

Maintenance Checklist – Windows



Your Exterior Design Source

Use this checklist to improve the energy efficiency and security of your windows.

- Check caulk. Any gaps wider than the thickness of a nickel need exterior caulk. Any existing sealants that are no longer pliable and continuous need to be removed and resealed.
- Check window-glazing putty (the material that seals the glass into the window frame) for cracks and missing putty. Repair or replace as necessary.
- Check for broken or damaged glass. Condensation between double or triple pane glass layers is unsightly and indicates seal failure and loss of energy efficiency.
- Check for rot or cracks/separation in window frame. Soft, spongy or easily gouged wood indicates rot. Repair and paint window sills and frames as necessary.
- Make sure windows open and close easily. They are a potential escape route during an emergency. Check operability of bottom sash AND top sash of double hung windows.
- Confirm locking hardware operation. The lock keeps intruders out and ensures the window seals correctly for energy efficiency.
- Check and clean window screens. Repair small holes or replace screen entirely if necessary. Many local hardware stores offer screen repair.
- Wash windows and sashes according to manufacturer's instructions. To avoid damage to finish and seals, do not powerwash or aim spray hose directly on windows or frames.
- Remove and store storm windows in spring. Label your storm windows for easier replacement in the fall.
- Clear out basement window wells. Excess material encourages animal and insect activity and could be a safety concern as well.

For more information, including videos and links to manufacturer care and maintenance websites, visit our Care and Maintenance webpage at:

<http://doorstoreandwindows.com/care-and-maintenance>

If you purchased your window from Door Store and Windows, you have a **Lifetime Installation Guarantee**.

Please call us at 502-896-1717 if you have any issues or questions.