

# Replacing a Car Windshield Standard Operating Procedure

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## 1. Purpose

A guide for safely and effectively replacing a car windshield.

## 2. Scope

Standard replacement for most modern automobiles

## 3. Responsibility

- a. The user is responsible for
  - i. Sourcing the required materials and equipment
  - ii. Prepping the vehicle
  - iii. Precisely fastening the replacement windshield
  - iv. Correctly disposing of all waste material

## 4. Associated Forms

- a. New windshield information
- b. Adhesive information

## 5. Definitions

- a. **Urethane glue:** A strong plastic bonding agent with many applications such as super glue and caulk.

## 6. References

- a. Glue Gun instruction manual

## 7. Safety

- a. The windshield is heavy and must be handled with care. To avoid injury, ensure a secure grip and avoid placing the glass on an unstable surface.
- b. Ensure each suction cup has a secure seal before lifting.

## **8. Materials and Equipment**

### **a. Materials**

- i. Alcohol-based cleaner
- ii. Disposable Gloves
- iii. Painter's tape
- iv. Primer
- v. Replacement windshield
- vi. Windshield adhesive Ex. Urethane

### **b. Equipment**

- i. Utility knife
- ii. Windshield removal tool
- iii. Safety Goggles
- iv. Sealant gun
- v. Screw Driver
- vi. Suction cups

## **9. Windshield Replacement**

### **a. Preparation**

- i. Wear protective gloves and safety glasses.
- ii. To prevent dust and debris from contaminating the adhesive, perform the replacement in a controlled environment, ideally indoors.
- iii. Place painter's tape to protect the vehicle's paint
- iv. Remove the windshield wipers

### **b. Removal**

- i. Remove the Old Windshield by cutting through the adhesive around the windshield.
- ii. Work slowly and carefully to avoid damaging the surrounding areas.
- iii. Use suction cups to lift and remove the old windshield.
- iv. Have a helper assist you if needed.

### **c. Prepare the New Windshield**

- i. Clean the edges of the new windshield with an alcohol-based cleaner
- ii. Apply primer to the edges of the windshield where the adhesive will be applied.
- iii. Allow it to dry.

### **d. Apply Adhesive**

- i. Load the windshield adhesive into the sealant gun.
- ii. Apply a continuous, even bead of adhesive around the perimeter of the windshield frame on the vehicle.
- iii. Ensure the bead is thick enough to provide a strong seal.

### **e. Install the New Windshield**

- i. Carefully position the new windshield over the adhesive bead with suction cups and an assistant.
- ii. Press the windshield firmly into place.

### **f. Reassemble the Vehicle**

- i. Reinstall the windshield wipers.

### **g. Final Inspection**

- i. Inspect for any gaps or uneven areas in the adhesive layer.
- ii. Clean the new windshield with a suitable glass cleaner if dirty.
- iii. Spray water around the windshield's edges to check for leaks.
- iv. Dispose of the old windshield properly.
- v. Follow the adhesive manufacturer's recommended cure time before driving the vehicle.

## **10. Version History**

### **a. Version 1.0: [01OCT24]**