Clark Public Utilities

DOOR-CKLST Rev. 8/22

ON-SITE INSULATED EXTERIOR DOOR INSPECTION SHEET

Installation Site and Customer Information

Customer Name:		Customer Phone:	
Site Address:	City:	State:	Zip:

The checklist below is to be completed on-site by a representative from the installation company:

☑ = Completed
NA = Not Applicable

1.	**All replacement hardware/fasteners**: Stainless steel or another corrosion-resistant material.	☐
2.	**Old door:** Carefully removed. Housing structure and door trim left undamaged. Framing structure repaired or replaced if rotted.	☐
3.	**Door sub-sill:** Solid and level before installation. Acrylic caulk, minimum of three beads, 1” apart, full width coverage of sub-sill.	☐
4.	**Installation:** Shims installed approx. 8” from top and bottom corners, at hinges, and above and below strike plate. Door centered and plumb in opening, Jambs straight. Installation screws (at least 3” long) installed through door jamb, shims, and into framing.	☐
5.	**Space between the door jamb and the rough opening:** Filled with low-expanding foam or caulk. Backer rod installed in gaps larger than 3/8”.	☐
6.	**Water-resistive barrier**: Door incorporated into the home’s WRB.	☐
7.	**Doors exposed to wind-driven rain or if no overhang**: Rigid cap flashing installed overlapping the sides of the door frame.	☐
8.	**Doors with overhanging head flashing**: New flashing tucked behind the existing head flashing.	☐
9.	**Doors without overhanging metal head flashing**: New metal head flashing installed at the top of the door frame, behind existing siding and building paper.	☐
10.	**Metal head flashing:** Installed behind the exterior siding at least 1”. Downward bending lip of at least 1/4” on the front and ends of metal head flashing.	☐
11.	**Exterior wood**: Caulked and primed. All filler and trim pieces thoroughly caulked. Includes brick mould, door frame, and trim on all sides and ends.	☐
12.	**Finished door, latch, and lock-set**: operates smoothly. Closed door evenly compresses weather-stripping.	☐

Notes:

By signing below, I certify that the items marked as completed on this checklist were completed for this site.

Installation Company Rep ***Signature***	*Installation Company Rep* ***Printed Name***	Date of On-Site Inspection
Installation Company Name:	Phone:	

↓↓↓ UTILITY USE ONLY ↓↓↓

Notes:	**PASS** or **FAIL**
Utility Inspector Signature:	Date: