

Window

Definition: an opening that provides ventilation, security, natural light and prevents the outside elements from entering the interior.

Name Variants: casement window, bay window, dormer, double hung window, slider, fixed pane, skylight

Most Common Materials: glass, vinyl, fiberglass, aluminum, wood

Most Common Components: frame, balance, header, sill, pane, jambs, glass, sash, jamb liner, rail, lock, weather strip

Location & Inspection of Windows

Abilities or Knowledge Needed:	- Visual acuity for location & inspection - Mobility for access to all areas of the property - Understanding of item's components
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Tools for Location & Inspection	Useful:	measuring device
	Required:	none

Common Locations:	Unit/Inside:	any room that shares an exterior wall
	Outside:	exterior walls of buildings

How to Locate:	Visual Observation:	Look for opening in exterior walls of buildings.
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Possible Deficiencies:	Deficiency 1:	Window will not stay open
	Deficiency 2:	Missing or damaged windowpane or sash
	Deficiency 3:	Window does not close or lock

Deficiency 1: Window will not stay open

Rationale:	Maintenance:	Indicates maintenance staff is not identifying deficiencies or responding to self-generated or complaint-driven work orders.
	Health and Safety:	Increases probability of injury to the tenant if window closes suddenly. Limits ventilation options.
	Operability:	Prevents proper use of the window.
Health and Safety	Standard:	This is a standard health and safety issue. A repair, correction, or act of abatement for this deficiency should occur within 30 days.
How to Inspect:	Action:	Unlock and open the window fully by lifting or via crank and step back.
Record deficiency if:	the window will not stay open.	

Deficiency 2: Missing or damaged pane or sash

Rationale:	Maintenance:	Indicates maintenance staff is not identifying deficiencies or responding to self-generated or complaint-driven work orders.
	Health and Safety:	Increases likelihood of injury to residents due to broken glass, falling glass, the window closing unintentionally. Exposes residents to elements. Increases probability of infestation. Decreases security.
	Operability:	Prevents proper use of the window.

Health and Safety	Standard:	This is a standard health and safety issue. A repair, correction, or act of abatement for this deficiency should occur within 30 days.
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How to Inspect:	Visual Observation: other	Look and pane and sash for presence. If present, look for cracks, chips, and signs of damage.
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Record deficiency if:	pane or sash is missing or damaged.
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Deficiency 3: Window does not close or lock

Rationale:	Maintenance:	Indicates maintenance staff is not identifying deficiencies or responding to self-generated or complaint-driven work orders.
	Health and Safety:	Decreases security. Exposes residents to elements. Increases probability of infestation.
	Operability:	Prevents proper use of the window.
Health and Safety	Standard:	This is a standard health and safety issue. A repair, correction, or act of abatement for this deficiency should occur within 30 days.
How to Inspect:	Action:	Open window and attempt to close window completely. Engage lock—if the window closes completely and the lock is present and functional—attempt to open window.
Record deficiency if:	the window does not close completely or the lock is not present or the window is able to be opened once the lock is engaged.	