Clark Public Utilities

WBF-CKLST Rev. 8/22

ON-SITE BLOCK-FRAME / FINLESS WINDOW 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.	**Exterior wood**: including frame, sash, trim, stops and sills on all sides and ends, caulked and primed.	12.1	☐
2.	**All replacement hardware/fasteners**: Stainless steel or another corrosion-resistant material.	12.1	☐
3.	**Old window**: Carefully removed. Housing structure and window trim left undamaged. Damaged or rotted framing structure or flashing replaced.	1.1	☐
4.	**Window weights**: Removed, weight cavity filled with insulation and air sealed.	12.2.2	☐
5.	**Existing window sill**: Protected with metal or plastic sill pan, or sill flashing; or new sill installed.	12.2.2	☐
6.	**Window supports**: Shimmed under main vertical supports.	12.2.2	☐
7.	**Fasteners**: Secured to rough opening within 4” of each side corner and a min. 12” on center along remainder. Screws fastened through the window frame with screws are designed for this purpose. Fastening plates fastened to the window and to the opening in separate steps.	12.2.2	☐
8.	**Sealing**: Gap between window frame and rough opening insulated with low-expanding foam or caulk. Backer rod installed in gaps larger than 3/8”. Window incorporated into the homes water-resistive barrier.	12.2.2	☐
9.	**Exposed block-frame windows**: Flashing installed between the opening and replacement-window frame extends out far enough to slip under siding by at least 1”.	BPA Best Practice	☐
10.	**Finished window**: Level and plumb, operates smoothly and safely.	12.1	☐

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: