How to install your stained glass transom when space is OPEN on both sides. [Usually an interior transom.]

I suggest that you read through these instructions. If something is not clear send me an email at: glassdesignsbygm@aol.com or call me at (919) 544-2898.

Please read "Handling Leaded Glass Panels", page 3, before handling the panel.

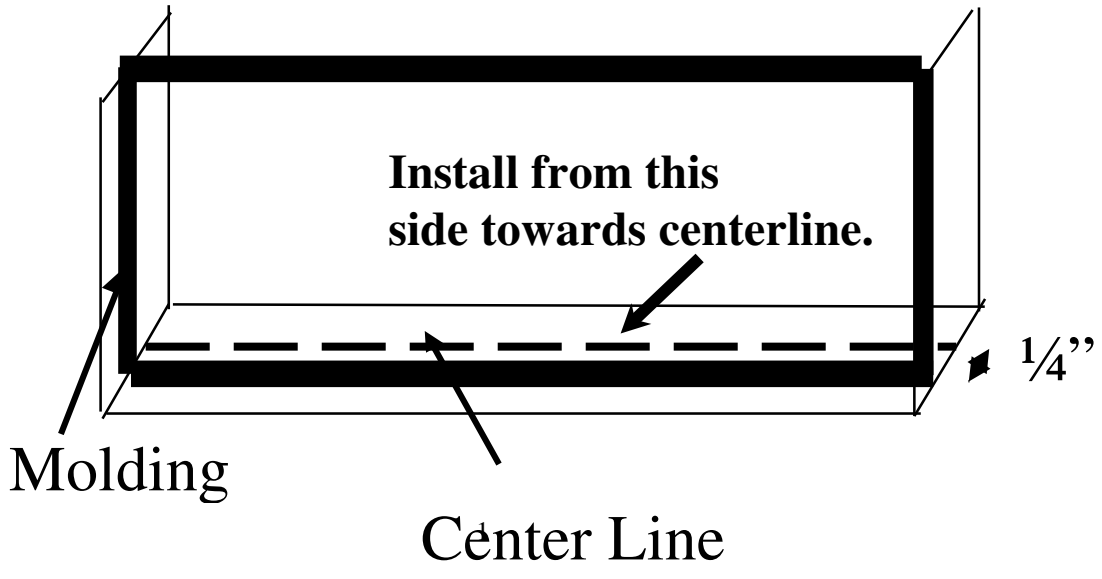
Overview of steps:

1. Check opening size.
2. Install molding on one side. Optional only needed if opening is "open" to both sides.
3. Check fit.
4. Paint molding (if needed).
5. Make molding for the other side and paint (if needed).
6. Install Transom

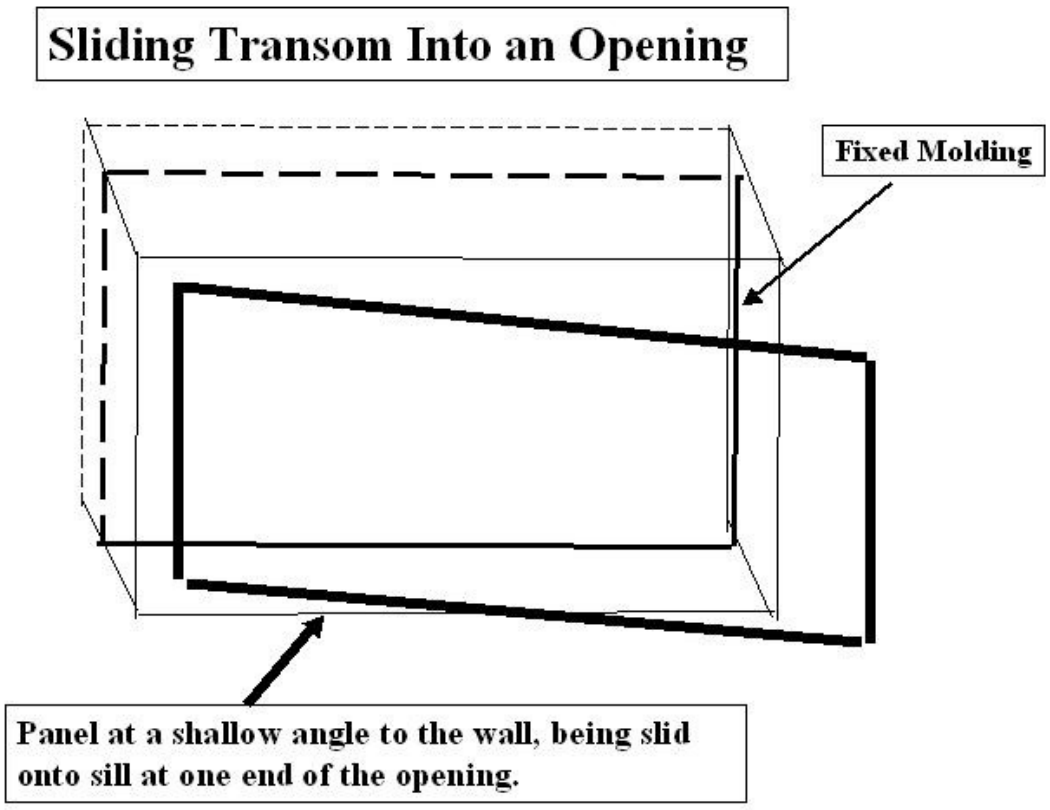
Installation step details:

1. The glass panels are made to be about 1/8" smaller in each dimension. You need to measure the actual opening to determine if the size is as originally specified. If the opening is larger, by more then about 1/8 inch to 3/16 inch, you may want to install a thin wood shim trim piece to made up the difference. If a fairly wide molding will be used, say 3/4 inch quarter round, extra trim should not be needed. If shims are needed flat pine craft wood is available in Home Depot, Lowe's, etc type stores for a few dollars with dimensions of 1/8 inch and 1/4 inch thickness and different widths and lengths. A height difference can usually be fixed with a trim piece on the lower surface (where it will not be seen from the floor). If the opening is too small, the opening **must** be modified since the glass panel cannot be forced into a too small opening. If the opening is too small, per the specifications, I would talk to the builder.

2. Install trim molding around all four parts of the framing about ½ inch off center. Use what molding best fits the trim used elsewhere in your home. Usually quarter round 3/8" or ½" molding is best. Quarter round will need miter cuts. This molding can be installed with trim nails. See the diagram below:



3. When inserting a transom to test the fit or to do the final installation follow the diagram below, sliding one end of the transom onto the sill and moving it up against one of the vertical molding strips. Then slid the rest of the panel onto the sill. At some point you will need to let go of the panel edge. At that point most of the lower edge of the panel will be on the sill. Just keep the vertical side that is against the molding in place and slid the rest of the panel up against the molding.



[To remove the panel usually requires two persons. One starts the reverse of the above by pushing one vertical end of the transom off the sill. The person on the other side keeps the opposite vertical against the molding and waits until they can grab the edge of the panel.]

4. Working from the "other side" [the side which has the flat part of the quarter round facing you] test fit the panel to assure that it will fit into the opening and be held in place by the molding.

5. Paint or stain the installed molding as appropriate for your home.

6. While the paint is drying, make another set of molding pieces. I usually recommend that these be screwed in place. This allows for removal without trying to pull out nails near a

glass surface. The screw hole "heads" should be countersink so the screws will not show. For short vertical pieces 2 holes is fine. For longer horizontal pieces 3 screw holes should be used. There is not any "force" on the molding. You just want it to be secure so that it can hold the vertical panel. Paint or stain these pieces as appropriate prior to installation. Avoid painting near the leaded glass piece since paint on the glass, especially any textured glass is very difficult to remove. Also, as a woodworker, I note the hole through the piece of wood with the countersink should be large enough for the screw to be dropped though the hole and "sit" on the countersink area. A common error is to not make this hole wide enough. This makes it hard to get the screw started and raises the possibility that the wood piece will split as the shaft of the screw forces itself through the hole. The screws do not have to be too long. I would recommend no more than ½" to go into the framing. As an example, if you are using 3/8" quarter round molding, a 7/8" screw is fine.

7. When the paint / stain is dry you are finally ready to install the transom. Secure one **vertical side molding first.** If an assistant is not available, something relatively heavy but not too hard can be used to hold the panel vertical as you work. If the sill area is wide enough to support it something like a five-pound bag of sugar works fine. Otherwise you may need to tack something in place. If you use tape, try to just have the tape attach to the zinc outer frame. The molding needs to be "snug" but not too tight. I included a few polyurethane bumper squares. I often place them on the back of the molding so that the panel is held firmly but there is a cushion so that there is no real pressure on the panel. The molding is just to hold the panel vertical and not have it fall over. The frame supports the weight of the panel, proceed to attach the rest of the molding in the following order:
    a. top
    b. other vertical side
    c. bottom

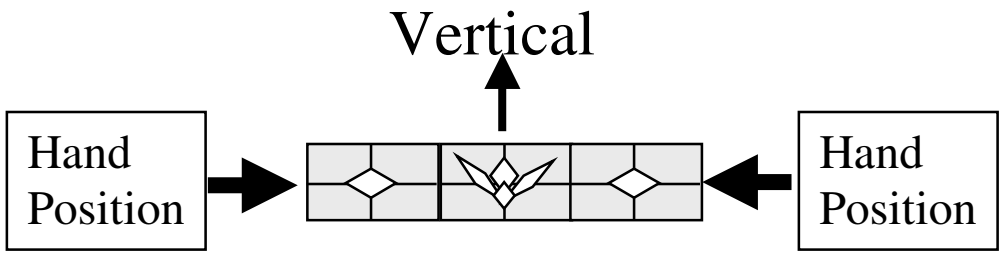
Handling Leaded Glass Panels:

Storage:

It is best to store a panel in a **vertical** position with the shorter sides vertical and the longer sides horizontal to the floor or surface that supports the panel.

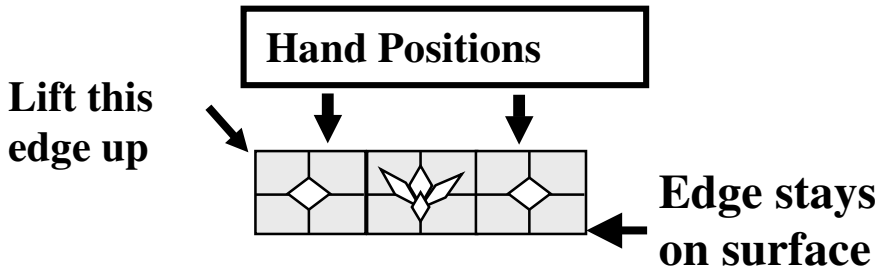
Transporting a glass panel:

Hold it in a vertical manner by **holding on to each of vertical side** as illustrated below:



Raising or Lowering a Panel from a flat surface:

Raising: If the glass panel is laying flat on a surface it is best to place your hands on each of the adjacent shorter sides as shown above. Then with a smooth motion raise the piece to a vertical position **while** one long side remains on the surface as illustrated below.



Lowering: First b**e sure there are no small objects on the surface before you lower the panel!** To place a glass panel onto a horizontal surface start with the piece in a vertical position and one long edge on the surface. Then with both hands on the top edge smoothly lower the panel onto the surface **while** one long side remains on the surface as illustrated below.