READY TO INSPECT — FIELD CHECKLIST

Window treatments rough-in inspection checklist

Window treatments rough-in is the last time the work is fully visible. Once the cover inspection passes and the walls, ceilings and slabs close, every defect left behind becomes a demolition bill. This checklist walks the rough-in in the order the work goes in, with the photo each item needs before it gets buried. Work is commonly verified against manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The shade installer or carpentry crew with the GC's superintendent, walking each window and pocket before finish closes the surface. When: As backing, pockets and recesses are framed and the power and low-voltage control for motorized units is roughed to the head, before drywall and ceiling finish close over them.

Layout and coordination

- [ ] **Treatment schedule and approved submittals on hand for the walk**
  Type, mount (inside, outside or pocket) and operator for every opening read from the approved submittals and the treatment schedule, not from memory or the bid set.
  No photo required

- [ ] **Openings field-measured against the shop drawing sizes**
  Width and height taken at each window and logged against the shop drawing sizes, with out-of-square or out-of-tolerance openings flagged before fabrication is released.
  No photo required

- [ ] **Ceiling devices near each head located clear of the treatment**
  Sprinkler heads, detectors, diffusers and lights near the window head sit outside the pocket, stack and fabric path shown on the coordinated reflected ceiling plan.
  1 photo required

- [ ] **Head conflicts sent to the GC before finish closes**
  Any beam, duct, device or window frame blocking a bracket, pocket or drive end recorded by room and opening and routed through the GC, not solved by shifting the unit.
  No photo required

Backing and blocking

- [ ] **Continuous backing at the mounting line**
  Solid blocking behind the finish at bracket heights for the run and weight of the treatment, located to the mounting layout so every bracket hits backing.
  2 photos required

- [ ] **Blocking sized for the bracket fastener length**
  Blocking thick and wide enough to take the full screw length the manufacturer lists for the brackets, set flush with the framing so the finish lies flat over it.
  1 photo required

- [ ] **Backing runs past the jambs to catch end brackets**
  Blocking carried beyond each side of the opening far enough for end brackets and any stack-back the layout shows, not stopped at the rough opening.
  1 photo required

- [ ] **Bracket locations marked at the manufacturer's spacing**
  Bracket positions laid out on the blocking at the spacing the manufacturer's instructions give for the unit width and weight, with every bracket landing on backing.
  1 photo required

- [ ] **Jamb and sill backing for side channels where specified**
  Where the spec calls for side channels or a sill angle for light control, a solid flat substrate at the jambs and sill located to the channel width on the shop drawings.
  No photo required

Pockets and recesses

- [ ] **Shade pocket sized for the roller, fascia and light gap**
  Pocket depth and width sized to the roller and fascia with the intended light gap, edges clear of the fabric path, closure detail buildable before finish closes.
  No photo required

- [ ] Head condition at each opening matches its mounting detail
  Pocket, recess, soffit or flat head built as the details show for that opening, so the mount type on the treatment schedule can actually be installed.
  1 photo required

- [ ] Pocket interior clear for roller removal and service
  Where a pocket is detailed, no pipe, conduit or protruding framing screws inside it, and the closure or access panel lets a roller come out without cutting finish.
  No photo required

Power and control rough

- [ ] Power and control roughed to the correct end before cover
  Line and low-voltage control stubbed at the drive end per the shade layout, correct length and location, documented before ceiling or wall finish closes over it.
  No photo required

- [ ] Motorized shade power and control scope confirmed by trade
  Where motorized shades are scheduled, the electrical or low-voltage trade's scope for line power, shade power supplies and control wiring agreed and on the drawings, so no drive end is left unserved.
  No photo required