

**Fort Collins Utilities' Home Efficiency Program  
Field Checklist for Certification Approval: Window Installation Specialist**

Contractor Name \_\_\_\_\_

Company Name \_\_\_\_\_

Date	Initials*	Skill
<b>Window U-Value and SHGC</b>		
		Windows meet ENERGY STAR standards for northern climate: <ul style="list-style-type: none"> <li>◦ U-factor of &lt; 0.31 with any SHGC, or</li> <li>◦ U-factor of 0.31 with SHGC of &gt; 0.34, or</li> <li>◦ U-factor of 0.32 with SHGC of &gt; 0.39</li> </ul>
		Verify that the old windows meet the existing conditions criteria. Verified by mentor during mentoring, for future Q/C will be verified by auditor. (Reference Chapter 15 and 16 AAMA Installation Master's Guide)
		Windows meet AAMA design standards for water and air infiltration (Reference Chapter 15 of the AAMA Installation Master's Guide)
<b>Full-Frame Installation</b>		
		Installation to be done in compliance with manufacturer's warranty standards. MUST show field mentor the standards from window manufacturer for credit on this item.
		Must insulate and air seal the window to the opening with either <ol style="list-style-type: none"> <li>1) low-expansive foam or</li> <li>2) backer-rod plus caulk</li> </ol>
		Must flash the exterior of the window, meeting AAMA Chapter 15 standards, with at least 3 ½ " flashing tape
		Must insulate weight pockets: You can use one of two products: Cellulose or Foam
<b>"Insert" Installation</b>		
		Must insulate and air seal between old window frame and the surrounding structural framing. (See Program Installation Standards document for details).
		Must insulate and air seal the new window to the old window frame with either <ol style="list-style-type: none"> <li>1) low-expansive foam or</li> <li>2) backer-rod plus caulk</li> </ol> If masonry wall: best practice is to install metal or wood buck using threaded masonry fasteners to allow for Full Frame Installations instead of Block-Frame installations. This is to be done unless the buck prevents egress compliance
<b>Wall Insulation</b>		
		Confirm walls are insulated.
		When wall needs insulation, communicate with the homeowner, insulation contractor and/or auditor about having wall insulation installed prior to completion of window installation.

*\*Initials indicate the Mentor is verifying that the item has been acceptably done WITHOUT the contractor needing help from the Mentor.*

**Final Certification- Mentor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_