



Dates Inspected:						Inspected by:

TS-0062

Doors and Windows

These instructions are to be used as a guide to help you maintain your home or office in a safe and efficient manner. They do not replace the requirements of the manufacturer. You should ALWAYS review your owner's manual for additional preventive maintenance requirements.

This inspection is designed to identify security risks and to facilitate properly functioning doors and windows.

Exterior Door inspections:

1. Inspect the appearance of the door on the exterior and the interior of the facility. On the back of this form, record any problems such as excessive scratches, missing paint, cracked or broken windows, etc.
2. Open and close the door and inspect the hinges and alignment with the frame.
3. Inspect the hardware on the door to include the door closures, handles, knobs, locks, striker plates, etc. If screws are loose or missing, tighten or replace them. Test locks to ensure they work properly. Also inspect for signs of tampering (one sign is scratches on the dead latch and marks on the door and frame adjacent to the dead latch). For items not corrected during the inspection, record the problem on the back of this form.
4. Inspect the threshold for proper fit and secure installation. Tighten loose screws when possible. Missing or damaged rubber seals should be replaced.
5. Inspect the weather stripping around exterior doors. From the inside, you should not be able to see light around the edges of the door. If light is visible, you may be losing heated or cooled air from inside your house to the outside. This condition can cause a significant increase in your summer and winter energy costs. Consider installing weather stripping around your exterior doors. It is inexpensive and easy to install.

Interior Door Inspection Including Closet Doors, Medicine Chests, Cabinets, etc:

1. Inspect the appearance of the door. If repairs are needed, record them on the back of this form.

Take the time to do a thorough inspection. Ask if you have questions!



If you have questions email: www.toltekservices.com
info@toltekservices.com

2. Inspect hinges and other hardware. Look closely at the screws that secure the hinges, door knobs, striker plates, and plungers to ensure proper operation.
3. For interior doors that lock, inspect the locking mechanism and inspect for signs of tampering. (one sign is scratches on the dead latch and marks on the door and frame adjacent to the dead latch).

Window Inspection:

1. Inspect all window parts to include: the jam, casing, upper sash, lower sash, sill, apron, pane, muntin, stile, glazing, bottom and top rails. If you find an apparent problem, take a picture and record the problem so you may take corrective action.
2. Raise and lower the window to determine if it works through its full range of capabilities. It is important that bedroom windows can be opened and that they stay open for escape purposes in the event of a fire. Inspect the locks to ensure they function and that you can secure your home. Make the necessary repairs or record the concerns on the back of this form so you can schedule the repairs to be made as soon as possible.

Take the time to do a thorough inspection. Ask if you have questions!