

# Window monitoring checklist

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Please help us monitor window and door performance. You may submit this report any time and may do so more than once if you observe problems at different times.

**Unit number:**

**Owner or resident:**

**Date:**

<b>Windows</b>	
<b>Problem</b>	<b>Check or note where you observed this problem</b>
Condensation on inner surface	
Condensation elsewhere	
Ice formation	
Moisture or water leaking in	
Drafts, any noticeable air movement	
Difficulty opening or closing sashes	
Not locking properly	
Any other problem	

<b>Balcony Doors</b>	
<b>Problem</b>	<b>Check or note where you observed this problem</b>
Condensation on inner surface	
Condensation elsewhere	
Ice formation	
Moisture or water leaking in	
Drafts, any noticeable air movement	
Difficulty opening or closing	
Not locking properly	
Any other problem	

Please return this form to the office.