Town of Steilacoom Prime Window and Patio Door Replacement Incentive Program

Requirements and Specifications

Pre-existing windows and patio doors must be (1) single pane with/without storms, any frame type (e.g., metal, wood, vinyl), or (2) double pane, metal frame only. The weighted average of replacement windows must have a National Fenestration Rating Council (NFRC) minimum U-value of 0.30 or 0.22 for windows; 0.35 or 0.30 for patio doors.

Window and patio door measures must be installed according to the 2014 Bonneville Power Administration's Residential Weatherization Specifications.

Documentation Requirements

1.) End-user identifying information including address
2.) Equipment/contractor invoice showing (a) measure requirements have been met (e.g., manfacturer, model number, type, size and quantity of equipment or product installed/used), (b) the order/purchase date and (c) cost.
3.) NFRC stickers or other verification of U-value
4.) Documentation (a) of number and square footage of windows or patio doors replaced (b) pre condition (frame type, ie., wood, metal, single/double pane) and (c) post condition U-value.
5.) Description of home (single-family, multifamily, or manufactured)
6.) A description of primary heating type (electric zonal, electric forced air furnace, air source heat pump, ground/water source heat pump, ductless heat pump)

Payment

Single Family

	U-Factor	Major Heat Source	Per Sq Ft
Single pane window, any frame type or double pane window, metal frame type	0.30	Any Electric	$ 3.00
		EFAF*	$ 4.00
		Zonal/DHP	$ 3.00
		Ducted HP	$ 2.00
Single pane patio door, any frame type or double pane patio door, metal frame type	0.35	Any Electric	$ 3.00
		EFAF*	$ 4.00
		Zonal/DHP	$ 3.00
		Ducted HP	$ 2.00
Single pane window, any frame type or double pane window, metal frame type	0.22	Any Electric	$ 3.00
		EFAF*	$ 4.00
		Zonal/DHP	$ 3.00
		Ducted HP	$ 2.00
Single pane patio door, any frame type or double pane patio door, metal frame type	0.30	Any Electric	$ 3.00
		EFAF*	$ 4.00
		Zonal/DHP	$ 3.00
		Ducted HP	$ 2.00

*EFAF = Electric Forced Air Furnance

Town of Steilacoom PRIME WINDOWS AND PATIO DOOR REPLACEMENT INCENTIVE PROGRAM - REBATE CLAIM FORM

(Town Use Only)
Rebate Claim Number _____

INSTRUCTIONS: Fill out form completely and sign. Attach supporting documentation: receipt(s), and NFRC sticker(s). Failure to complete the form and provide documentation could result in claim being sent back or denied.

Please see the back of this form for Program Requirements and Specifications

CUSTOMER INFORMATION

Person Receiving Rebate			Mailing Address (*if different than installation address*)		
Installation Address			City	State	Zip
City	State	Zip	Primary Contact Person	Phone No.	
Town of Steilacoom Utility Account No.:			Email Address:		

BUILDING INFORMATION

Primary Heating Equipment	Primary Cooling Equipment
( ) Any Electric ( ) Electric Forced Air Furnance	( ) Geothermal ( ) Air-Source Heat Pump
( ) Zonal / Ductless Heat Pump	( ) Central Air Conditioning ( ) Room Air Conditioning
( ) Ducted Heat Pump ( ) List Other	( ) None

WINDOW INFORMATION

Complete for each window style or type. Rebate (per square foot) = $2 - $4; based upon installed U-factor. One opening = one window. Must meet U-factor requirements. ***Include verification of U-factor with claim form.*** Minimum of 8 square feet per window. *Square footage = (length in inches x width in inches)/144. Attach additional sheets if needed.

Manufacturer	Type (double-hung, single-hung, casement, picture, etc.)	No. Installed	U-Factor (required)	Width (inches)	Length (inches)	*Square Footage

PATIO DOOR INFORMATION

Complete for each door. Maximum of 5 doors per residential building and 10 doors per non-residential building. Minimum of 8 square feet per door. Square footage = (length in inches x width in inches)/144. ***Include proof of U-factor with this form.*** Rebate (per square foot of glazing) = $2 - $4; based upon installed U-factor.

Manufacturer	Solid or Glass Door	U-factor (required)	Width (inches)	Length (inches)	Square Footage (Width X Length)/144

CUSTOMER SIGNATURE AND CERTIFICATION

I certify that I have purchased the equipment described in this form and that it has been installed at the service address indicated. I agree to the terms and conditions associated with the Town of Steilacoom windows and doors replacement rebate claim form.

Customer Signature	**Date**

Questions? Call Terry Huber (253) 983-2077

Prime Window and Patio Door Replacement Claim Form

REQUIREMENTS AND SPECIFICATIONS

*Please note, windows and/or patio doors must be installed in homes with a permanently-installed ***electric heating system***. Pre-existing windows and patio doors must be (1) single pane with/without storms, any frame type (e.g., metal, wood, vinyl), or (2) double pane, metal fame only. The weighted average of replacement windows must have a National Fenestration Rating Council (NFRC) rated U-value of 0.30 or lower; 0.35 or lower for patio doors.

REBATE REQUIREMENTS CHECKLIST

- ☐ 1. End-user identifying information including unique site ID and address (completed rebate claim form).
- ☐ 2. Equipment/contractor invoice showing (a) measure requirements have been met (e.g., manufacturer, model, number, type, size and quantity of equipment or product installed/used), (b) the order/purchase date and (c) cost.
- ☐ 3. NFRC stickers or other verifications of U-values for each window/patio door claimed.
- ☐ 4. Documentation of number of windows or patio doors and square footage of windows or patio doors replaced.
- ☐ 5. Audit or field notes detailing pre and post conditions.
- ☐ 6. Description of home (site-built or manufactured) and original window or patio door frame type(s).

***Reimbursement** is $2.00 - $4.00 per square foot of glazing area of windows and/or patio door replaced up to a maximum of $2,500.00 (twenty five hundred dollars) per residence.

**Based upon installed U-factor*

Please mail your completed and signed rebate claim form along with the required supporting documentation to:

Terry Huber - Window Rebates
C/o Town of Steilacoom
1030 Roe Street
Steilacoom, WA 98388-4010

Please allow six to eight weeks for your rebate check after the Town of Steilacoom receives, verifys and approves your properly completed rebate claim form, receipts and other required documentation.

Offer expires September 30, 2017 or sooner if funds are exhausted

Questions? - Please call Terry Huber at (253) 983-2077

12 Prime Window, Sliding Glass Door, and French Door Replacements

12.1 General Window Requirements

Comply with these general requirements on all window and patio door replacements. Window requirements also apply to patio doors unless otherwise stated.

1. Replacement windows must be certified and labeled for U-factor in accordance with the simulation, testing, and certification procedures of the National Fenestration Rating Council Incorporated (NFRC).
2. Caulk and prime all exterior wood, including frame, sash, trim, stops and sills on all sides and ends.
3. Support the bottom rail of a patio door within 1/2 inch of exterior edge of the frame. Any wood that touches the ground or concrete must be pressure-treated.
4. Incorporate the replacement window and window opening into the home's water-resistive barrier using proper flashing techniques for each specific window type.
5. Hardware and fasteners must be aluminum, stainless steel, or another noncorrosive material.
6. Seal the structural frame to the window, and seal surrounding gaps and cracks.
   a. Frame: Install caulk or low-expansion foam between window frame and rough opening. Install backer rod or non-expanding foam and caulk where gap is greater than 3/8 inch.
   b. Exposed framing components: Caulk at exposed wood-to-wood framing cracks; remove sash weights, if applicable, and seal and insulate weight channels.
7. Cover gaps of over 3/8 inch between the exterior siding and the window with solid trim material. Fill all exterior or interior voids over 3/8 inch in width or depth with window manufacturer-approved materials, such as non-expanding foam, backer rod, or similar product prior to caulking, if caulking will be applied.
8. Verify that windows operate smoothly and safely.

12.2 Window Installation Requirements

Comply with these requirements when replacing windows.

12.2.1 Replacing Nailing-Fin Windows

Comply with these requirements to install a nailing-fin window securely in the rough opening.

1. At the sill, insert the flashing underneath the existing siding and on top of existing building paper. The bottom nailing fin of the window will cover this flashing. .
2. Install the window by sliding the top fin under the building paper. Side and bottom fins should rest on top of the building paper. Use flat shims to provide a level surface and support under the vertical structural members of the new window frame. Don't allow the fins to support the window's weight.

3. Use fasteners with heads wide enough in diameter to span the holes or slots in the window fin. Avoid over-driving the fasteners or otherwise deforming the window fin.
4. Flash the window with 15-pound felt, house wrap, or a peel-and-stick membrane.
   a) First, flash the side fins of the window, overlapping the sill flashing;
   b) Then, flash the top fin of the window, overlapping the side flashing.
5. Windows that are exposed to wind-driven rain or without overhangs above them should have a rigid head flashing to prevent rainwater from draining onto the window.
   a) If the tops of the windows are already protected by an overhanging metal head flashing, tuck the new flashing behind this head flashing.
   b) If the tops of exposed windows aren't protected by head flashing, insert new metal head flashing behind the existing siding and building paper at the top of the window and over the head trim piece. The head flashing should extend beyond the sides of the window enough to divert water away from vertical joints of the window.
   c) Tuck the head flashing up behind the exterior siding at least 1 inch. Metal head flashing must have a downward bending lip of at least $^1/_4$ inch on the front and ends.
6. Thoroughly caulk all filler and trim pieces surrounding the replacement window.

12.2.2 Block-Frame or Finless Windows

Comply with the following requirements when installing block-frame or finless windows.

1. If window-weight cavities are present and accessible, remove the weights, fill the cavities with insulation, and seal the cavities.
2. Support block-frame or finless windows under their main vertical supports with shims that level the window.
   a. Use flat shims if the sill surface is flat.
   b. Use tapered shims or a sill angle if the sill surface is sloping.
3. Windows without fins must be secured to the rough opening within 4 inches of each side corner and a minimum 12 inches on center along the remainder of the frame with one of these fastening methods.
   a. Screws fastened through the window frame. Use screws that are designed for fastening block-frame windows.
   b. Jamb clips or plates that are fastened first to the window and then to the opening in separate steps.
4. Protect the existing sill with a metal or plastic sill pan or rigid sill flashing if necessary for drainage and to protect the existing sill that protrudes from the exterior wall. Or, install a new sill as part of the window replacement.
5. Fill any gaps over $^3/_8$ inch that are between the exterior siding and the block-frame window. Install backer rod in all exterior or interior voids over $^3/_8$ inch in depth or width before caulking.
6. Caulk around the perimeter of the window to the existing frame to prevent water intrusion.

12.2.3 Flush-Fin Window Replacement

Replace windows in stucco walls using windows with flush fins, also called stucco fins, which have no nail holes. Flush-frame windows are replacement windows that fasten to the window opening and mount directly over the flat siding surrounding the window opening. This flush-fin window- replacement technique is similar to block-frame window installation.

1. If window-weight cavities are present and accessible, remove the weights, fill the cavities with insulation, and seal the cavities.
2. Support the replacement window on the existing sill with one of the following materials.
   a. A flat or tapered continuous wood support.
   b. Flat shims under the window's main vertical supports.
   c. Tapered shims under the window's main vertical supports if the sill is sloping.
3. Apply a sealant that remains flexible to the back of the flush fin of the replacement window in order to seal it to the surface of the exterior wall. Leave a gap in the caulking at the bottom fin for one inch on each side of the window's weep holes to allow water to drain.
4. Windows must be secured to the rough opening within 4 inches of each side corner and a minimum 12 inches on center along the remainder of the frame with one of these fastening methods.
   a. Screws fastened through the window frame. Use screws that are designed for fastening block-frame windows.
   b. Jamb clips or plates that are fastened first to the window and then to the opening in separate steps.

12.3 Safety Glass and Emergency Egress

All windows must meet the following safety glazing and egress requirements. Use safety glazing in locations where the risk of breakage is high. Egress windows are windows with an opening sash large enough for people to use as a fire escape.

Safety glazing requirements apply to replacement windows, replacement patio doors, multi-glazing inserts, and storm windows. Each pane of glass requiring safety glazing must bear the manufacturer's permanent safety glazing label. This label of identification is etched or ceramic-fired on the glazing and clearly visible in one of the corners of the lite.

12.3.1 Hazardous Locations Requiring Safety Glazing

Comply with state and local code for required safety-glazing locations.

12.3.2 Emergency Egress Openings

Where an existing window meets code-required egress requirements, the replacement window must also meet those egress requirements.