

Ateliers Castelnau 1-2-3 — How to Remove Mosquito Screens

1. Using the screwdriver with the special head supplied by your condominium association, remove (going counterclockwise) the screw securing the window's retaining arm. ** Important** Maintain strong downward pressure as you turn the screwdriver to avoid breaking the threads of the special screw. Do not fully remove the screw. Just loosen it sufficiently to free the retaining arm (refer to #2).



2. Once the first step (#1) is completed,
 - a. Slide the retaining arm toward the hole next to the screw. The hole is larger than the screw head.
 - b. Lift the retaining arm to free it from the window frame. It is now possible to fully open the window and reach the mosquito screen.

a.



b.



3. Using a small stepladder (if needed),
 - a. Use both hands to grab the two tabs on the same side and gently pull them to free the mosquito screen from the window frame. ** CAUTION **, the pull tabs are fragile. Handle with care.
 - b. After the tabs have been pulled, use them to free the mosquito screen from the window frame on that same side. Push the mosquito screen outward and grab its frame with one hand.
 - c. Free the mosquito screen and its two pull tabs on the other side by moving it away from the window frame. The tabs on the opposite side should free themselves from the window frame without any need to pull them. With your other hand, grab the mosquito screen's other side.

a.



b.



c.



After washing the windows, follow this procedure in reverse order to reinstall the mosquito screen. Do not use excessive force to tighten the screw securing the retaining arm. It requires only a bit of pressure. **You are responsible for reinstalling the retaining arm in compliance with the building code.**