Clark Public Utilities

WFF-CKLST Rev. 8/22

ON-SITE FLUSH-FIN 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 supports**: Shimmed under main vertical supports.	12.2.3	
5.	**Caulking**: Backside of window fin caulked with a sealant that remains flexible. Caulking interrupted on bottom fin at 1” on each side of the weep hole.	12.2.3	
6.	**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.	12.2.3	
7.	**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.	12.1	
8.	**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: