foam weather stripping that seals and secures the window in place) and write down your new number.

3. Subtract 4” from the horizontal measurement (allowing $\frac{1}{2}”$ for the foam weather stripping and 3 $\frac{1}{2}”$ for the width of the vertical pieces) and write down your new number.

4. Measure your uncut wood, accounting for the *adjusted* numbers and marking a line with pen or pencil at the place where you will cut.

5. Cut your wood using a hand saw, or chop saw if available. NOTE: If your window is greater than 3 by 5 feet, you will want to cut extra wood for a cross piece (see below).

6. Drill holes for the screws using a 1/8” drill and countersink combination. Drill the holes into the sides of the vertical pieces at the dots below.

7. You will need to insert one screw on each end of each vertical piece. This will join the vertical pieces to the horizontal pieces. If you do add a cross piece, you will also need to join it to the vertical pieces with one screw on each side. Ensure that frame pieces are held tightly together, and maintain right angles when drilling to avoid warped frames. **This is particularly important for larger windows.**

8. Wrap the edges of your frame with double sided tape. It is important to wipe the edges down with your finger or a cloth before you lay the tape – any trace sawdust will decrease the stickiness. Press the tape down as you go.

9. Measure the plastic film, making it about 6” longer than the frame. Then lay the frame on top of the plastic film. Remove the protective paper on the double sided tape and working with one side at a time, fasten the plastic film to the
tape. Pull the film as tight as possible and trim the excess around the edges with scissors or a small knife. A small amount of wrinkles in the film at this stage is ok – they will be removed by the hair dryer.

10. Repeat steps 8 + 9, for the other side of the frame.

11. Now use a hair dryer to heat-shrink the plastic film – first do one side and then the other. As you apply the heat, the wrinkles will disappear and the plastic will become smooth. Begin in the corners, shrinking the plastic in contact with the frame, and then work your way in. Take care not to get too close with the hair dryer, as they can melt holes in the plastic.

12. When you’ve finished with both sides, go around the perimeter of the interior storm window frame with packing tape. This will protect the edges. Fold over two 4” pieces of tape onto themselves, leaving one sticky end, and apply these two tabs on the vertical edges of the frame, (one on each side, near the top on the edge) so that you can remove the interior storm window after it is installed.

13. Wrap the perimeter of the window frame with foam weather stripping. Stop and cut the foam at each corner, leaving a quarter inch on each edge to guarantee a good seal in the corners. Press the foam tape down as you did with the double sided.

14. You’re DONE!

For a visual aid, check out the Island Institutes instructional video for storm windows: http://vimeo.com/86712492