

NEW Windows & Doors™

Replacing Mushroom Head (NBS) Shoes / Coils on a Double Hung Window

Replacing a Mushroom Head coil / shoe assembly is a simple operation that should take approximately 15 minutes and is rated as an EASY repair.

Approximate Time Required:

15 Minutes

Level of Difficulty:

Easy Moderate Difficult

Tools Needed:

#2 Robertson Screwdriver
Flat Head Screwdriver
Mallet

Inside Track Coil Replacement

Step 1

After removing the sash, use a flat head screwdriver and twist the cam lock $\frac{1}{4}$ turn so the open end faces inside. Use caution as this action will release the lock and the coil will be pulled up. Gently guide the shoe to its resting position in the centre of the window.



Step 2

Using a flat head screwdriver, slide the tip under the bottom edge of the coil balance cover and pry the cover out. Set the cover aside. You will need it to complete the task.



Step 3

Using the flat head screwdriver, pry loose the sash stop at the top of the window. There will be one on each side. This will reveal the access port.



Step 4

Using a #2 Robertson screwdriver, undo the screw holding the coil in place.



Step 5

Lift out the coil holder and turn it sideways to remove it from the frame.



Step 6a

Push the coil/shoe assembly to the top of the frame. Pull the assembly out through the access port at the top of the frame.



Step 6b

On some windows, there may be a double coil assembly. As you pull the coil assembly through the access port, pull the top coil out first, then the second coil.



Step 7

Installing a new coil / shoe is the reverse of steps 4 to 6.

Step 8

Using a mallet, tap in the sash stop at the top of the window frame. Then insert the coil balance cover with your fingers and gently snap into place.



Outside Track Coil Replacement

Replacing the coil / shoe assembly for the outside track involves all the same steps as the inside track repair, except the access port is at the bottom of the window (see below).

