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# Companion Guide for Voluntary Training Window Coverings

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## Standard References

- Window Covering Safety Council (WCSC) Guidelines
- Manufacturers' Installation Guides
- ANSI/WCMA A100.1 - 2018 (Approved 2018)
  - Title: Safety of Corded Window Covering Products
  - Publisher: American National Standards Institute (ANSI) and Window Covering Manufacturers Association (WCMA)
  - Description: Establishes performance requirements for corded window covering products to prevent strangulation hazards.
- NFPA 701 - 2019
  - Title: Standard Methods of Fire Tests for Flame Propagation of Textiles and Films
  - Publisher: National Fire Protection Association (NFPA)
  - Description: Specifies fire test methods for assessing the flame propagation of textiles and films used in window coverings.
- ASTM F 2637 - 2020
  - Title: Standard Consumer Safety Specification for Window Covering Products
  - Publisher: ASTM International
  - Description: Covers the performance and labeling requirements for window covering products to address safety issues.
- Window Covering Installation Manual
  - Publisher: Window Covering Manufacturers Association (WCMA)
  - Description: Provides comprehensive guidelines for the proper installation of various types of window coverings, including safety precautions and best practices.



# Suggested, Generally Accepted Installation Best Practices for Installing Window Coverings

## 1. Preparation:

### 1.1 Review Work Order:

- Verify the customer details, product specifications, and installation requirements.

### 1.2 Gather Tools and Materials:

- Ensure all necessary tools (drills, screws, level, measuring tape, etc.) and materials (window coverings, brackets, fasteners) are available and in good condition.

### 1.3 Pre-Installation Site Visit:

- Confirm the measurements of the windows.
  - Assess the condition of the window frame or wall.
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## 2. Pre-Installation Checks:

### 2.1 Product Inspection:

- Inspect the window coverings for any damage or defects.
- Ensure all components and hardware are present.

### 2.2 Site Preparation:

- Clear the installation area of any obstructions.
  - Lay down protective coverings, if necessary, to prevent damage to the floors or furniture.
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## 3. Installation Process:

### 3.1 Marking and Drilling:

- Mark the placement of the brackets on the window frame or wall, ensuring level alignment.
- Drill holes for mounting the hardware, as per the manufacturer's guidelines.

### 3.2 Mounting Brackets:

- Secure the brackets to the window frame or wall, checking for levelness and secure attachment.



# Suggested, Generally Accepted Installation Best Practices for Installing Window Coverings (cont.)

## 3.3 Installing Window Coverings:

- Attach the window coverings to the mounted brackets.
- For blinds and shades, ensure a smooth operation by testing the up and down movement.

## 3.4 Motorized Systems Setup:

- Install motorized components as per the manufacturer's instructions.
  - Program and test the remote controls, wall switches, or automated systems.
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## 4. Post-Installation Checks:

### 4.1 Operational Testing:

- Test the functionality of the window coverings, ensuring a smooth operation.
- Check for any light gaps and adjust as necessary.

### 4.2 Safety Inspection:

- Ensure all cords are secured and compliant with the safety standards.
- Verify that the child safety features are installed and functional.

### 4.3 Aesthetic Check:

- Inspect for a proper fit and alignment.
  - Ensure the window coverings are visually pleasing without wrinkles or misalignments.
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## 5. Cleanup:

- Remove all debris and packaging materials from the installation site.
- Ensure the area is left clean and tidy.