

Window Inspection Checklist: Operation, Glass, and Bedroom Egress

Blank copy

Property	
INSPECTION DATE	INSPECTED BY
PROPERTY ADDRESS	
OCCUPANCY	WINDOW TYPES WALKED
GLAZING	ROOMS AND ELEVATIONS WALKED
SLEEPING ROOMS CHECKED FOR EGRESS	NFRC OR ENERGY STAR LABEL ON GLASS
U-FACTOR AND SHGC FROM THE LABEL, IF PRESENT	
WEATHER DURING THE WALK	☐ Owner or agent present

Operation and locks

Item	OK	Defect	N/A	Notes
A representative number of windows opened and closed	☐	☐	☐	
Operable sashes open, stay put, and close without binding	☐	☐	☐	
Sashes not painted or screwed shut	☐	☐	☐	
Locks and latches engage and release from inside	☐	☐	☐	
Cranks, lifts, balances, and keepers intact	☐	☐	☐	
Slider and casement tracks or hinges free of debris and not bent	☐	☐	☐	
Hung sashes hold at mid-height without slamming	☐	☐	☐	
Operable windows work without keys, tools, or a special sequence	☐	☐	☐	

Glass and insulating units

Item	OK	Defect	N/A	Notes
No cracked, broken, or missing glass in the units walked	☐	☐	☐	
No obviously fogged or misty insulating glass	☐	☐	☐	
No standing moisture, haze, or mineral tracks between panes	☐	☐	☐	
Room-side or outdoor surface condensation distinguished from a failed IGU	☐	☐	☐	
Sunny and shaded units both viewed for fog	☐	☐	☐	
Single-pane units identified, not scored as failed IGUs	☐	☐	☐	

Printed U-factor or SHGC, if present, recorded only (not a Pass/Fail)

☐☐☐

Frames and sills

Item	OK	Defect	N/A	Notes
Sills and stools sound: not rotten, swollen, or crumbling	☐	☐	☐	
Sashes and frames not racked, sagging, or pulled at the corners	☐	☐	☐	
Weep holes, if present, at the bottom of the frame and not clogged	☐	☐	☐	
No low-frame holes (alarm wire or similar) that can leak into the wall	☐	☐	☐	
Wood frames: paint or seal intact, no open joints at the exterior	☐	☐	☐	
Glazing beads, stops, and putty in place	☐	☐	☐	
No obvious drafts at the sash-to-frame joint with the unit closed	☐	☐	☐	

Flashing and exterior

Item	OK	Defect	N/A	Notes
Visible head flashing, drip cap, or trim sheds water at the top of the unit	☐	☐	☐	
Jambs and side trim not open, reverse-lapped, or pulling from the cladding	☐	☐	☐	
Perimeter sealant, where used, not split, missing, or bridging a failed joint	☐	☐	☐	
Exterior sill or stool slopes out, not back toward the wall	☐	☐	☐	
Siding, stucco, or brick not trapping water against the frame	☐	☐	☐	
Mulled or joined units: the joint between frames is closed	☐	☐	☐	
Basement or low windows not buried in soil or splash	☐	☐	☐	

Bedroom egress

Item	OK	Defect	N/A	Notes
Each sleeping room walked has an operable emergency opening to the outside	☐	☐	☐	
That opening operates from inside without keys, tools, or special knowledge	☐	☐	☐	
Bottom of the clear opening not more than 44 inches above the finished floor (if measured)	☐	☐	☐	
Net clear opening recorded; model IRC is 5.7 sq ft (5.0 at grade) with 24 in height and 20 in width	☐	☐	☐	
Below-grade sleeping-room wells: not less than 9 sq ft, 36 in projection, and the window fully opens	☐	☐	☐	
Wells deeper than 44 inches have a permanent ladder or steps usable with the window open	☐	☐	☐	
Well covers, bars, or grilles, if present, release from inside without a key or tool	☐	☐	☐	
Window wells not holding water, debris, or stored items against the sash	☐	☐	☐	

Screens and fall safety

Item	OK	Defect	N/A	Notes
Insect screens, if present, fit the opening and are not torn through	☐	☐	☐	_____
Screens not treated as child fall protection	☐	☐	☐	_____
Window stops, if used for children, limit the opening to 4 inches or less	☐	☐	☐	_____
Window guards, if present, are secure and at least one window per room can be used for fire escape	☐	☐	☐	_____
Furniture not placed as a climb under operable windows where children are present	☐	☐	☐	_____
When ventilating around children, lower sashes stay closed if an upper sash can open instead	☐	☐	☐	_____
Window covering cords, if present, not looped or dangling in a child's reach	☐	☐	☐	_____

Water stains and leaks

Item	OK	Defect	N/A	Notes
No water stains on drywall, stools, or trim under the windows walked	☐	☐	☐	_____
No staining, cupping, or damaged finish on the floor under a window	☐	☐	☐	_____
No streaking, rust, or decay at head and jambs on the outside	☐	☐	☐	_____
No active drip, wet insulation, or wet sash during or after rain	☐	☐	☐	_____
Widespread interior-glass sweating treated as humidity, not as a wall leak	☐	☐	☐	_____
No open gap at the frame that can pass insects or wind-driven rain	☐	☐	☐	_____

Findings and sign-off

FINDINGS

ACTION

INSPECTOR SIGNATURE

OWNER OR AGENT SIGNATURE

TIME SIGNED

Reference only. Verify against local codes, a licensed inspector or a qualified contractor.