

How to disassemble and ship your screens

Screen Disassembly

Many customers choose to ship existing screens to us for repair or for conversion from standard screen to alarm screen. By disassembling your screens before shipment you can substantially lower your shipping cost by using smaller packaging and reduce the risk of damage during shipment. Of course, you can always ship carefully packaged fully assembled screens to us.

- 1** Using either a small sticker or masking tape, we recommend that you mark each removed screen with consecutive numbers (#1, #2, #3, etc.) starting with the first window to the left of the front entry premises and continuing clockwise around the premises.
- 2** Identify the left (L), right (R), top (T) and bottom (B) of the screen frame as viewed from the inside of the premises by marking the frame with the stickers. Also mark the area of the frame where you want the lead plug (P) and tamper (T) to be located. Please also specify the type of tamper and lead plug set – either our standard set or our recessed slotted set.
- 3** After the screen has been marked, place the screen on a table or flat surface with the frame side that contains the rubber spline facing up. Starting at one corner, remove the rubber spline that holds the mesh to the frame until all spline has been removed. Remove the mesh and discard the mesh and the spline.
- 4** Pull apart one corner of the screen frame keeping the L-shaped corner bracket inside the end of the removed frame. Repeat this procedure with all 4 corners.
- 5** Tape all 4 frame pieces together securely in a bundle (keeping the L-shaped corner brackets intact) and mark each disassembled screen with the number described above.
- 6** Pack the bundles into a tube or carton and ship to us for reassembly and conversion to an alarm screen.

Upon receipt of your shipment we will contact you to verify your order specifications. We will reassemble the screen frame and rewire it with alarm screen mesh and install the appropriate leads and tampers per your instructions. Finished alarm screens will be shipped to you in a secure packing crate with all necessary installation hardware.

We're here to help. For questions or assistance, feel free to call us at 800-472-7336 or email us @ rcortes@maxwellmfg.com.



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