

Windows and Exterior Doors

Trade Contractor _____ Job Name, Number _____

Pass/Fail/NA

- All work complies with locally adopted codes and International Residential Code.
- All work is performed in a safe manner according to OSHA standards.
- The jobsite is left clean.

Windows

- Plans have been checked to ensure all window openings are in the correct location, especially the center line on the kitchen window. If the window is installed in an incorrect location, the window installer will be held responsible for the cost of moving the window later. Look at floor plans with measurements.
- All opening sides are checked to ensure both jacks are exactly plumb. Straighten them if necessary.
- The bottom of the opening is level $\pm \frac{1}{8}$ ".
- Window is properly flashed according to code and company standards.
- There is a $\frac{3}{8}$ " margin at top of windows and on the sides.
- The window is centered in the opening, and the margin is exactly the same on both sides. The drywall return will cover the margin between jack and window on each side.
- The window is nailed every 16" o.c. in the nailing flanges or per manufacturer's recommendations.
- Any damaged, scratched, or cracked windows are noted on the invoice.
- Tempered glass is installed where required (i.e., over tub and windows within 18" of the floor).
- Glass breakage, scratched doors or frames, or other damaged doors are reported immediately.

Exterior Doors

- Exterior doors are caulked and flashed under the threshold.
- Doors swing correctly.
- All doors are caulked when installing flashing under them.
- All exterior door frames are shimmed and secured with screws.
- Sliding glass doors are installed correctly.
- Doors are level and square.
- 3" screws are used in top hinge to secure door to jack.
- Support under the outside of exterior door thresholds is installed to prevent bending or damage to thresholds.
- Hinge side of the door is shimmed only if necessary to plumb the door or center it in the opening. Otherwise, secure door directly against the hinge side jack stud.

- 16d galvanized finish nails are used when nailing the door through the brick mold.
- Holes are drilled for doorbell(s) and the wire is pulled through.
- Margin around all doors and windows has been checked.
- Garage door openings have been checked for correct size.

The Trade Contractor understands and accepts responsibility for items on this checklist and verifies that these items have been checked and are acceptable. In the event that these items are not completed to our satisfaction, the Trade Contractor agrees, upon notification, to correct the unsatisfactory items promptly, or gives the company the right to correct the item and back charge the Trade Contractor accordingly. I hereby verify that the above items have been checked and are acceptable. I understand that this checklist must be turned in with the invoice in order to receive payment on this job.

Signature _____ Date _____