Pittsfield Village
GREEN SPACES • GREAT NEIGHBORS

Egress Window Spec

Adopted October 30, 2019, Updated June 25, 2025

- A completed Modification Request must be submitted to the Maintenance & Modification Committee for review. The committee will then provide a recommendation to the Board. The request will then be reviewed by the Board at the next regularly scheduled Board of Directors meeting.
- Your Modification Request must include the following items:
    - City permit acquired by the vendor
    - The contractor's Certificate of Insurance (COI)
    - Must have an architect or engineer evaluate the integrity of the foundation wall. If architect or engineer finds an issue during inspection, the co-owner is responsible for correcting the issue prior to installation. If issue is found, the issue must be corrected by the co-owner regardless if the co-owner decides to proceed with egress window installation.
    - Window opening should be enlarged no more than 12" in height from below original window opening base.
    - The window well must be made from a durable material—pressure treated lumber, galvanized steel, plastic or concrete.
    - Must be excavated to footer. The footer tiles must be tested and/or scoped to make sure they accept water. Any water running off roofs into window well must freely drain into footer tile. If replacement is needed, a plastic drain pipe in silt sock should be bedded in 6" pea pebble. If replacement is needed, the issue must be corrected by co-owner regardless if co-owner decides to proceed with egress window installation. A silt sock is a fabric sock placed over the vertical drain that facilitates water diffusion over an extended surface area. The excavation should be back-filled with crushed stone. Excavation should be done to MIOSHA and MITA safety standards.
    - A piece of perforated drain tile with sock & cap should be installed vertically from grade in window well footer tiles.
    - Steps must be taken to secure deck foundation and not undermine deck supports.
    - Gutters and downspouts must be installed at upper roof eaves to Village spec (full width, 6" brown aluminum.
    - Consent to alteration signed by both co-owner & Association. Association will register the consent with Washtenaw County Register of Deeds on behalf of the co-owner.
    - Co-owner is responsible for any issues that arise during installation and any future problems caused by egress window installation.
- Please review the City of Ann Arbor's requirements, and helpful information from Bilco regarding egress window assembly & installation instructions.

City of Ann Arbor
PLANNING & DEVELOPMENT SERVICES — CONSTRUCTION SERVICES
301 E Huron Street P.O. Box 8647 Ann Arbor, Michigan 48107
. 734.794.6263 734.994.8460 building@a2gov.org

WINDOWS

Replacement Windows

Rough inspections on replacement windows are only required when the size of the fenestration is changed to accommodate the new window. Existing required egress windows cannot be replaced with noncompliant windows. Compliance with existing emergency egress codes is only required when fenestrations are enlarged to accept the new window.

If the window fenestrations are not enlarged, the applicant is encouraged to select the largest window opening that can be accommodated by the existing structural configuration.

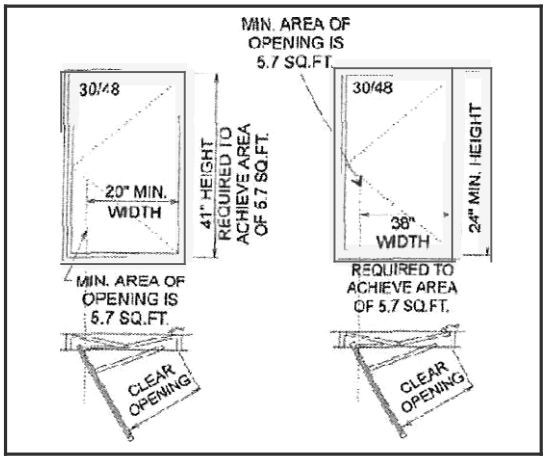
It is recommended that you consult a member of the Building Inspection Staff in the Planning and Development Services Unit for clarification on individual issues.

EGRESS WINDOWS

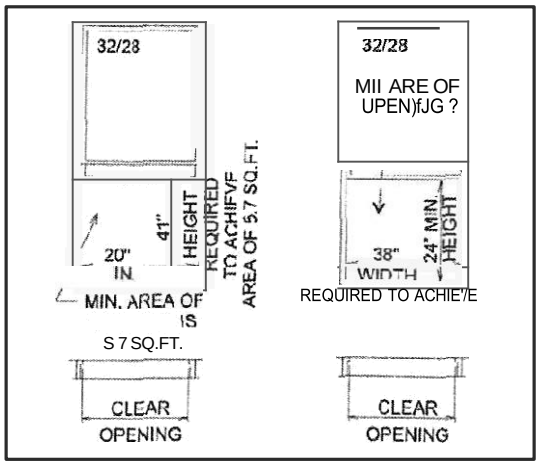
Egress windows are windows with a defined set of specifications designed to accommodate occupant escape and rescue-worker entry during a residential fire. They are required in all bedrooms located in the first four stories of a residential structure and all new basements capable of being converted into habitable space. The only exception is habitable space with egress doors exiting directly out to a public street, public alley, yard or court.

The windows must be operable from the inside to provide a full clear opening without the use of keys or separate tools. Basements containing bedrooms are required to have an eme 9ency egress window in each bedroom, but not in adjoining areas of the basement.

Here are some examples of typical egress windows:



Casement



Double I Imag

Window Specifications

All emergency egress windows shall have a minimum net clear opening area of 5.7 square feet. The only exception to this rule is that grade floor openings must have a minimum net clear opening of five square feet. A “grade floor" window is generally defined as being a window that can be entered without utilizing a ladder. Egress windows must have a minimum net clear opening height dimension of 24 inches. The minimum net clear opening width must be 20 inches. The sill height cannot be more than 44 inches abo\ie the finished floor.

Window Wells

Window wells are required for escape egress windows located below grade. Wells must have a minimum horizontal area of nine square feet, and a minimum horizontal projection and width of 36 inches.

The area of the window well must allow the emergency escape and rescue window to be fully opened. No window well shall be deeper than 48 inches, unless ready access is made available by permanently affixed steps or a ladder. The ladder or steps shall be permitted to encroach a minimum of six inches into the dimensions of the window well. Ladders or rungs shall have a inside width of at least 12 inches, shall project at least 3 inches from the wall and shall be spaced not more than 18 inches on center vertically for the full height of the window well.

SCAPEWEL" Assembly and Installation Instructions

READ ALL INSTRUCTIONS BEFORE INSTALLATION

IMPORTANT. Check local building codes regarding window well egress *standards & requirements.*

STEP 1 Excavation

Prior to excavation: Document all underground utilities that may affed the installation cf any window wells (e g., gas, electric, sprinklers, etc.). Prior to bringing in machinery, venfy equipment dearances.

Excavation: Exca ste the area fo a§ow adequale work space and clearance for the window well (2 feet minimum). Remove large rock and debris from the excavated area. Excavate below fhe windrvv opening as required for proper su drainage (see following instructions regarding sub-drainage) and to provide clearance for window well side panels and veñcal supparts \see STEP 6). Vein ical frost dep\h condilions to avoid heaving of tfie foundation.

Sub-Drainage: ScapeWEL is designed to drain directly into a free-draining rock bed established below lie weTT. If a perimeter drainage system exisls, it is best to tie the well drainage iolc› this syslem by running a pioe extension up from the drain line to the base of the well. Once the window well has been installed, file the bottom of the well with clean 3,4' free-'draining rock. If a perimeter drain system does not exist, fhe area below Ihe well shou|d be excavaled lo the lop of the footing and filled with ‹4ean 3/4" free-draining rock to oboin maximum drainage volume.

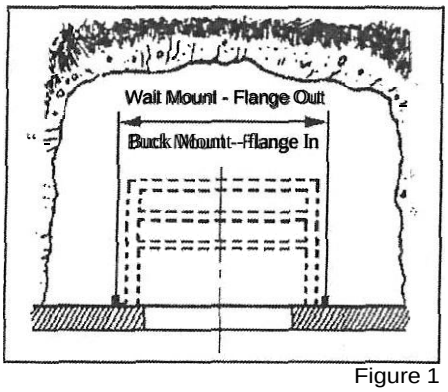


Figure 1

STEP 2 Foundation and Measurements

Foundation Preparation: Clean foundation suhslrate of dirt, debris, or excess concrete hat woulJ interfere with the Mounting Flange from having full contact with Ihe foundation wall. Make sure Itiat Ihere is at least 4" cf foundation material betwaen fasteners and the window ooening (see Figure 2).

Selecting the method of Wall AWchment: Each side panel is equipped with a universal mounting flange with pre-drilled keyholes for ease of inst0IIalion. Those versatile aluminum mounting Ranges allow fhe win dow well to be attached directly to a foundation yvatl or metal window buck.

Wall Mount Flanye Position: the mounting flanges are supplied from the factory in Ihe position for direct anchoring to Ihe concrete foundation wall (keyholes in11ange are located to the oulsitJe of the window well).

Back MounT flange Position. In he Buck-mount position, mounting flanges are designed to accommodate rnsnutactpred metal window bucks Cth screw anchoring systems. To swilch the flanges to the Bucknounl pos on (keyholes *in Range are* located to be inside of the window well), remove the scfews that hold the keyho • angles to the panel chane\s, Inverse the right and left angles (ensuring that 'keyholes' are right-sideup) and reaftach them to fhe pre-punched holes in the channel wilh the keyhole legs to fhe inside. *(note: the Buck-mounl flange position* can a/so da *used for wall iriounling in retlo-fit insta]lafions, eliminating the* need la our-circa ales.

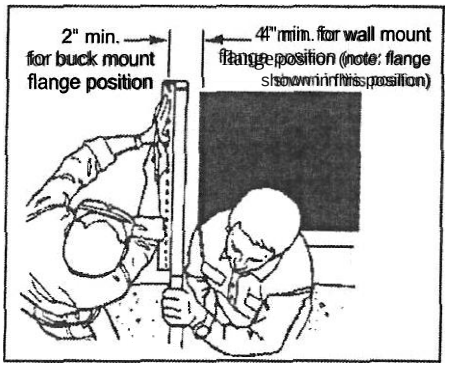


Figure 2

Measuring Anchor Hola Location for Attachment to the Foundation:

Horiz.ontai Hole Measuremen/s: The ScapeWEL window weIT should be centered on fhe window opening in Ihe foundation. Measure and mark Itie cenfer qoinf of fhe win6w opening on the foundation. Using the table at right, find Ihe dimension for the window well model and Tlange position that you *are* using. Center this dimension on the window opening center point end man the end points on the foundation. Snap a plumbed ve.rtial line at these points will a chalk line.

Veriical Hola Localion: Position top of well on the foundation at least four (4) inches above where m finished gra6e will be. In order for the indow to open, the well must be positioned with Ihe bottom of the cover notch in the side panels above the top ot the ooening window sash. If mounting Ihe window well against an existing home in which the exterior siding is at or near grade, it may be necessary Io build out from fhe foundation Ifie widlti of Ihe siding wilfi treated lumber at least 5 1/2" wide (e.g., 1 x 6 or 2 x 6). The ndch at the top of the side panels must be clear to allow for an optional cover (see STEP 3). Tlis essential that the anchor penetration be adjusted accordingly lo ensure the required deplh into the foundation.

lylpclel *umber	Horizontal anchor hole *distance* for foundation ancfionng	
	Wall-Mount Flange Pos tion	8uck-Mount Flange Position
4046-42	49-5/8	40-T/8
4048-54	61-5/6	52-7/8
4048-66	73-5/8"	64-7/6
4862-42	49-5/8"	40-7/8"
4862-54	61-5/8	52-7/8
4662-66	73—5/8"	64-7/8

Note: all measurements ara tha "B" marked holes.

Anchor Hole Location for Attachment to a Window Buck: For direct attachment to a window buck wjlh back-out screws. convert tfie moundng fienge fa the Buck-Mount pavilion as descnbed above in lhis section and use the corresponding holes listed below.

"M™ holes in flanges are for Monarch brand window hucks

"B" holes in flanges are for Boman-Temp brand window bucks

*Siaa ponets should be coached to iâundation wall or window back befo*re *saapying on trie step pone!s.*

BTEP 3 Side Panel Attachment

Wall or Buck Mount Configuration Mounted Directly to the Concrete: Keyholes marked 'B" on the flanges will be used for bofh Wall-Mount range position (key holes to Ihe outside of the window */eIl) or Buck-Mount flange position (key holes \o the inside of the window well). Use a minimum of six (6) fasteners per Mounting Flange (12 per well) wifh (2) al fhe top and (2) al the boltom. (I\lOTE: Fasteners are »ot supplied y'/iH the window well. Fasleners must be designed for, and appropriate to, the wall material to which abachment will occur. The Mounling Flange holes are designed to accept a 1/4" (.25a) diameter fastener. The melhod of attachment must be adequate to restrain earth loads imposed on the well.)

Emf›edment into lhe wall Surface must be adequate to M)ly secure the faslener but shall not be less lhan 1.5" qenetralion. Individual fasteners shove have an ultimate load tensile cap8city (pußut) at atleast 1,800 gounds, or a working łoød tensile capaõty of 450 gounds. Ulfimafa load shear cøpaõty (beriding) should he at least 1,700 pounds. or a working bad shear capacity ofiZ5 gounds (based on 3000 psi wail material). Wall materials less than 3000 psi may reqire deeger embedment to achieve requìrad puIk›ut and bending values. Sëal/waterproof holes witn an exfeńor gmde structural adhesive when anchoring inlo hd-low core mason+y uniis. Ałtach a 12" hoтizonŁaĭ brace under each side panel (see Pigure 5). (Note: Brace not sUpgłied With windoW well, use 2x4 OF 2x6 Mmb0r.)

Buck Mount ConfiguraGon Mounted to Metal Window Pouring B«cks with BackÆul Screws:

Use all back-out screws ava4able on tha buck. I[the top and botlom hdes extend above and below lłie " buck use fasteners as indicated ft was mounting and secura \ e very top and tha very bottom of he side panel flanges directly la fhe foundation wall. There musl be a minimum of six (6) attachment points ğe' flange incłudir+g ffiose provided on me window but.

STEP 4 Attaching the Step Sections

Sfep sactions hava open slots af each end wh‹ch sriap onto flea profrudinq taDs healed on the side pane elG. Push tho step into the ndchas be the tabs (bõlh sides at the same time), and forœ the slep sk›ts over the panel tabs unfit lhe step "snags" into face (see Figure 3), Use (2) 2-1/Z' long paled ded‹ scr•. s (four pør 6lep panel) fa czossgin fhe steps to the 6kle panels at eaoh step/sÓe panel œnnection (see Figure 4) (Note: Screws not supplied Oh wk weй\ Referenc lbs pm-mated kxstions far cross pinning. Tfiis All ensure lhat the slep v\II nol detach during bachfilling.

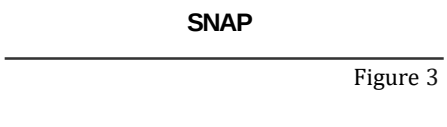


Figure 3

STEP 5 Assembly Bracing:

In aadifi'0 to lhe f+oróonIal side bracing menfioned 'n 3TEP 3. vertical bracing must be øovided Io prevent ihe well from pulling away from lhe bundation during bacMłling. Use (2) wood T-braces measured to Ïil vertically from firm soiT at battom of tis excavated apentng to there be baflom step attacjnes fa \he side panels (see figure 5).

In arder for the optional cover to fil, lhe ScapeWEL wi«dow well must be instóJ]ed within a one inch (1") overall @wanœ. Proper cœs braóng pńor @ ba0‹'fitling will ensure hat the well will be square. Using a 2 r 4 as a guide, add bcffi diagonai measurements and divide by łwo to ob4ain fhe desired diagonal braca ïenglh.Alder Eng be frsl diagonal brace and placing it aboye be second step, reched łfie second diagonal for lengU bafore cutt@. Tho two 2 x4 cross braces must be the same length. Place lhe second diagonal brace on top of the first (see Figwe 5Ï (NOTE: Braces not supplied wiÏh y¥indow ¿e|I, use 2 x 4 or 2

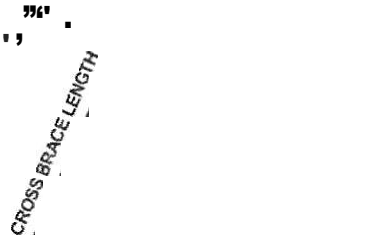
Figure 4

STEP 6 Bacłcfifling:

If sandy soil exists. line the opening with a permanent barrier (such as house wrap) to restrict sand from washir's into s›ck. FAILURE **TO PROPERT BACKFILL W\G** VOI0 WARRANTY

OUTSIDE of Well: Beckfill evenly by hand on all sides as fhe hole is fled in; Do not do one sde at a Anne. *Sways use N4" bean f‹ee-&airfiną* rock orA6 stone completely arard lhe well at least 12 ' in width to iso-W the web from \ e each. Fill area to within 4"' of top step panel. This wk lteep window well movement io a minimum during cald weather freeze/thaw conditions and smiling soil. Do nol use erpan6ive sols. frazen soïls. material that ha debris, or organic material.

INSt0E ol Web: Placø D+e free-draìnîng rod‹ in fhe battom of the well to within 1" of tfia window slh as desotbed in Slep 1 (Sub-drainage). Make Mf9 tLlat the free draining rock Bls the sgace dìredly under lhe side game to W boaorn of the axœvabon io provide addi#onaI support. Do not seïtle maleńal around the well wim water. Ph planning soil or fTee draining rock beWeen steps by hand. Note: Sdes and steps are pnotded wilh a sJght ctirvaMre that may straighten acer bacU}lling whÎch is normal and acceptable.



General Care and Maintenance:

The exposed surfaces can be cleaned wiifi a mild nonabrasivø deaner and potable water Fdbw menufacturer's limitations not on the daaner la maka sure that polyethylene is ąn ptebie surface. SœpeWEL window well are fînish@ bui)aing *ą oõud* and must be protected from damage duñng the f6maining constrtJction qтQ+••ess. All œnslructon equìprnerit must be hept 2 feat away Ïtom the well during

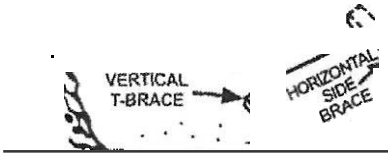


Figure 5

Window Well Modelæ

WAel	No. of 'ers	inside '8!*	Projectìon From *ounda!lon	Height" Of Stda Panels		øxtøgø¡on ode! No.	Maximum Width of Opaning		
				Standard	With Extension		Wall Mount	Buck Mount	Dome
404842	2	42"	41"	48"	X	X	42"	38"	4042C
4048-Rd	2	54"	41"	48"	X	X	54"	50"	4054C
4048-66	2	66-	41"	48-	X	X	66'	62"	4066C
4862#2	3	42"	49"	62	81"	301g-42	42"	38"	4842C
4862a	3	54"	49"	62"	81"	30jg-md	54"	50"	4854C
4862-66	3	66"	49"	62"	81"	3019-66	66"	6T	4866C

* 3ide panele must extend 4" above grade level and 3•1/2" below d indow wifi

The B!LCO Company
P.O. Box 1203
New Haven, CT 06505

Installation Questions? Call 1-800-854-9724 Monday - Friday 8:15 A.M. - 5:00 P.M. est or log-on to www.bilco.com

an AmesburyTruth company

Selecting the Proper Size ScapeWEL" Egress Window Well

STEP 1:

Measure and calculate dimension ? as shown in the detail on the right based on the site's grade conditions and foundation heigh t.

STEP 2:

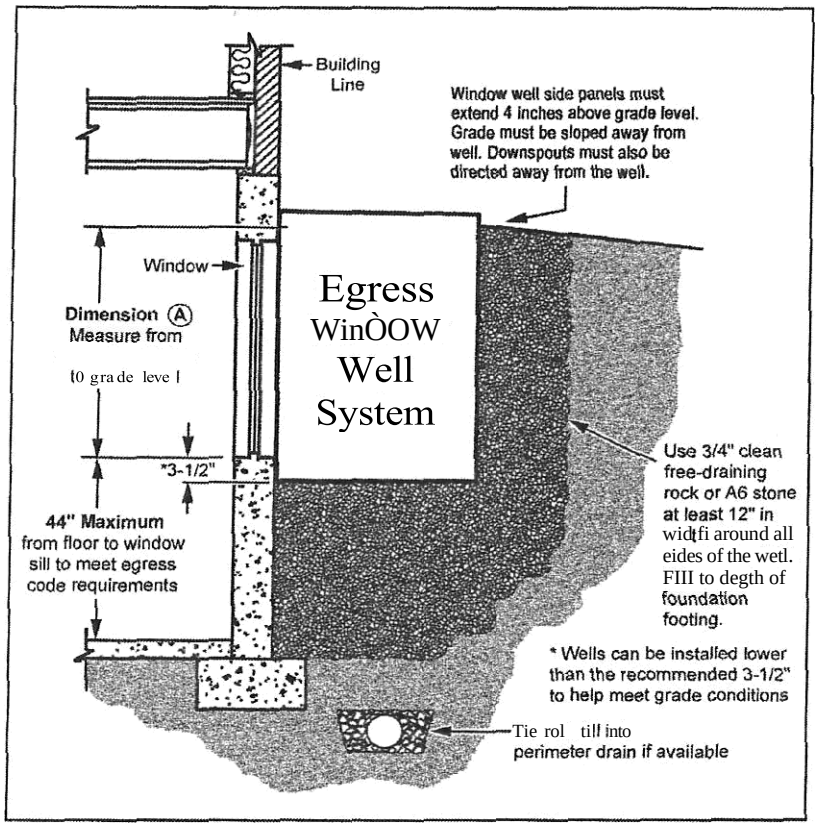
Determine the required window wel] side panel height by performing this simple calculation:

Required Side Panel Height -
Dimension A + 7-1/2"

From the +irst caÏumn in the table below, select the closest síde pan el height that will meet the site conditions.

STEP 3:

Once the side paneJ height has been determined, read across and select desired window width. WiÏh the window size selected, read across tO select the proper window weli and cover.



ScapeWEL" STANDARD SIZES AND MODEL NUMBERS

Welï Model Number	Number ,,, Tier Úteps	Inside Width	p ¡t e Foundation	Side Panel Height			Maximus Window Wid1		Optional Dome Cover
				d d	With Rtension*				
					Heigbt	Model Number	Walï Mount	Buck Mount	
4048-42	2	42“	41"	48"	X	X	42"	3B"	4042C
4048-54	2	54"	**41 “**	48’	X	X	54"	50"	4054C
4048-ó6	2	6ó"	**41"**	48“	X	X	óó"	62‘	40ó6C
48ó2-42	3	42”	**49"**	ó2 "	81"	3019-42	42"	38“	4842C
48ó2-54	*3*	54‘	49"	62’	81'	3019-54	54"	50“	4854C
48ó2-óó	3	ó6"	49"	ó2”	81"	301a-6ó	ód“	ó2"	48ó6C

*Extensions are only available for 3-tier window well mode Is
Note: The distance from the outside of the foundation wall to the inside face of the first step is 30“

BILCO Egress Window Wells satisfy International Building Code requirements for Emergency Escape and Rescue Openings per section R310.

Your Assurance of Quality

ScapeWEL^/StakWEL"WindowWell

Every BILCO prOduct is designed to Operate to the customer's satisfaction and to provide years of trouble-free service. Should a part fail to function in normal use within a periOd of five (5) years from the date of purchase, a new part will be furnished at no charge.

Cut here (retain top hulj for your rerorâs)

WARRANTY REGISTRATION FORM

ScapeWEL^/StakWEL® Egress Window Well

MADE IN AMERICA

Homeowner (Door Location)'

Name: _____

Address: _____

City: _____ ST: _____

Zip: _____ Tel: [_____) _____

Product Serial # _____

Installation:

0aie of installation: _____

@ Self Installed

@ Contractor Installed

Contractor name: _____

Phone Number: _____

Please mail, fax, or e-mail completed form to:
The Bilco Company, 3400 Jim Granger Road, Sanesville, OH 43701
Fax: (740)455-3400, E-mail: residential@bilco.com