READY TO INSPECT — FIELD CHECKLIST

Window treatments final inspection checklist

Window treatments final inspection is where the punch list is either short or expensive. This checklist walks the finished work the way an owner or AHJ will see it: devices on, systems running, everything labeled. Each item gets the photo that closes it instead of reopening it. Work is commonly verified against manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The shade installer with the GC's superintendent, walking mounted units after finish and before turnover. When: After treatments are mounted and motorized units are powered and programmed, before turnover walks and before the space is furnished.

Mounting and alignment

- [ ] Units level and aligned across the run
  Each unit level and plumb, headrails and hems on a common line across adjacent windows, even gaps to jambs and sill, fascia closed and straight.
  2 photos required
- [ ] Every bracket engaged and fastened into backing
  Brackets at the manufacturer's spacing, screws into blocking rather than anchors in drywall alone, headrails or roller ends clipped fully home and locked.
  1 photo required
- [ ] Mount position and overlap match the schedule
  Inside or outside mount, unit width and overlap past the jambs as the schedule and shop drawings show for each opening, with no unit cut short of the glass.
  1 photo required

Operation

- [ ] Manual and motorized units operate through full travel
  Shades and blinds raise, lower and tilt smoothly through full travel, motorized limits set top and bottom, groups and scenes respond and stop where intended.
  1 photo required
- [ ] No accessible loose cords or loops at any unit
  Manual units cordless or fitted with the tension device or break-away connector the manufacturer's safety-standard compliance lists; no loose cord loop hangs within reach at any unit.
  1 photo required
- [ ] Motorized limits and group assignments on the installer's record
  Where motorized shades are installed, the installer's programming record lists each unit's limits, group and scene, matched to the room and window numbers.
  No photo required

Fabric and finish

- [ ] Fabric clean, undamaged and hanging true
  Material free of marks, creases and pulls, hems square, drapery hanging in even folds, no rubbing against pocket edges or hardware.
  2 photos required
- [ ] Fabric, color and openness match the approved sample
  Installed fabric line, color and openness compared with the approved sample and the roll or unit label, consistent across every unit in the room.
  1 photo required

Clearances and safety

- [ ] Raised or stacked treatment clear of sprinklers and devices
  At full up or full open, headrail, roll and stacked fabric clear of sprinkler deflectors, detectors and diffusers by the clearance the drawings and coordination set.
  1 photo required

- [ ] Stack leaves window hardware, sills and mullions clear
  Raised units and stacked drapery leave operable sash, locks, cranks, door handles and sills free to use, with no bottom rail resting on hardware.
  1 photo required

- [ ] Side channels and sill angles seated where specified
  Where the spec calls for light control, channels plumb and fastened, fabric edges running inside without rubbing, and the sill angle closing the bottom gap.
  No photo required

Owner handoff

- [ ] Owner's staff trained on motorized shade controls
  Where motorized shades are installed, the installer walked the owner's staff through keypads, groups, scenes and manual override, with attendees and date recorded.
  No photo required

- [ ] Fabric care, cleaning and warranty data turned over
  Manufacturer's care and cleaning instructions, warranty terms and the fabric and color list for reorders included in the closeout documents.
  No photo required

- [ ] Treatment schedule marked to the as-installed units
  Schedule updated with the fabric, mount, size and operator actually installed at each room and window, so a replacement orders to the right unit.
  No photo required