



# Window & Door Installation Alignment Checklist

## 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?

### Existing Wall Condition (observed)

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

### **Rough Opening Width (measured)**

### **Rough Opening Height (measured)**

### **Rough Opening Depth (measured)**

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

## **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)

Enter a number...

### Level Difference (Bottom)

Enter a number...

### 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)

Enter a number...

### Locking Mechanism Functionality

☐ Functions Properly

☐ Stiff/Difficult to Operate

☐ Malfunctioning

### Notes on Operation/Adjustment Required

Write something...

### 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...