Clark Public Utilities

WNF-CKLST Rev. 8/22

ON-SITE NAILING-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.	**All replacement hardware/fasteners**: Stainless steel or another corrosion-resistant material.	12.1	
2.	**Old window**: Carefully removed. Housing structure and window trim left undamaged. Damaged or rotted framing structure or flashing replaced.	1.1	
3.	**Flashing**: Opening and window fully flashed according to BPA Weatherization Program Requirements.	12.2.1	
4.	**Window supports**: Shimmed under main vertical supports. Window's weight not supported by nailing-fin.	12.2.1	
5.	**Fasteners**: Heads wide enough to span nailing-fin holes. Not over-driven or deforming the nailing-fin.	12.2.1	
6.	**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.	12.2.1	
7.	**Windows exposed to wind-driven rain/no overhang**: Rigid cap flashing overlapping sides of window.	12.2.1	
8.	**Windows with overhanging metal head flashing**: New flashing tucked behind existing head flashing.	12.2.1	
9.	**Windows without overhanging metal head flashing**: New metal head flashing installed at top of window, behind existing siding and building paper.	12.2.1	
10.	**Metal head flashing:** Installed behind exterior siding at least 1". At least 1/4" downward bending lip on front and ends of metal head flashing.	12.2.1	
11.	**Exterior wood**: including frame, sash, trim, stops and sills on all sides and ends, caulked and primed.	12.1	
12.	**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: