



Installation Checklist

What is the purpose of the Installation Checklist?

After the installation and completion of the project including the cleanup, the Homeowner and Installation Contractor will do a final walk through to identify and resolve any problems or concerns. This will be done prior to the final payment.

Things for you to consider:

We encourage homeowners to perform a preliminary walk through using this Installation Checklist before the actual walk through with the Contractor. Please make note of any problems or questions you have.

What will happen during the final walk through?

- 1) Using the Installation Checklist, the Installation Contractor will conduct the final walk-through with the Home Owner to:
 - a) Demonstrate how to operate the installed products
 - a) Identify issues to be addressed by either the Contractor or Discount Windows & Doors
- 2) signed.
- 3) Non-installation issues and warranty issues will be submitted to Discount Windows & Doors Warranty Department. Examples include defective materials, glass, damaged screen frames, faulty hardware, non-
 - a) Non-installation related problems should not delay payment to the Installation Contractor. Discount Windows & Doors is responsible for all non-installation related items.
 - b) Contractors will use the "Notes" section to describe warranty issues
- 4) The Installation Checklist will be signed by the Homeowner and the Installation Contractor.
- 5) The Installation Contractor will submit the signed Installation Checklist to Discount Windows & Doors for review and follow up as needed.

Installation Checklist

Customer Name:

Installation Date: _____

Windows	YES	NOTES
Windows are clean and operate properly		
Windows screens are installed, and in good condition		
No damage to walls (not there before installation)		
Exterior caulking approved, no gaps or excessive amount used		
Corrosion Block has been applied to all metal components (Casements, Awnings, Sliding Doors Only)		
Homeowner received a bottle of Corrosion Block from the Contractor		
Contractor demonstrated operation of all windows types and screen		
Doors		
Doors open and close properly		
Doors locks are installed and working well		
Screen doors are installed and slide smoothly		
Screen door is in good condition		
Screen door lock is installed and working well		
Exterior caulking approved, no gaps or excessive amount used		
No damage to walls (not there before installation)		
Corrosion Block has been applied to all metal components (Casements, Awnings, Sliding Doors Only)		
Homeowner received a bottle of Corrosion Block from the Contractor		
Blinds, Shades, Shutters		
Blinds, shades, shutters installed and work properly		
Light switches and outlets work		
Remote controls have be preprogrammed and work properly		
No damage to walls (not there before installation)		
Pictures, Miscellaneous		
Comments		

We have completed the walkthrough of the material installed by the Contractor. All installation issues have been addressed and resolved, or will be turned over to Discount Windows & Doors Warranty Department.

Contractor	Date
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Homeowner	Date
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