

NEW Windows & Doors™

Replacing Mushroom Head (NBS) Tilt Pins on a Double Hung Window

Replacing a Mushroom Head tilt pin 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

Step 1

Position the sash approximately 6" above the bottom of the frame, hold the sash with both hands and tilt it out to 90 degrees.



Step 2

While supporting the sash with one hand, use the other to tap the sash upwards from underneath where the remaining pin is engaged.



Step 3

After you have removed the sash from the window, use a screwdriver with a #3 Robertson bit and remove the remaining piece of the tilt pin.



Step 4

Install the new Mushroom Head tilt pin re-using the screws that were removed. Be careful not to over tighten the screws as you may over spin the hole in the vinyl sash.



Step 5

If the tilt pin broke while the Cam was in the unlocked position (open end facing outside), it will have moved to the centre of the window frame.



Step 6

With the screw driver still inside the cam, use both hands to push down on it until it reaches the same height as the cam on the opposite side, then twist the cam back until the open end of the cam is facing upwards. This will lock the cam in position and allow you to insert the sash.



Step 7

Gently insert the sash pins into the cams and tap down on each side to insert the pins.



Step 8

Tilt the sash down, this will fully seat the pin into the cam.



Step 9

Lift up the sash and push into the frame. Make sure there is no resistance when you do this. If there is, repeat steps 8 & 9 again. Ensure that both tilt latches at the top of the sash are fully engaged into the side frame. You should hear a loud “pop” when this happens.



You are done!