

Window Survey Instructions:

- Take a photo of all four sides of the house and assign each window a unique number (no windows on the house should have the same number)
- Take individual photographs of each window illustrating their current condition. Make sure the photograph name contains the window number you assigned to it.
- On the window survey, note the following:
 - existing material of the window (i.e. wood, vinyl, aluminum, etc)
 - condition (poor, fair, good, etc)
 - a few details on the condition (wood rot, missing glass, etc).
- Specification sheet for all proposed windows (available from the manufacturer).
- We strongly recommend working with a window repair expert in cases where wood windows are proposed for replacement. I've attached a list of contractors who do this work.



INCLUDE CLOSE-UPS OF EACH WINDOW AND LABEL PHOTOS WITH CORRESPONDING NUMBERS. Detail photographs must clearly indicate the material and condition of the window. One photo per window is usually enough, but replacement of original wood windows may require more photos as evidence that they cannot be repaired.