

**WATERGATE COMMUNITY ASSOCIATION**  
**8 Captain Drive**  
**Emeryville, California 94608**  
**Office: 510-428-0118 / Fax: 510-428-0379**

**WINDOW REPLACEMENT GUIDELINES**

**GENERAL**

1. Complete and receive approval for WCA's "Unit Modification Application" for window replacement.
2. Obtain a permit for replacement window installation from the City of Emeryville Planning and Building Department.
3. Comply with all requirements of the current California Building Code, including, but not limited to:
  - a. Emergency Egress Requirements: At least one window in each bedroom shall meet the following egress requirements:
    1. Minimum net openable area: 5 square feet for grade level windows; 5.7 square feet for second floor or higher windows.
    2. Minimum 20" clear width when open.
    3. Minimum 24" clear height when open.
  - b. Efficiency Requirements:
    1. Maximum U-factor:
      - a. Under 75 square feet of windows replaced: 0.40
      - b. Over 75 square feet of windows replaced: 0.32
    2. Maximum Solar Heat Gain Coefficient (SHGC):
      - a. Under 75 square feet of windows replaced: 0.35
      - b. Over 75 square feet of windows replaced: 0.25
  - c. Ventilation Requirements:
    1. The openable portion of the windows within each habitable room must total 4% of the size of the floor area of that room.
  - d. Safety Glazing Requirements:
    1. Individual fixed or operable panels that meet all of the following conditions must be tempered glass:
      - a. Individual pane is greater than 9 square feet.
      - b. The bottom edge of glazing is less than 18 inches above the floor.
      - c. The top edge of glazing is greater than 36 inches above the floor.
      - d. One or more walking surfaces are within 36 inches, measured horizontally and in a straight line, of the plane of glazing.
  - e. Wind Load Resistance
    1. Glass in replacement windows shall be designed to resist the wind loads described in CBC Section 1609, or as follows:
      - a. Tempered glass double-paned units:
        1. Both lites - 1/8 inch minimum.
      - b. Non-tempered glass double-paned units:
        1. Both lites - 3/16 inch minimum, or
        2. Outer lite - 1/4 inch; inner lite - 1/8 inch.

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### **PRODUCTS**

1. Comply with AAMA/WDMA/CSA 101/I.S.2/A440 for minimum standards of performance, materials, components, accessories,
  - a. Windows shall be AMMA certified with label attached to each window.
2. Windows are to be retrofit style, sized to fit within existing window outer frame with a minimum of 1/4 inch clearance in width and height, and surrounded by a flush fin at least 1 1/4 inches wide.
  - a. Existing window outer frame, existing waterproofing membrane, and existing stucco cladding are to be left in place and are not to be disturbed.
3. Replacement windows must approximately duplicate the appearance of the existing windows.
  - a. Divider/muntin locations to match existing.
  - b. Frame material may be aluminum, vinyl, or fiberglass.
  - c. Exterior color to match existing (currently Dark Bronze).
  - d. Operable portion may be either slider or casement style.
4. Window products must be approved by WCA prior to ordering.
  - a. Provide technical data to WCA for review.
5. Sealant to be 100% urethane and approved by window manufacturer and WCA.

### **INSTALLATION**

1. Follow retrofit window manufacturer's installation requirements.
2. Inspect exterior wall adjacent to window. Cracks or spalls in stucco should be repaired prior to retrofit window installation.
3. Surface preparation: prior to window installation, clean exterior wall area within 4 inches of window perimeter with solvent approved by sealant manufacturer.
4. Remove existing inner window components, leaving outer frame intact and undisturbed.
  - a. Any exposed fastener holes to be fully sealed prior to installation of replacement window.
5. Ensure that existing frame's mounting surface is clean and free of debris.
6. Pre-fit the retrofit window in the opening. Level and block it as necessary to ensure frame is supported at its base.
7. Apply a minimum 1/2 inch continuous bead or ribbon of sealant to the mounting surfaces of the existing window frame across the head, down the jambs, and across the sill, leaving a minimum 1 inch void in-line with the weep holes in the existing frame.
  - a. Apply an adequate amount of sealant to compensate for irregularities between the existing frame and retrofit window fin.
8. Place the retrofit window firmly in the opening. Push firmly to ensure contact with the sealant on the existing frame to achieve a primary seal between the two.

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9. Secure retrofit window to the surrounding wood wall framing with compatible screws at jambs and head, per manufacturer requirements.
  - a. Do not install screws at sill.
  - b. Apply sealant to screw-holes both prior to and after installation of screws.
10. Apply a secondary sealant joint between the fin and the stucco, around the perimeter of the fin, leaving minimum 1 inch voids in-line with the existing window's weep holes.
  - a. Tool the sealant joint to a 45 degree fillet.

**MAINTENANCE**

1. Owners are responsible for maintenance of window systems, including, but not limited to:
  - a. Water-tightness of window system.
  - b. Exterior finish.
  - c. Weep hole functionality.
2. WCA's responsibility for the window system integrity is limited to the exterior joint between the outer edge of the window frame and the building's exterior waterproofing membrane.

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**BALCONY ENCLOSURE WINDOW REPLACEMENT GUIDELINES**

**GENERAL**

1. Complete and receive approval for WCA's "Unit Modification Application" for balcony enclosure window replacement.
2. Obtain a permit for replacement window installation from the City of Emeryville Planning and Building Department.
3. Comply with all requirements of the current California Building Code, including, but not limited to:
  - a. Emergency Egress Requirements: At least one window in each bedroom shall meet the following egress requirements:
    1. Minimum net openable area: 5 square feet for grade level windows; 5.7 square feet for second floor or higher windows.
    2. Minimum 20" clear width when open.
    3. Minimum 24" clear height when open.
  - b. Efficiency Requirements:
    1. Maximum U-factor:
      - a. Under 75 square feet of windows replaced: 0.40
      - b. Over 75 square feet of windows replaced: 0.32
    2. Maximum Solar Heat Gain Coefficient (SHGC):
      - a. Under 75 square feet of windows replaced: 0.35
      - b. Over 75 square feet of windows replaced: 0.25
  - c. Ventilation Requirements:
    1. The openable portion of the windows within each habitable room must total 4% of the size of the floor area of that room.
  - d. Safety Glazing Requirements:
    1. Individual fixed or operable panels that meet all of the following conditions must be tempered glass:
      - a. Individual pane is greater than 9 square feet.
      - b. The bottom edge of glazing is less than 18 inches above the floor.
      - c. The top edge of glazing is greater than 36 inches above the floor.
      - d. One or more walking surfaces are within 36 inches, measured horizontally and in a straight line, of the plane of glazing.
  - e. Wind Load Resistance
    1. Glass in replacement windows shall be designed to resist the wind loads described in CBC Section 1609, or as follows:
      - a. Tempered glass double-paned units:
        1. Both lites - 1/8 inch minimum.
      - b. Non-tempered glass double-paned units:
        1. Outer lite - 5/16 inch; inner lite - 1/4 inch.

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### **PRODUCTS**

1. Comply with AAMA/WDMA/CSA 101/I.S.2/A440 for minimum standards of performance, materials, components, accessories,
  - a. Windows shall be AMMA certified with label attached to each window.
2. Windows are to be retrofit style, sized to fit within existing window outer frame with a minimum of 1/4 inch clearance in width and height, and surrounded by a flush fin at least 1 1/4 inches wide.
  - a. Existing window outer frame, existing waterproofing membrane, and existing stucco cladding are to be left in place and are not to be disturbed.
3. Replacement windows must approximately duplicate the appearance of the existing windows.
  - a. Divider/muntin locations to match existing.
  - b. Frame material may be aluminum, vinyl, or fiberglass.
  - c. Exterior color to match existing (currently Dark Bronze).
  - d. Operable portion may be either slider or casement style.
4. Window products must be approved by WCA prior to ordering.
  - a. Provide technical data to WCA for review.
5. Sealant to be 100% urethane and approved by window manufacturer and WCA.

### **INSTALLATION**

1. Follow retrofit window manufacturer's installation requirements.
2. Inspect exterior wall adjacent to window. Cracks or spalls in stucco should be repaired prior to retrofit window installation.
3. Surface preparation: prior to window installation, clean exterior wall and balcony components within 4 inches of window perimeter with solvent approved by sealant manufacturer.
4. Remove existing inner window components, leaving outer frame intact and undisturbed.
  - a. Any exposed fastener holes to be fully sealed prior to installation of replacement window.
5. Ensure that existing frames' mounting surfaces are clean and free of debris.
6. Pre-fit the retrofit windows in the openings. Level and block as necessary to ensure frames are supported at their bases.
7. Apply a minimum 1/2 inch continuous bead or ribbon of sealant to the mounting surfaces of the existing window frame across the head, down the jambs, and across the sill, leaving a minimum 1 inch void in-line with the weep holes in the existing frame.
  - a. Apply an adequate amount of sealant to compensate for irregularities between the existing frame and retrofit window fin.
8. Place the retrofit window firmly in the opening. Push firmly to ensure contact with the sealant on the existing frame to achieve a primary seal between the two.

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9. Secure retrofit window to the surrounding wood wall framing with compatible screws or structural sealant at jambs and head, per manufacturer requirements.
  - a. Do not install screws at sill.
  - b. Apply sealant to screw-holes both prior to and after installation of screws.
  
10. Apply a secondary sealant joint, in compatible color (currently Dark Bronze) between the fin and the stucco or balcony components, around the perimeter of the fin, leaving minimum 1 inch voids in-line with the existing window's weep holes.
  - a. Tool the sealant joint to a 45 degree fillet.

**MAINTENANCE**

1. Owners are responsible for maintenance of window systems, including, but not limited to:
  - a. Water-tightness of window system.
  - b. Exterior finish.
  - c. Weep hole functionality.
  
2. WCA's responsibility for the window system integrity is limited to the exterior joint between the outer edge of the window frame and the building's exterior waterproofing membrane.

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**SLIDING DOOR REPLACEMENT GUIDELINES**

**GENERAL**

1. Complete and receive approval for WCA's "Unit Modification Application" for sliding door replacement.
2. Obtain a permit for replacement sliding door retrofit installation from the City of Emeryville Planning and Building Department.
3. Comply with all requirements of the current California Building Code, including, but not limited to:
  - a. Efficiency Requirements:
    1. Maximum U-factor:
      - a. Under 75 square feet of glazing replaced: 0.40
      - b. Over 75 square feet of glazing replaced: 0.32
    2. Maximum Solar Heat Gain Coefficient (SHGC):
      - a. Under 75 square feet of glazing replaced: 0.35
      - b. Over 75 square feet of glazing replaced: 0.25
  - b. Safety Glazing Requirements:
    1. Tempered glass must be used in replacement sliding doors.
  - c. Wind Load Resistance
    1. Glass in replacement sliding doors shall be designed to resist the wind loads described in CBC Section 1609, or as follows:
      - a. Tempered glass double-paned units: both lites - 1/8 inch minimum.

**PRODUCTS**

1. Comply with AAMA/WDMA/CSA 101 for minimum standards of performance, materials, components, accessories.
2. Replacement doors are to be one of the following types:
  - a. Standard, sized to fit within existing rough opening.
    1. Existing door and outer frame are to be removed without disturbing existing waterproofing membrane and existing stucco cladding.
    2. Existing sill pan flashing to be left in place, or, if not present, new sill pan to be installed.
  - b. Retrofit style, sized to fit within existing door outer frame with a minimum of 1/4 inch clearance in width and height, and surrounded by a flush fin at least 1 1/4 inches wide.
    1. Existing door outer frame, existing waterproofing membrane, and existing stucco cladding are to be left in place and are not to be disturbed.
    2. Existing threshold to be removed. Existing sill pan flashing to be left in place, or, if not present, new sill pan to be installed.
3. Replacement sliding doors must approximately duplicate the appearance of the existing sliding doors.

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- a. Frame material may be aluminum, vinyl, or fiberglass.
  - b. Exterior color to match existing (currently Dark Bronze).
  - c. Sliding doors shall incorporate a track with integral drainage weeping to the exterior.
4. Sliding door products must be approved by WCA prior to ordering.
    - a. Provide technical data to WCA for review.
  5. Sealant to be 100% urethane and approved by door manufacturer and WCA.

### **INSTALLATION**

1. Follow replacement sliding door manufacturer's installation requirements.
2. Inspect exterior wall adjacent to door. Cracks or spalls in stucco should be repaired prior to door installation.
3. Surface preparation: prior to door installation, clean exterior wall area within 6 inches of sliding door perimeter with solvent approved by sealant manufacturer.
4. For standard installation:
  - a. Remove existing door, threshold, and outer frame, taking care not to disturb existing stucco and waterproofing.
  - b. Verify adequate sill pan flashing remains, or install new sill pan flashing if not in place.
  - c. Ensure that opening is clean and free of debris.
  - d. Contact WCA Office for inspection of prepared opening.
  - e. Pre-fit the sliding door in the opening. Level and block it as necessary.
  - f. Apply a minimum 1/2 inch continuous bead of sealant around the edges of the opening, and three minimum 1/2 inch continuous beads of sealant along the bottom of the opening where the threshold will sit, taking care to apply adequate sealant at corners.
  - g. Place the sliding door in the opening.
  - h. Secure sliding door to the surrounding wood wall framing with compatible screws at jambs and head, per manufacturer requirements.
    1. Do not install screws at sill.
    2. Apply sealant to screw-holes both prior to and after installation of screws.
  - i. Apply a secondary sealant joint between the new threshold and the adjacent stucco or deck.
  - j. Apply a secondary sealant joint between the outer frame and the stucco.
    1. Tool the sealant joint to a 45 degree fillet.
  - k. Contact WCA Office for final inspection.
5. For retrofit style installation:
  - a. Remove existing door leaves and existing threshold, leaving outer frame intact and undisturbed.
    1. Any exposed fastener holes to be fully sealed prior to installation of replacement slider.
  - b. Verify adequate sill pan flashing remains, or install new sill pan flashing if not in place.
  - c. Ensure that existing outer frame's mounting surface is clean and free of debris.
  - d. Contact WCA Office for inspection of prepared opening.
  - e. Pre-fit the retrofit sliding door in the opening. Level and block it as necessary.



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- f. Apply a minimum 1/2 inch continuous bead or ribbon of sealant to the mounting surfaces of the existing outer frame or to the back of the replacement sliding door fin, across the head, down the jambs, and three beads below the sill.
  1. Apply an adequate amount of sealant to compensate for irregularities between the existing frame and retrofit door fin.
- g. Place the retrofit sliding door firmly in the opening. Push firmly to ensure contact with the sealant on the existing frame to achieve a primary seal between the two.
- h. Secure retrofit sliding door to the surrounding wood wall framing with compatible screws at jambs and head, per manufacturer requirements.
  1. Do not install screws at sill.
  2. Apply sealant to screw-holes both prior to and after installation of screws.
- i. Apply a secondary sealant joint between the new threshold and the adjacent stucco or deck.
- j. Apply a secondary sealant joint between the fin and the stucco, around the perimeter of the fin.
  1. Tool the sealant joint to a 45 degree fillet.
- k. Contact WCA Office for final inspection.

### **MAINTENANCE**

1. Owners are responsible for maintenance of sliding door systems, including, but not limited to:
  - a. Water-tightness of sliding door system.
  - b. Exterior finish.
2. WCA's responsibility for the sliding door system integrity is limited to the exterior joint between the outer edge of the door frame and the building's exterior waterproofing membrane.