

# Window & Door Installation Alignment Checklist

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## Pre-Installation Verification

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

### Window/Door ID or SKU

### Project Name/Address



**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)**

**Distance from plumb (side 2) (in inches)**

**Total vertical adjustment needed (in inches)**

**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...