

Window installation inspection checklist

Nearly every window leak is a flashing-sequence problem, and the sequence is only visible for about an hour per opening. Photograph each layer as it goes on and a callback three winters from now becomes a five-minute question instead of an exploratory demolition.

Who runs it: Window installer on their own work; the GC or builder verifies before the wall is wrapped and clad. When: Per opening, as the units are set, before the weather-resistive barrier is lapped over the head flashing.

Rough opening

- ☐ Opening sized, square and plumb
Correct shim space on all four sides; measure both diagonals and photograph the tape. 2 photos required
- ☐ Sill sloped or a sloped pan installed
Water leaving the opening toward the exterior, not sitting on a flat sill. 2 photos required
- ☐ Sill pan continuous with sealed corners and back dam
Corners sealed or preformed, back dam present, pan turned up at the jambs. 2 photos required

Setting and fastening

- ☐ Unit set plumb, level and square with even reveals
Check operation before fastening; a racked frame will never seal. 2 photos required
- ☐ Shims at the specified locations, not bearing on the pan
Shims under load points only, and never blocking the drainage path. 1 photo required
- ☐ Fastener type, length and spacing per the manufacturer
Photograph a fastened jamb before trim covers it. 1 photo required

Flashing sequence

- ☐ Jamb flashing lapped over the sill flashing
Bottom layer first, then jambs over it, shingle-style, every time. 2 photos required
- ☐ Head flashing installed and lapped by the barrier above
Barrier over head flashing, not under. This is the single most common defect. 2 photos required
- ☐ Sealant applied where required and omitted at the sill
Perimeter sealed except the drainage path at the sill, which stays open. 1 photo required

Operation and closeout

- ☐ Sash operates, locks and weatherstrips seal
Open, close and lock every operable unit; check the seal compresses evenly. 1 photo required
- ☐ Insulation or foam at the perimeter without bowing the frame
Low-expansion product, frame still square after curing. 1 photo required
- ☐ Glass undamaged and labels intact until handover
No scratches or edge chips; protective film left on through the dirty trades. 1 photo required