

# How to Remove the Valance for Winter Storage



Aristocrat  
**AWNINGS**  
SHADES • CANOPIES

*Removing the hanging valance during the winter is a simple procedure that will help keep it looking fresh and clean! Protect the exposed valance from damage by whipping winds, ice and snow!*

*Caution: Use care to avoid damaging the awning. Your local dealer offers professional valance removal service!*

## **VALANCE REMOVAL in Winter**

**TOOLS REQUIRED:** #2 Phillips screwdriver

1. Extend awning and remove front bar end caps by pulling gently on caps (# 1 & 2). The end caps are left/right specific and will only fit in their assigned side
3. With the end cap removed, remove the secondary end cap (the primary and secondary caps may come off in one piece)
4. Remove the **2 SCREWS** and **2 MOLLIES** (black plastic screw inserts) from the valance track (# 3)
5. Slide the valance out of the front bar by gently pulling the valance until removed (# 4)
6. **DO NOT FOLD** the valance as this will result in creases – coil the valance and store in a safe spot
7. **DO NOT REMOVE** the black PVC spline inserted in the top hem of valance



8. Replace the 2 screws and 2 mollies so they are in place when you install the valance in Spring
9. Replace secondary end caps, then the primary caps by snapping them into position
10. Retract awning for winter storage
11. Store valance in a well ventilated dry area
12. **Do not store the valance in a plastic bag** – this could trap moisture - use a paper bag or pillow case to keep it clean and dry

## **VALANCE INSTALLATION in Spring**

**TOOLS REQUIRED:** #2 Phillips screwdriver

1. Extend awning and remove end caps as done in previous removal process
2. Remove the 2 screws and 2 mollies to open the track for the valance
3. Replace valance (best done by two people) by guiding valance spline into valance track being careful not to tear the stitching or fabric at the seams while your helper gently pulls the valance into alignment with the main awning fabric
4. Replace the 2 mollies and 2 screws into the valance track and tighten with #2 Phillips screwdriver
5. Replace secondary end caps and primary caps by snapping into position
6. Enjoy your awning!

**AWNINGS SAVE ENERGY AND LOWER YOUR ENERGY BILLS!!  
BECOME OUR PARTNER IN SHADING THE PLANET!!**

Visit [www.aristocratawnings.com](http://www.aristocratawnings.com) to check out our exterior solar shades, retractable canopy and window awnings.