

# Grand Window

Quality you can trust in

Reference Number:	GW:	Date:	
Project Co-Ordinator		Telephone Number	
Lead Installer		Telephone Number	

Purchasers Name:	Mobile:
Full Address:	e-mail:
	Tel No:
Postcode:	

GENERAL SPECIFICATIONS	
Profile Material	
Colour In	Colour Out
Number of Windows	Number of Doors
Opening Style	Glazing
Trickle Vents	Ironmongery
Cills Required	Internal Finishing
NOTES:	

INSTALLATION TOOLS		INSTALLATION SUPPLIES	
Power Drill/Driver	Caulking Gun	Shims	Ladders or Scaffold
Screwdrivers (Ph & Flat)	Putty Knife	Insulation Foam	Fall Protection Gear
Hammer	Pliers	Fibreglass Insulation	First Aid Kit
Pry Bar	Safety Glasses	Caulk (Appropriate to Window)	Internal Finishing
Spirit Level	Safety Gloves	Exterior Trim	Lazer Level
Tape Measure	Hi- Vis	Flashing Tape	
Utility Knife	Helmet	Drip Caps	

Please ensure that the materials are available to you at least 48hrs prior to installation. All tools and supplies must be returned to base following installation.

## PRE-INSTALLATION CHECK-LIST

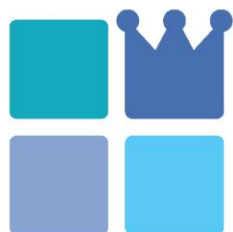
The following areas should be completed prior to any installation taking place on behalf of Grand Windows. If any doubt your concerns should be raised with the appropriate project co-ordinator or via 07930 712 599.

### 1. Window Measurement and Sizing

- Be aware of the project and products to be installed.
- Double-check measurements of new windows against contract

### 2. Delivery and Storage

- Co-ordinate delivery of windows and ensure they are stored in a safe, dry location.
- Inspect Windows prior to install for damage.



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### 3. Review Installation Instructions

- Familiarize yourself with manufacturers guidelines for each type of product.

### 4. Weather Forecast

- Check the weather forecast to ensure suitable conditions for installation.
- Avoid installing during extreme conditions.

### 5. Prepare Work Area

- Clear the work area inside and outside the house.
- Protect Floors and Furniture from Dust and Debris

### 6. Safety Precautions

- Ensure all necessary safety equipment is available and in good condition.
- Review Safety procedures with your team.

### 7. Communication with Customer

- Communicate with the customer regarding the installation schedule and any preparations they need to make.
- Only works stipulated within the contract should be carried out. If in doubt, contact the project co-ordinator.

### 8. Permits and Regulations

- Consult with Project co-ordinator and confirm permits and regulations are in place.
- Consider if skip hire will be required prior to installation.

### 9. Team Briefing

- Be prepared to conduct a briefing prior to installation to ensure everyone understands roles and responsibilities. This will be conducted at HQ prior to departing to works.

### 10. Quality Control

- Inspect windows for any defects before installation.
- Ensure all necessary components and hardware are available prior to arriving on site.
- Photographs should be taking inside and out for each completed window/door installed.

### 11. Plans for Waste Disposal

- Arrange for the disposal of old windows and any packaging materials from the new windows at least 48hrs prior to planned installation.

### POST-INSTALLATION CHECK-LIST

	✓/x	NOTES
Post- Install Project Meeting Completed		
Pre- Installation Checklist Completed		
Installation Tools Available Prior to Departure		
Installation Supplies Prepared and Ready For Install		
Customer Contacted and Aware of Dates and Times		
Installation Completed		
Photographs Sent to Project Co-Ordinator		
Installation Signed Off By Customer		

Installer Name (PRINT)

Installer Signature:

Date