

Window Installation Photo Checklist

Window installation work — rough opening prep, flashing, sealing, and trim — hides critical water management details behind interior and exterior finishes. When a homeowner reports a leak, a warranty claim is filed with the manufacturer, or a dispute arises about whether the window was installed to spec, the question is always the same: **can you prove the rough opening was correctly sized, the flashing was installed in the right sequence, and the unit was plumb, level, and properly sealed?** This guide gives your crew the exact shots to capture on every window installation.

THE 7 PHASES

Document Every Phase, Protect Every Job

01 PHASE Pre-Installation Site Assessment

- Existing window condition — all units
- Existing water damage or rot around frames
- Rough opening size — width & height measured
- Framing condition — plumb & square confirmed
- Wall assembly type — stucco, siding, or brick
- Window unit — model, size & label photographed
- Permit & approved scope on-site
- Homeowner pre-existing damage documented
- Interior finishes to protect noted

02 PHASE Existing Window Removal

- Existing window — wide shot before removal
- Interior trim removed — wall condition
- Exterior trim removed — condition exposed
- Existing flashing condition — before removal
- Water damage discovered — documented immediately
- Rot in rough opening framing noted
- Old sealant or foam — condition noted
- Rough opening exposed — wide shot
- Debris removed — opening clean

03 PHASE Rough Opening Preparation

- Rough opening dimensions — tape in frame
- Rough opening plumb — level tool visible
- Rough opening square — diagonal measurement
- Sill slope — 5 degree outward pitch confirmed
- Framing repairs — rot replaced & labeled
- Sill pan flashing — type & installation
- Sill pan sloped to exterior confirmed
- Sill pan end dams installed
- Rough opening ready — wide shot



04 PHASE Flashing & Water-Resistive Barrier

- WRB lapped correctly at rough opening
- Head flashing — over unit after install
- Flashing sequence — sill, jamb, head order
- Sill flashing installed before unit
- Flashing tape — brand & width labeled
- Integration with existing WRB documented
- Jamb flashing — type & attachment
- All flashing corners sealed & tight
- All flashing before exterior cladding

05 PHASE Window Unit Installation

- Unit set in opening — wide shot
- Unit square — diagonal measurement
- Nailing fin fastened — pattern documented
- Unit level — level tool visible in frame
- Shimmiing at sill, jambs & head
- Foam or backer rod at perimeter
- Unit plumb — both jambs confirmed
- Fastener type & spacing per manufacturer
- Unit operates correctly — sash tested

06 PHASE Sealing & Exterior Finish

- Exterior sealant type — label photographed
- Sill left unsealed for drainage (if required)
- Stucco or siding integrated at unit
- Sealant applied — head & jambs
- Exterior trim installed & nailed
- Weep screed or flashing at base
- Sealant tooled — no gaps or voids
- Exterior caulk at trim-to-wall joint
- Exterior — wide shot unit complete

07 PHASE Final Inspection & Closeout

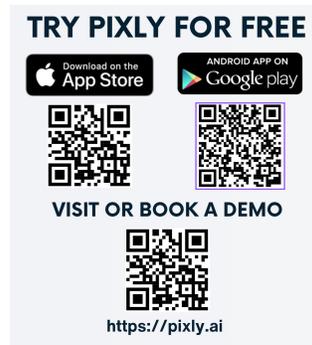
- Permit card & inspection sticker
- No leaks at interior after water test
- Hardware & locks operational
- Inspector approval documented
- Interior trim & reveal installed
- Client walkthrough — each unit tested
- Water test — hose test at unit
- Interior caulk & paint complete
- Manufacturer warranty card photographed

HOW TO USE THIS IN THE FIELD**Turn This Checklist Into Your Daily Workflow**

- 01 Photograph the Rough Opening Before Any Flashing Goes In**
The size, condition, and framing of the rough opening are invisible once the window is set. A photo with a tape measure showing width, height, and sill pitch taken before any work begins is your proof that the opening was correct and the framing was sound before your unit ever touched it.
- 02 Capture the Flashing Sequence in Order**
Sill pan first, jambs second, head last — the correct flashing sequence is the difference between a watertight installation and a leak. Document each layer before the next one covers it. These are the shots a manufacturer will ask for first when a warranty claim is filed.
- 03 Document Any Water Damage Found During Removal**
Rot, mold, and moisture damage discovered when the old window comes out must be photographed immediately — before any remediation begins. These shots protect you from being held responsible for damage that existed before your crew arrived.
- 04 Perform and Photograph a Hose Test Before You Leave**
A controlled hose test at each completed unit — with someone watching the interior simultaneously — is the only way to confirm a watertight installation before the homeowner moves back in. A photo of the test in progress, followed by a photo of the dry interior, is your proof that the unit passed.

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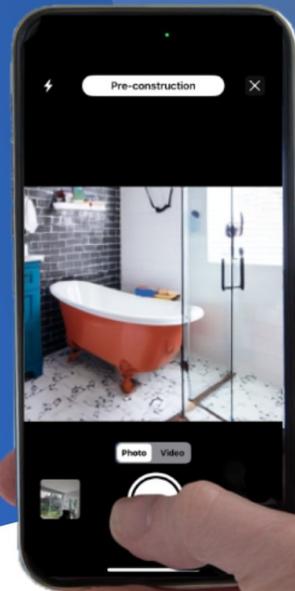
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