



WORK INSTRUCTIONS

MODEL I FRONT WINDSHIELD ROLLER SHADE VALANCE KIT INSTALLATION

WI:	WI-043-2025 Model I Front Windshield Roller Shade Valance Kit Instructions		
PRODUCT:	Model I	REVISION:	REV-A
DATE:	October 21, 2025	LABOR RATE:	Aftermarket Installation

Model I Installation

The standard front windshield roller shade that came with the Model I may become loose. This work instruction is for the replacement of the front windshield roller shade and valance.

Safety:

Safety is and should always be observed when performing any type of repair or installation. The American National Standards Institute (ANSI) has created a standardized labeling system for different levels of safety and danger. The labels below provides information regarding those levels of danger, and should be observed and adhered to at all times.

⚠ CAUTION

The “CAUTION” symbol above is a sign that a procedure has a safety risk involved and may cause personal injury, product and/or property damage if not performed safely and within the parameters set forth in this document.

⚠ CAUTION

Always wear Personal Protection Equipment (PPE), such as eye protection, ear protection, gloves and possibly a full face shield depending on the nature of the task to be performed.

PARTS INFORMATION

Model I Front Windshield Roller Shade Valance Kit Instructions #K122331.

PART #	Description	Qty
121766	Shade Roller 68.75 x 42 4PLY Nite No Dial	1
121968	Window Trim Radius Frame MDF/Poplar 2.688 x 2.937 x 43 Natural Choice	2
121969	Window Trim Radius Face Trim only Poplar 0.375 x 3.188 x 42.625 Natural Choice	2
121042	Trim Window Radius Top/Bottom With No Ends Poplar 0.625 x 3 x 66.5 Natural Choice	1
121970	Window Trim Top With No Ends Poplar 0.625 x 4 x 66.5 Natural Choice	1
122053	Bracket Roller Shade 68.25 Metal Black	1
100892	#14 x 1 7/8" Wafer Head SDS #3 Screws	4
101354	#8 x 1" Black Self Tapper Screws	5
100859	#6 x 5/8" Nickel Oval Quad Deep Thread	4
100650	Adhesive Chem X Pro 10 oz Car Black	1
108214	Tape Double Stick 3M 1/2" Gray 45 Mil	1
109801	Instructions for BRV Kit # K	

TOOLS REQUIRED:

1. Drill Gun/Drill
2. #2 Square Drill Bit
3. Philips #2 Drill Bit
4. Putty Knife with Serrated Edges
or a Flat Tool
5. Tape Measure
6. Level
7. Pry Bar
8. Pliers
9. Razor Knife
10. Application Gun
11. Pencil
12. Safety Glasses/Goggles (Not pictured.)

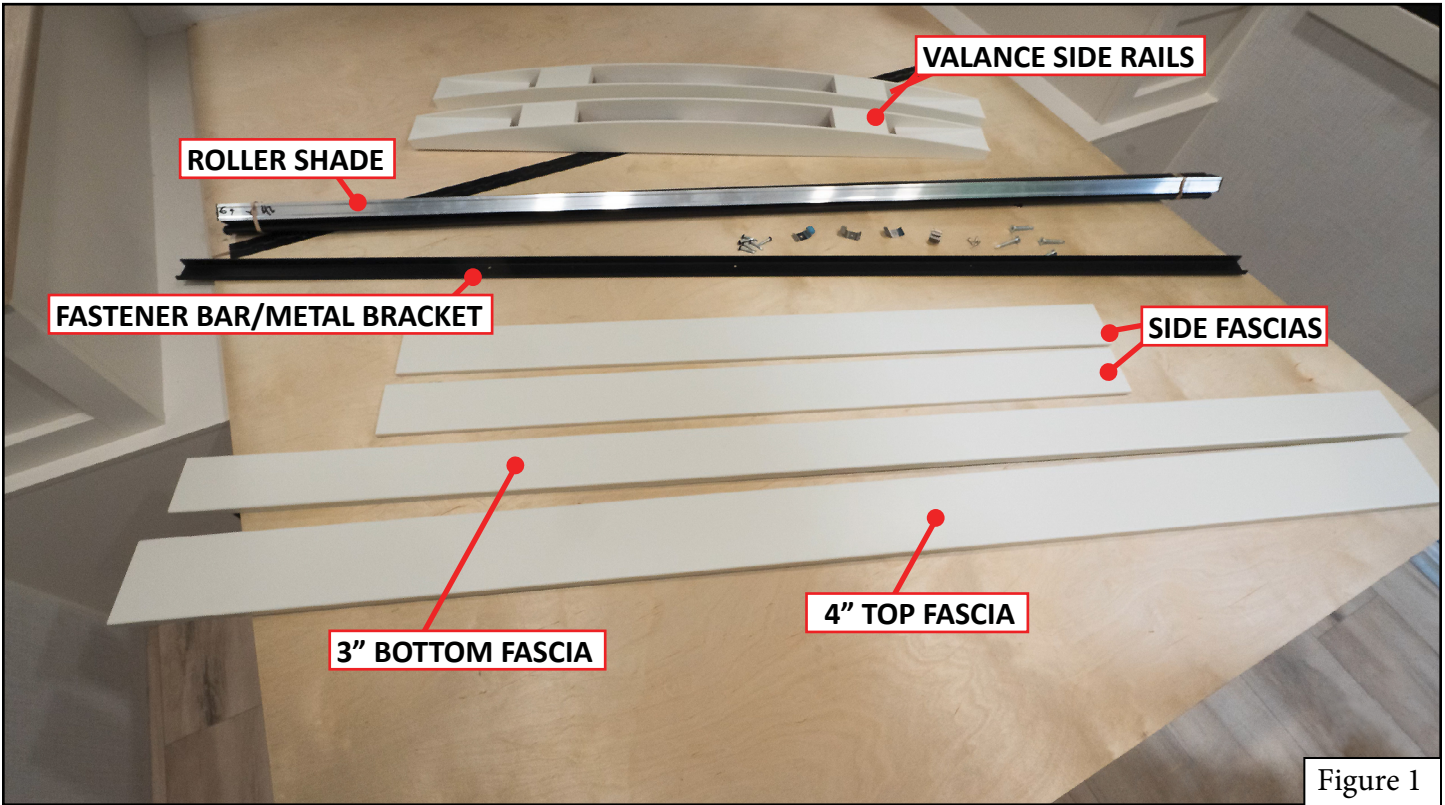


WORK INSTRUCTIONS:

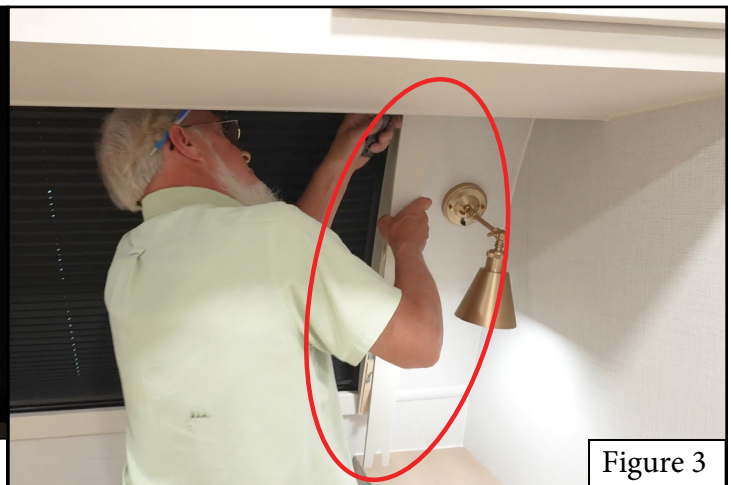
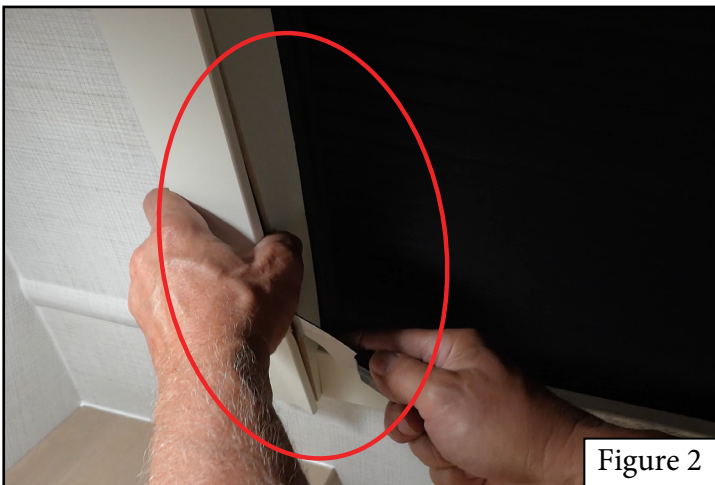
READ AND UNDERSTAND ALL INSTRUCTIONS PRIOR TO BEGINNING WORK.

For Reference:

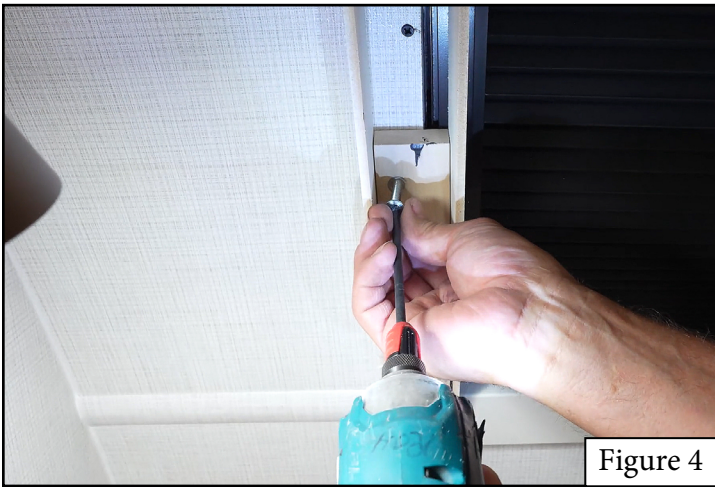
Parts for kit shown in diagram (Figure 1):



1. Remove both sides of fascia trim, surrounding the front windshield window, using a putty knife with serrated edges or a flat tool and pry the pieces of fascia trim from the CHEM-X applied at the factory (Figure 2 and Figure 3).



2. Use a drill gun with #2 square bit and remove both valance side rails from both sides of the window (Figure 4 and Figure 5).



3. To remove the bottom and top fascia trim pieces take a putty knife with serrated edges or a flat tool and pry both pieces of trim from the CHEM-X applied at the factory (Figure 6 and Figure 7).



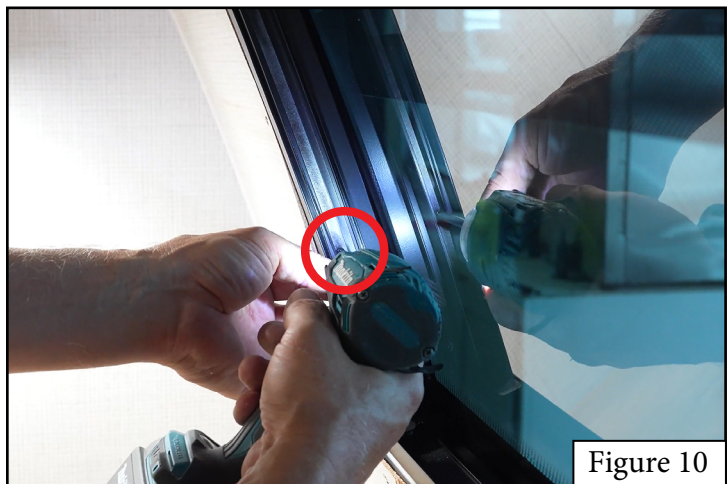
4. Retract the old roller shade up to the top of the window to reveal the black side metal tracks (Figure 8).



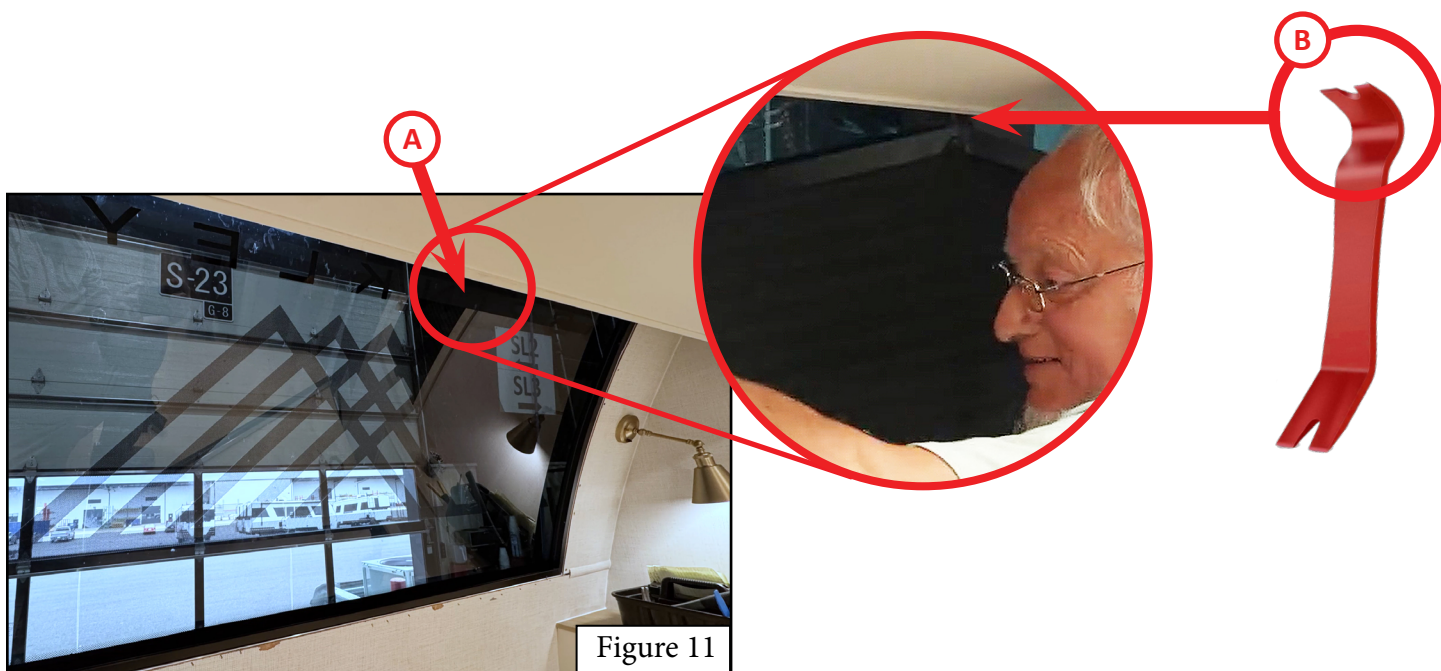
5. Locate four screws, two within each side of the metal brackets (Figure 9).



6. Use a drill with a #2 square drill bit and remove all four screws from the sides of metal brackets (Figure 10).



7. *Note: On the top of the roller shade there may be a screw installed that protrudes through the wall then directly into the roller shade causing the screw head to be within the wall above the window (Item **A**). To remove the roller shade place a pry bar flush between the space directly above the roller shade and the top metal track (Item **B**), (Figure 11).



8. With the pry bar in hand take great caution to not apply force or pressure against the front windshield. Carefully, with force, pry down until shade is fully removed. This may break the screw in half. If needed use pliers to pry the remainder of the screw out and/or it may be pushed back into upper track (Figure 12).
9. Locate four small screw holes on the metal bracket/fastener bar (Figure 13).



Figure 12

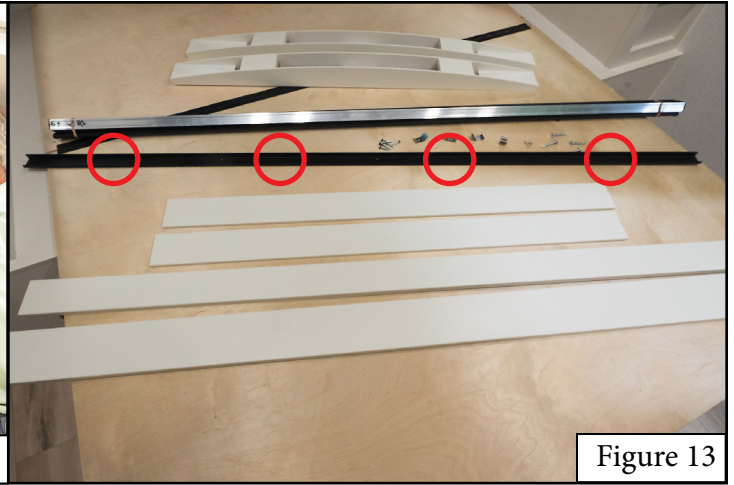


Figure 13

10. The smaller diameter holes on the metal bracket/fastener bar should only be used for the roller shade mounting brackets (Item **A**). The four larger holes across the bar are to be used to secure the bar to the window frame (Item **B**), (Figure 14).
11. When installing the metal bracket/fastener bar the side with no holes needs to face towards the bedroom (Item **A**), while the side with the holes is to be installed closest to the window (Item **B**), (Figure 15).

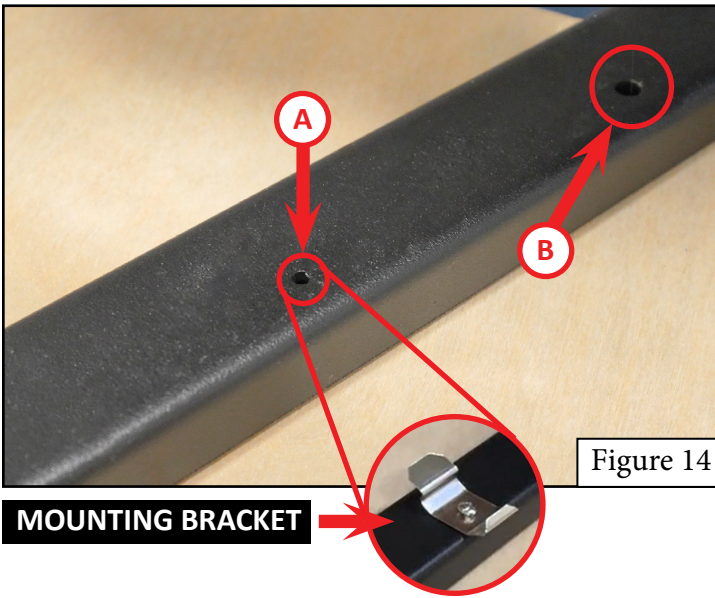


Figure 14

MOUNTING BRACKET

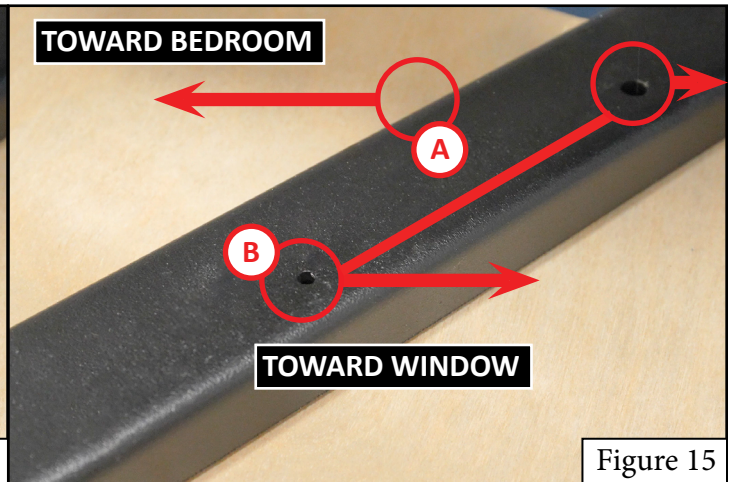
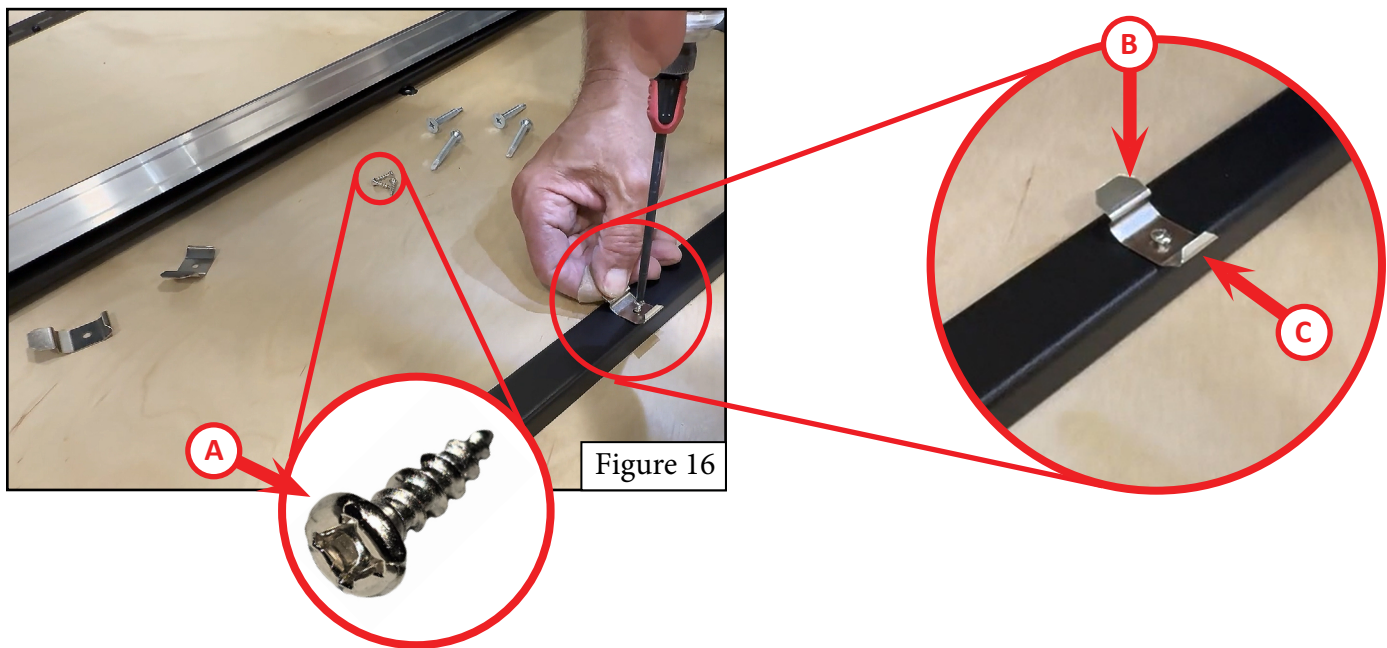


Figure 15

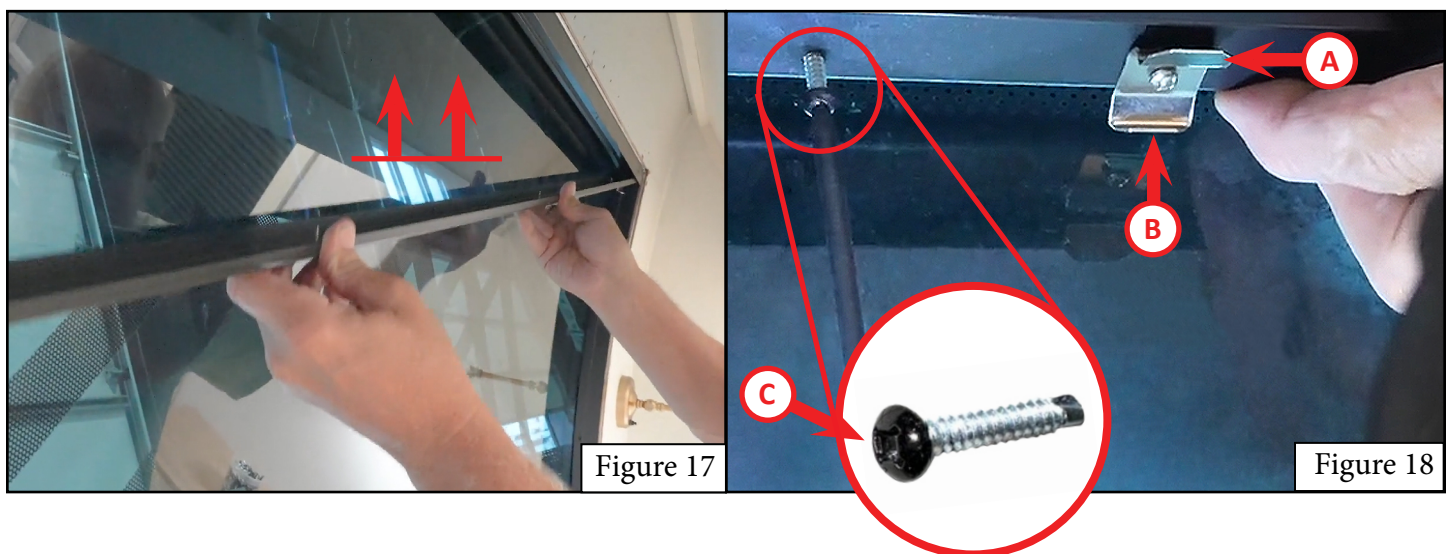
12. Use a drill gun with a #2 drill bit, and four small #6 5/8" screws (Item **(A)**), to secure the four mounting brackets evenly across the metal bracket/fastener bar. Make sure that each mounting bracket faces the same direction (Figure 16).
13. When installing the mounting brackets, have the tab side that sticks out face towards the bedroom (Item **(B)**). The side that curves inward on the brackets is to be installed closest to the window (Item **(C)**), (Figure 16).



14. Clip the metal bracket/fastener bar into the top roller shade track within the window frame (Figure 17).
15. Ensure when securing the metal bracket/fastener bar to the roller shade track ensure that the tap side that sticks out from the brackets face towards the bedroom (Item **(A)**). While the side that curves inward on the brackets is installed closest to the window (Item **(B)**), (Figure 18).

Note: All four bigger screw holes are the ones closest to the window.

16. Use a drill gun with a #2 square drill bit and four of the #8 1" black round headed screws (Item **(C)**, Figure 18) to secure the metal bracket/fastener bar to the top roller shade track (Figure 18).



17. Install the roller shade by firmly pushing it up into the four roller shade brackets on the fastener bar until you hear the brackets click into place (Figure 19 and Figure 20).

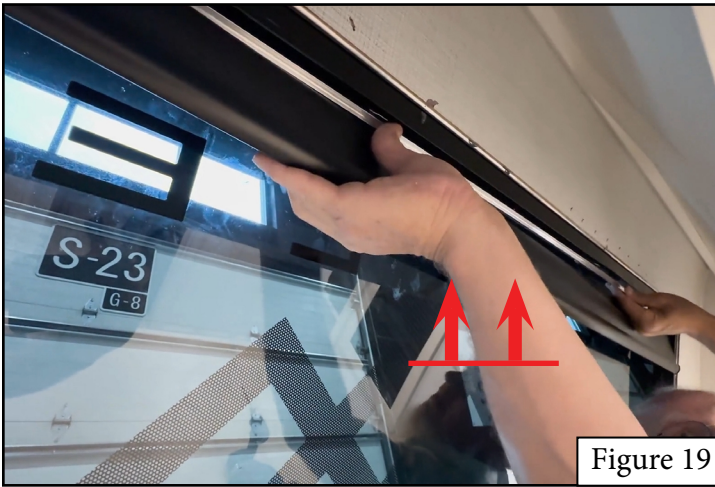


Figure 19



Figure 20

18. Use a razor knife to cut to size six strips of 1/2" 3M tape and adhere to three areas on the back side of each valance rail frame. Remove the red tape backing with the razor knife and discard. Set aside the two valance rail frames for future use (Figure 21 and Figure 22).



Figure 21

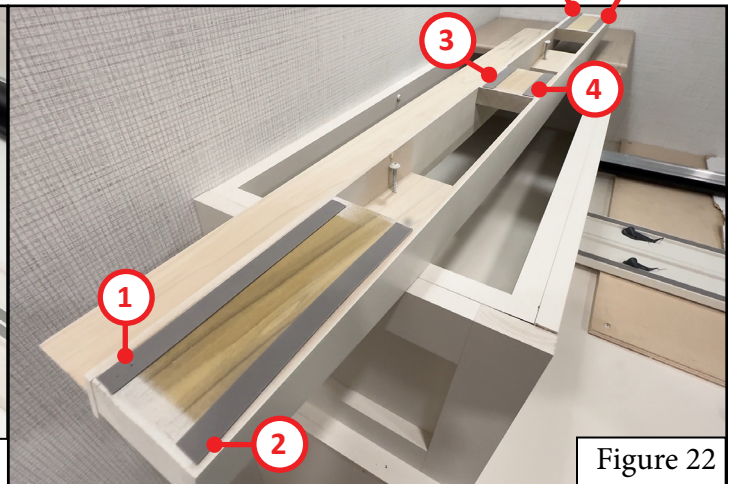
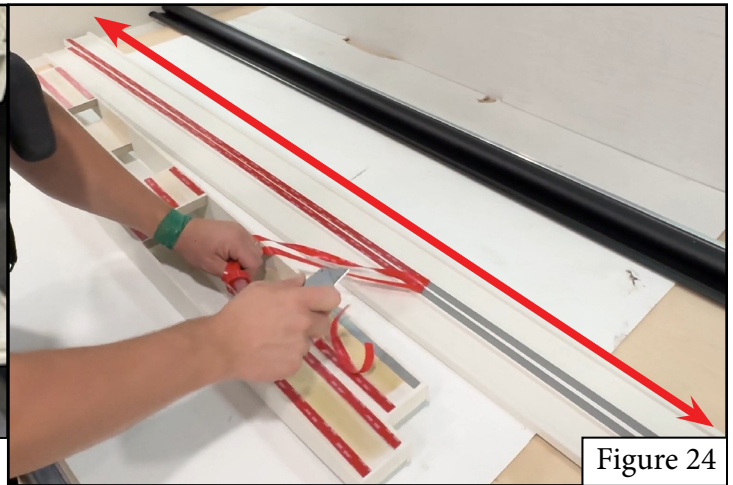
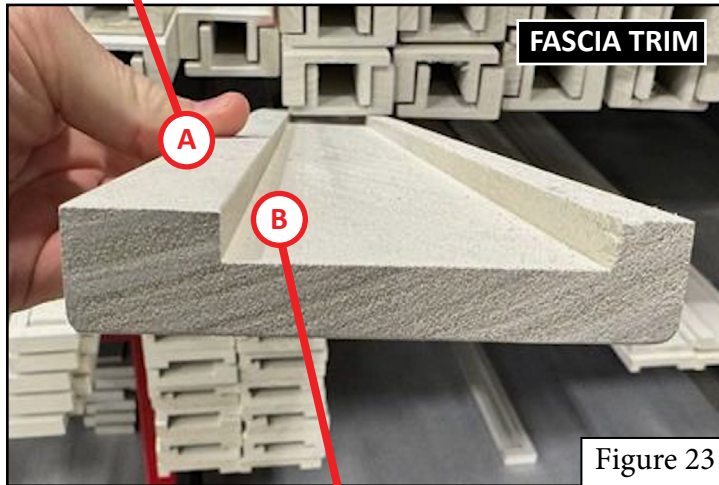


Figure 22

19. The fascia trim diagram shows where the 1/2" 3M tape is to be installed, along with the CHEM-X (Figure 23).
20. The 1/2" 3M tape is to be applied to area shown in (Item **A**) of (Figure 23). With a razor knife cut to size one strip of the 1/2" 3M tape and apply to length of the fascia trim. (Figure 24).

LAY 3M TAPE DOWN THE LENGTH OF THE BOARD



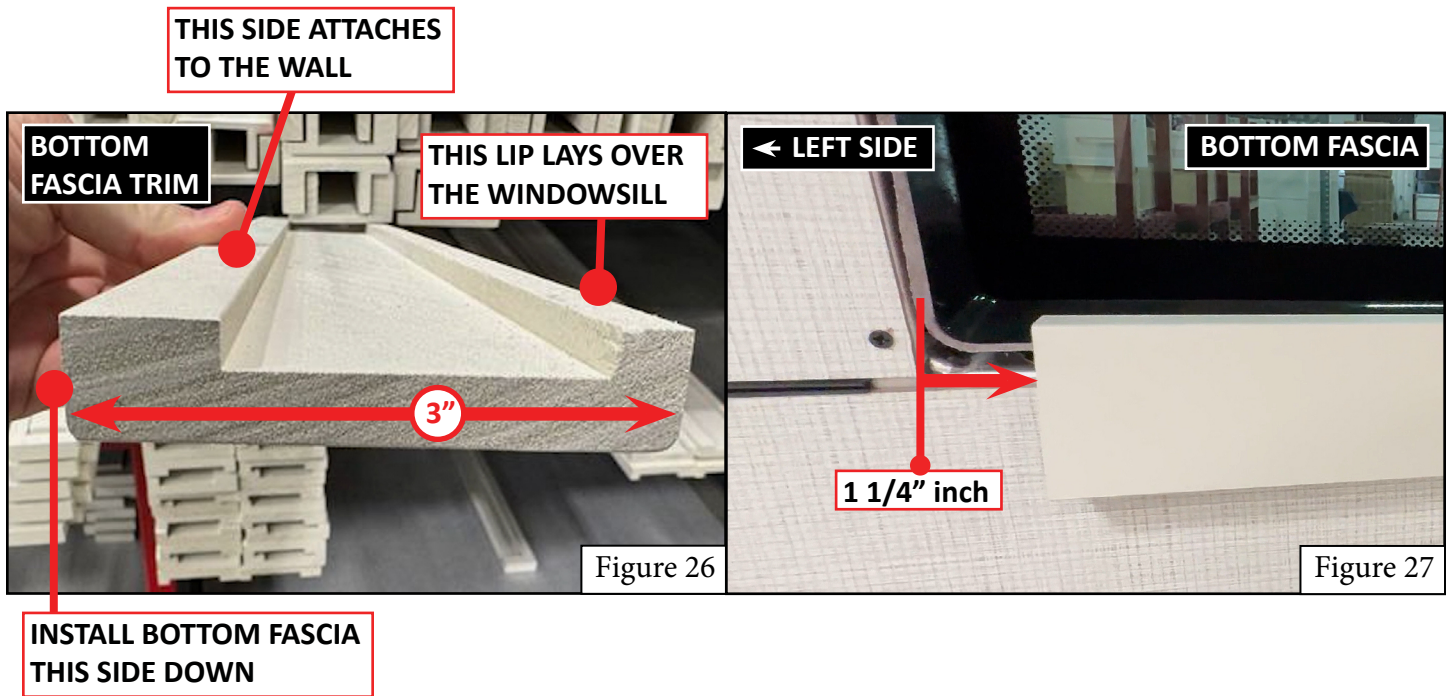
APPLY CHEM-X CLOSEST TO THE BOTTOM

21. Within the inset area of fascia trim's back side, (Item **B**) of (Figure 23), use an application gun to apply CHEM-X, in five small mounds the size of about 2 quarter's worth. Make sure your small mounds of CHEM-X are evenly spaced out throughout the length of the fascia trim back side (Figure 25).



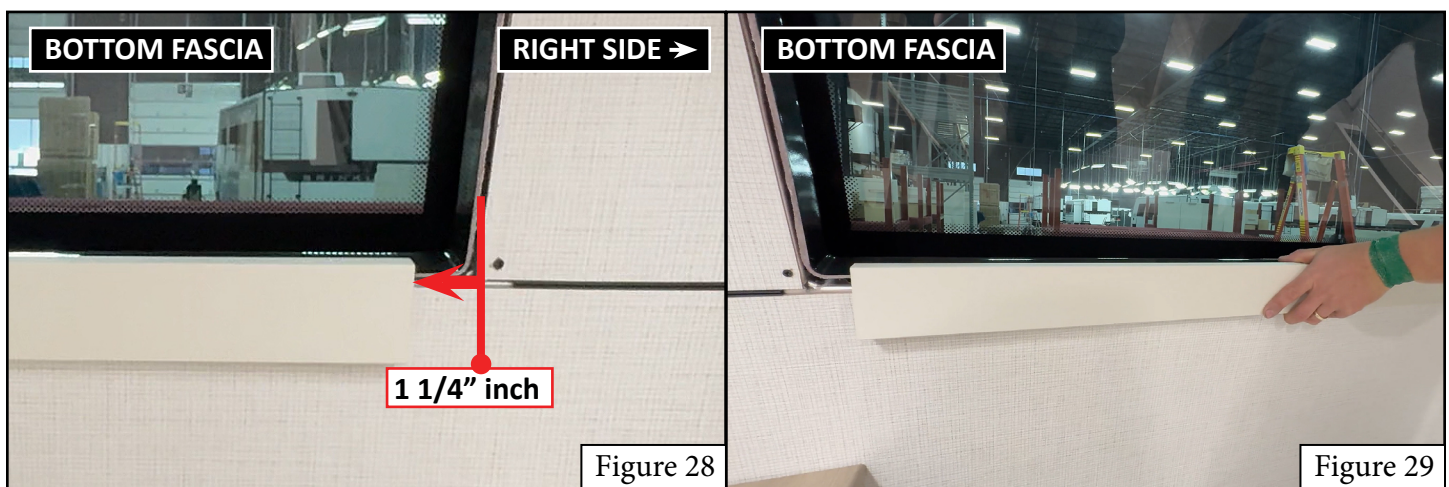
22. Note the direction to hang the bottom 3" tall fascia trim (Figure 26).

23. With a tape measure and pencil mark 1-1/4" from the **left** side of the window trim (Figure 27).

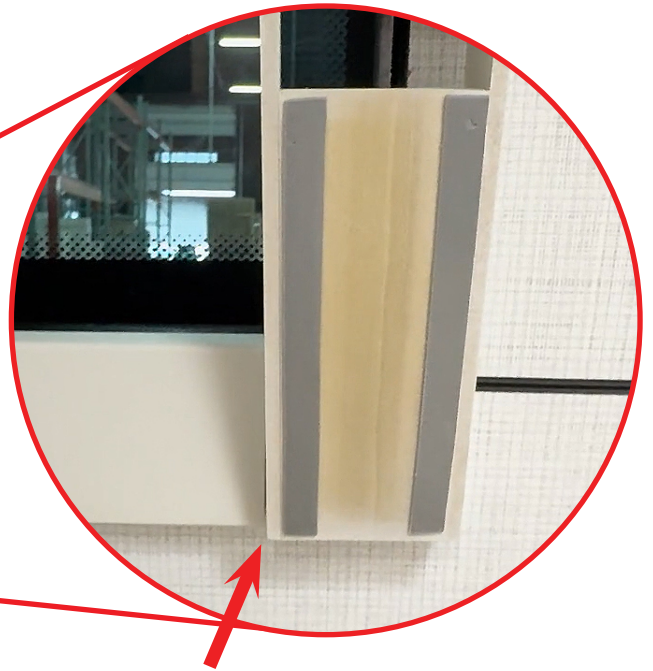


24. With a tape measure and pencil mark 1-1/4" from the **right** side of the window trim (Figure 28).

25. Install the bottom 3" tall fascia trim within the 1-1/4" marks on both sides. Press firmly to allow 3M tape and CHEM-X to bond to the wall (Figure 29).



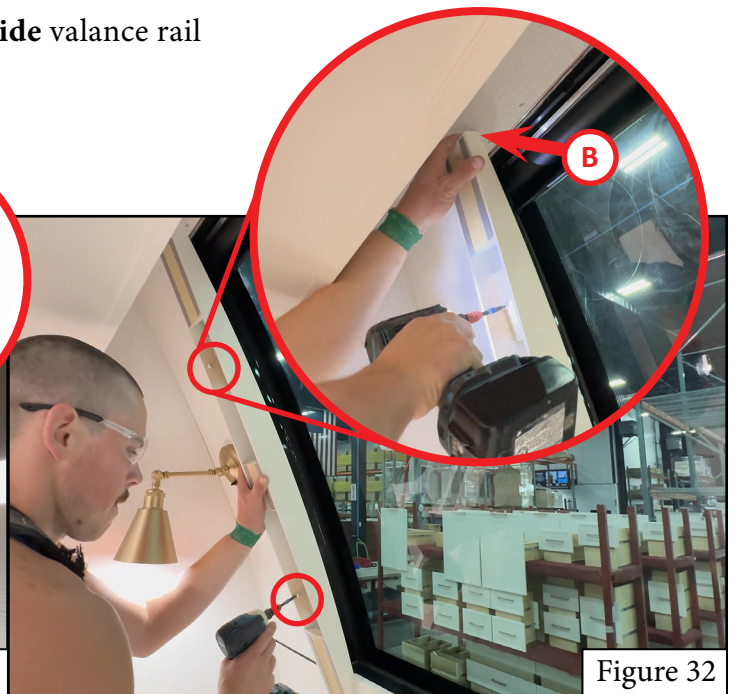
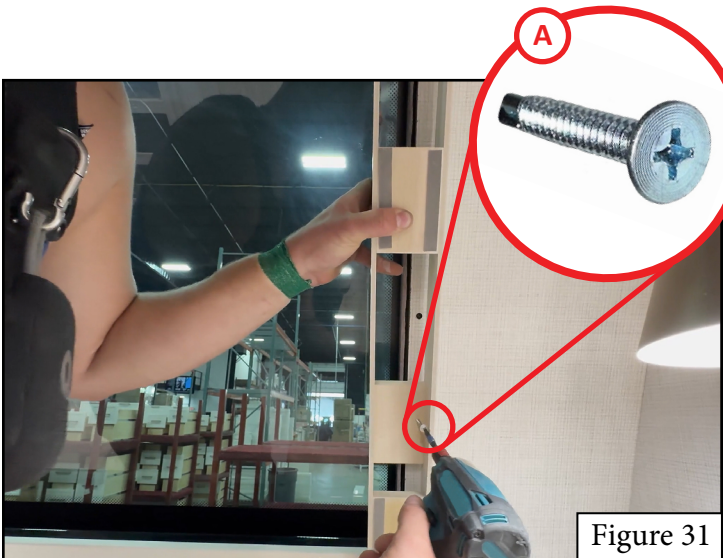
26. Install the **right side** valance rail frame by positioning the rail frame so it's flush and in line with the bottom fascia trim piece (Figure 30).



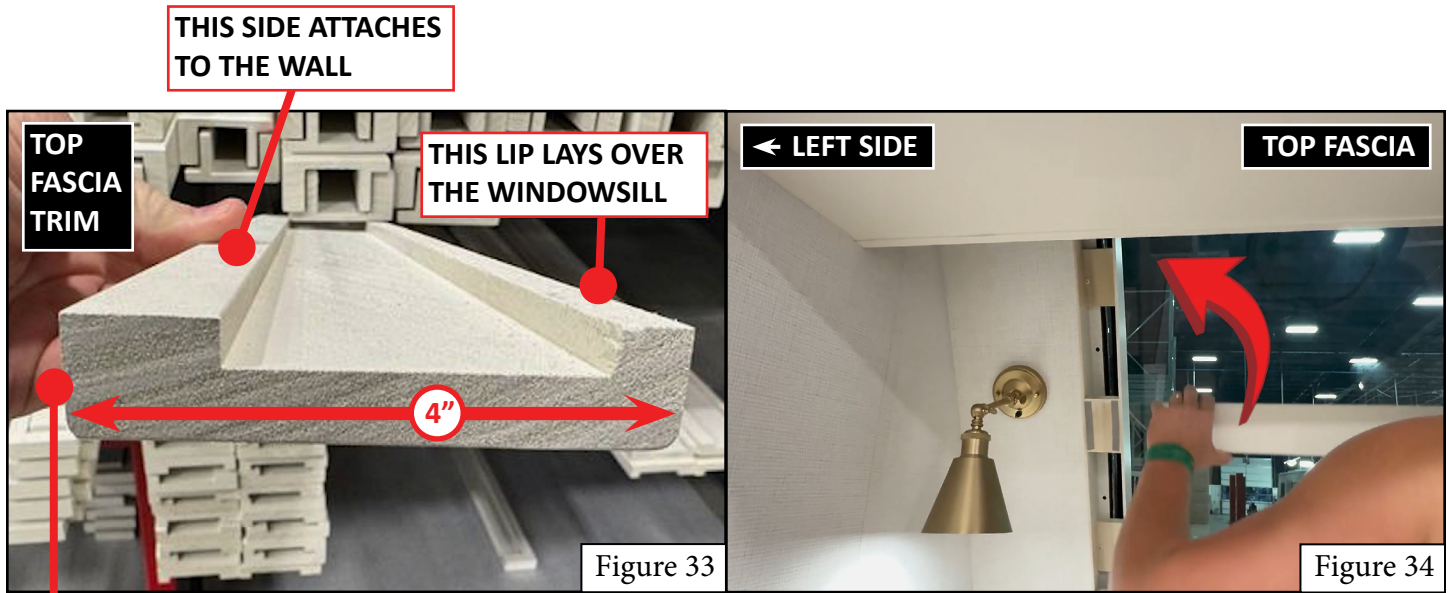
27. Use a drill gun with a Phillips #2 drill bit and **one** of the #14 1 7/8" screws, (Item **A**), to **secure only the bottom** of the **right side** valance rail frame. The top screw will be drilled in later (Figure 31).

28. Install the **left side** valance rail frame by positioning the rail frame so it's flush and in line with the bottom fascia trim piece. Use a drill gun with a Phillips #2 drill bit and **two** of the #14 1 7/8" screws, (Item **A**), to **secure both the bottom and top** of **left side** valance rail frame (Figure 32).

Note: It's recommended to use a level on the **left side** valance rail before securing the second screw (Item **B**).

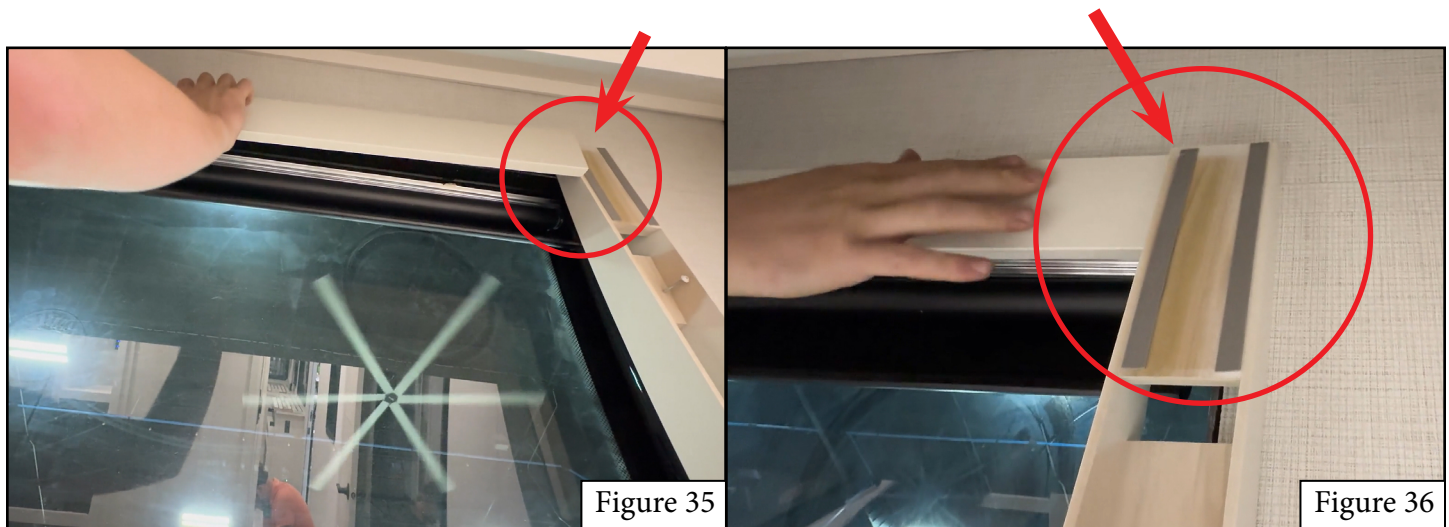


29. Take the top fascia trim piece and repeat steps 20 through 21. Note the direction to hang the top 4" tall top fascia trim (Figure 33).
30. Place the top 4" tall fascia trim between the rail frames. Butt the left side of the top fascia trim against the left rail frame (Figure 34).



INSTALL BOTTOM FASCIA THIS SIDE UP

31. As the top fascia trim is put into place the right side rail frame may need to be slid into flush position (Figure 35).
32. Ensure the top fascia trim is even with the top of the right side rail frame. Once in the proper place, press firmly to allow the 3M tape and Chem-X to bond the fascia to the wall (Figure 36).



33. As the top fascia trim is aligned with the right side rail frame use a drill gun with a Phillips #2 drill bit with **one** of the #14 1-7/8" screws, (Item **(A)**, on page 12) to finish securing the **right side** valance rail frame (Figure 37).
34. On both valance rail frames apply a bead of Chem-X in between the 3M tape. Do this in three spots on (Item **(B)**) for both valance rail frames (Figure 38).



Figure 37

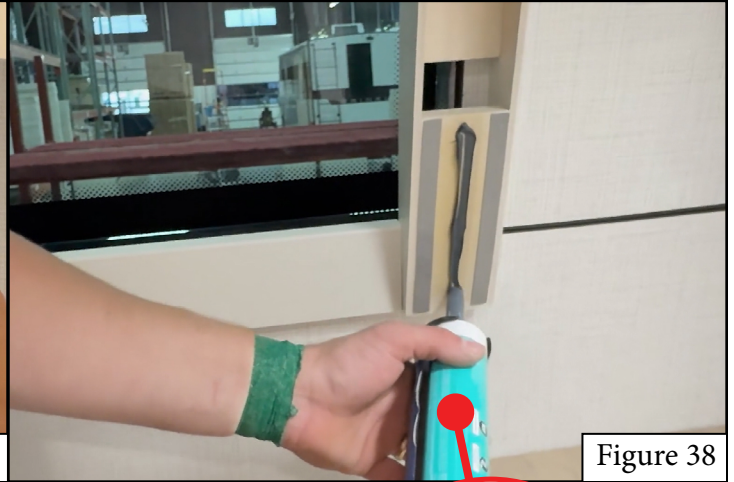


Figure 38

35. Install both the right and left sides of fascia trim over the valance rail frames. Make sure to cover the edges of the rail frames so the rail edges do not show (Figure 39).
36. Installation done (Figure 40).

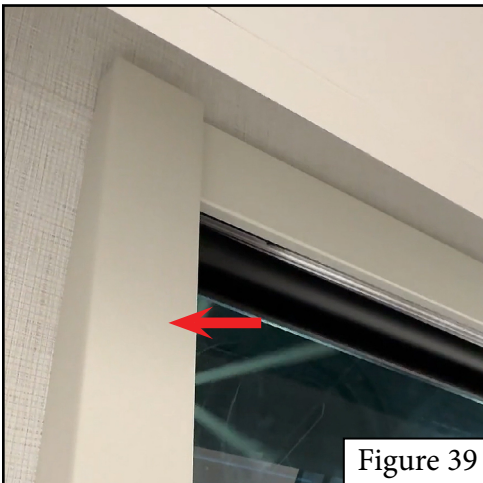


Figure 39



Figure 40

Scan QR Code below for video on the Brinkley Owners Hub.

