



Window & Door Installation Alignment Checklist

 Show only Checklist

Display Style
Default 

Pre-Installation Verification

Checks performed before any installation begins, ensuring proper preparation and accurate measurements.

Window/Door ID or SKU

Enter a number...

Project Name/Address

Write something...



Review of Shop Drawings/Specifications - Note any discrepancies?

Write something...

Existing Wall Condition (observed)

- ☐ Good
- ☐ Fair
- ☐ Poor - Requires Remediation
- ☐ Unknown

Rough Opening Width (measured)

Enter a number...

Rough Opening Height (measured)

Enter a number...

Rough Opening Depth (measured)

Enter a number...

Additional Notes/Observations (e.g., obstructions, insulation)

Write something...

Frame Squareness & Level

Verification of the rough opening's squareness and levelness, critical for proper window/door fit.

Diagonal Measurement (Side 1)

Diagonal Measurement (Side 2)

Level Difference (Top)

Level Difference (Bottom)

Opening Squareness

- ☐ Within Tolerance (+/- 1/8 inch)
- ☐ Outside Tolerance - Correction Required

Opening Levelness

- ☐ Within Tolerance (+/- 1/8 inch)
- ☐ Outside Tolerance - Correction Required

Notes on Frame Squareness & Level (if corrections needed)

Write something...

Window/Door Placement & Initial Alignment

Ensuring the window or door is positioned correctly within the rough opening and initially aligned.

Rough Opening Width (measured)

Enter a number...

Rough Opening Height (measured)

Enter a number...

Window/Door Width (measured)

Enter a number...

Window/Door Height (measured)

Enter a number...

Window/Door Placement (Centered/Offset)

- ☐ Centered
- ☐ Offset - Specify Location (Long Text)

Offset Location Details (if applicable)

Write something...

Initial Shim Usage (Yes/No)

- ☐ Yes
- ☐ No

Shim Placement Notes (if applicable)

Write something...

Vertical Alignment

Checking and adjusting the vertical alignment of the window or door relative to surrounding elements.

Distance from plumb (side 1) (in inches)

Enter a number...

Distance from plumb (side 2) (in inches)

Enter a number...

Total vertical adjustment needed (in inches)

Enter a number...

Shimming Required?

☐ Yes

☐ No

Notes on vertical alignment adjustments (e.g., shimming locations, reasons for adjustments)

Write something...

Check for Reveal (if applicable)

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Reveal Distance (if applicable) (in inches)

Enter a number...

Horizontal Alignment

Verifying and correcting the horizontal alignment of the window or door.

Horizontal Variation (at top)

Enter a number...

Horizontal Variation (at bottom)

Enter a number...

Overall Horizontal Deviation (max allowed)

Enter a number...

Alignment Method Used

- ☐ Level
- ☐ String Line
- ☐ Laser Level

Notes on Horizontal Adjustment

Write something...

Is horizontal alignment within tolerance?

- ☐ Yes
- ☐ No

Operating Functionality (if applicable)

Assessment of the window or door's opening, closing, and locking mechanisms.

Window/Door Operation: Smooth?

- ☐ Yes
- ☐ No
- ☐ Somewhat

Clearance (Gap) Around Frame (mm)

Locking Mechanism Functionality

- ☐ Functions Properly
- ☐ Stiff/Difficult to Operate
- ☐ Malfunctioning

Notes on Operation/Adjustment Required

Weather Stripping Seal (Initial)

- ☐ Good
- ☐ Fair
- ☐ Poor

Final Inspection & Sign-off

A final assessment of alignment and overall installation quality, with necessary sign-off.

Temperature During Inspection (Fahrenheit)

Enter a number...

Overall Alignment Satisfaction (Installer)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Operation Smoothness (Installer)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Installer Comments / Notes

Write something...

Client Comments / Concerns

Write something...

Installer Signature

Client Signature (Acceptance)

Date of Inspection

Enter date...