Window monitoring checklist

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:**

|  |
| --- |
| **Windows** |
| **Problem** | **Check or note where you observed this problem** |
| 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 |  |

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| **Balcony Doors** |
| **Problem** | **Check or note where you observed this problem** |
| 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 or you may download, fill it out and email it.