

[WWW.CAPITALWINDOWS.COM](http://WWW.CAPITALWINDOWS.COM)



# WINDOW INSTALLATION GUIDE



# Window Installation

# DETAILS

---

Installation Day is the last – and arguably most exciting – step in installing new windows in your home. By the time the day rolls around, you will have already decided to replace your existing windows, contemplated your options, settled on the type of windows, found a team of installers, and chosen a date to have them installed.

All that is left to do is install your new windows. It is a relatively quick process, but it is essential to go through the individual steps required.

**Preparation is vital:** the better you are prepared, the more seamlessly and quickly your windows will be installed by our **Capital Windows** team.

Here are some pointers to help keep the installation process short and sweet.





# BEFORE THE INSTALLATION PROCESS

The most crucial part of any renovation work is preparation, and window installation is no different. However, you can do a few things to help make the window installation process quicker and easier. Here are some points to consider before our crew arrives at your home:

***Ensure easy access to the work area:***

Sitting areas are often near windows, whether in dining areas or office desks. Clearing those areas can be time-consuming.

**Plus:** You may want to place the furniture somewhere where they are not in your way either. Cover them up to protect them from dust and debris.

Also, ensure any items around the window are clear, like floating shelves or window coverings, such as blinds or curtains. The same goes for outside, like trimming bushes or trees that may constrict the workspace.

***Consider the work requirements:***

*Think about what our installers will need. This includes most likely space for their equipment and at least one electrical outlet. Have those cleared and prepared. Although the crew will bring their own protective equipment, such as tarps and tape. You may want to add additional protection, for example, by laying out newspapers to protect your floors from scratches.*

*Ensure that the work area is fully accessible, and our team does not have to call any electrical or plumbing experts as the additional costs will be added to your bill.*

***Deactivate your alarm:*** *This point goes in conjunction with the one above. If you have an alarm system connected to your windows, you will likely want to have it deactivated during construction. Our team reserves the right to call somebody to deactivate the alarm if not done so beforehand.*



# BEFORE THE INSTALLATION PROCESS...

**Isolate the workspace:** Children and pets are naturally curious and will want to check the workspace out. For their safety and the safety of our workers, we ask you to keep them away from the workspace. If you need access to something in the workspace, ask the crew to stop for a moment or to hand you whatever you are looking for. They will be glad to assist.

**Provide parking:** Remember that our **Capital Windows** crew will require parking close to your home. If you have limited parking space, consider moving your car for the duration of the work. That will speed up the unloading and packing process.

**Find the time:** Have your home set up for the crew to arrive and go straight to work at the arranged time. Following the points above ensures that the window installation process is completed as quickly and smoothly as possible.



# BEFORE

# THE INSTALLATION PROCESS

Once your home is prepared, and the **Capital Windows** installers have arrived, they will go through the project with you and inspect the site(s) of the window replacement. They will double-check the existing windows and openings against the work order and rectify any discrepancies.

**A quick tip:** Make sure that you are aware of the colours of your new windows before our crew begins to work on replacing your windows. Some colours are not available for caulking or aluminum capping. In those cases, the team will use the closest match. You can avoid misunderstandings, an elongated process, and additional costs by going over the colours beforehand.

This is also the time for you to inform the crew of any special instructions you might have for them. For example, you may want them to use a specific door to get in and out of the house or preserve any part of the old window. Whatever concern you have, make sure to communicate it to the crew so that they are mindful of it.

Once all details and concerns have been addressed, the **Capital Windows** crew will begin the window replacement process. Whether you want to be present while the crew does their work or not is entirely up to you. If you decide to stay, please be aware of the noise and debris that comes with installing new windows. If you want to leave, make sure to leave your phone number with the crew so they can reach you in case they have any questions or want to let you know when the window installation will be finished.

The window installation process itself is straightforward. Our team of installers will begin by removing the current windows. The next step will be to prepare the opening for the new windows. To do so, they will score the window edge and, if necessary, remove sash weights or springs. After that, they will fill in existing holes and attach new pieces to stabilize the opening.

Following that, our crew will install the new windows according to the manufacturer's instructions and insulate the window. Finally, your new window will be trimmed and sealed from the inside and outside.

## AFTER THE INSTALLATION PROCESS

After the windows have been installed and the job completed, inspect the work, ask questions of our crew, and point out any issues you might detect. Like many other window installation companies, we will also ask you to fill out a feedback form to help us evaluate our work.

Once all questions and concerns have been answered to your satisfaction, our crew will pack up their equipment, clean up the working area inside and outside your home and dispose of the old windows.

While our **Capital Windows** crew strives to remove as much debris as possible, you might still find some remnants after the crew has left. That is because sawdust and other forms of debris are very light and can travel distances. If you find excessive amounts of dirt left in your home, please let us know.

