**Flush-Fin Windows Installation Checklist**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site Information | | | | Install Date: | | | | | |
| Participant Name: | | | | Participant Phone: |  | | | | |
| Site Address: | | City: | | State: | Zip: | | | | |
|  | | | | | | | Installer | Foreman | Inspector |
|  | Exterior wood: including frame, sash, trim, stops and sills on all sides and ends, caulked and primed. | | | | | |  |  |  |
|  | All replacement hardware/fasteners: Stainless steel or another corrosion-resistant material. | | | | | |  |  |  |
|  | Old window: Carefully removed. Housing structure and window trim left undamaged. Damaged or rotted framing structure or flashing replaced. | | | | | |  |  |  |
|  | Window supports: Shimmed under main vertical supports. | | | | | |  |  |  |
|  | Caulking: Backside of window fin caulked with a sealant that remains flexible. Caulking interrupted on bottom fin at 1” on each side of the weep hole. | | | | | |  |  |  |
|  | Fasteners: Secured to rough opening within 4” of each side corner and a min. 12” on center along remainder. Screws fastened through the window frame with screws are designed for this purpose. Fastening plates fastened to the window and to the opening in separate steps. | | | | | |  |  |  |
|  | 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. | | | | | |  |  |  |
|  | Finished window: Level and plumb, operates smoothly and safely. | | | | | |  |  |  |
| Notes: | | | | | | | | | |
| By signing below, I certify that the items marked as completed on this checklist were completed for this site. | | | | | | | | | |
| Installation Company Representative: | | | | | | Date: | | | |
| Contractor Name: | | | Phone: | | | | | | |