## Quality Acceptance Inspection Checklist – Window Coverings

(Subject to modifications when required due to change in requirements)

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| Purchase Order (PO) #: |  |  | Item Description: |  |
| Vendor Name: |  |  | Location: |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |
| Are the mounting brackets, fascia, end caps, and headbox(es) securely installed? |  |  |  |
| Are window coverings installed level, plumb, square, and true? |  |  |  |
| Are all fasteners secure and covered? |  |  |  |
| Do fabric curtains/draperies have a Flame Retardance Certificate indicating compliance with NFPA 101 and NFPA 701 standards? |  |  |  |
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| *Any nonconformances found during the inspection shall be repaired by the Vendor, at their cost, prior to passing inspection.* |

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| Image(s) of Drapery Certification |
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