

Industry Quality Standard Checklist - Window Coverings

ILG must comply with all industry quality standards, and therefore all of ILG's independent contractors must do so as well. These quality standards include supplier/manufacturer requirements for their products, standards published by industry trade associations and similar bodies, and other common and generally followed standards in the industry (collectively "Industry Quality Standards").

Below is the checklist corresponding to the Critical to Quality (CTQ) items:

Pre-Installation Checks

1. Measurement Accuracy:

- Ensure all window measurements (width, height, depth) are accurate and appropriate for the specific type of window covering.

2. Product Condition:

- Inspect the window coverings for any damage or defects before the installation. Check that all components are present and in good condition.

3. Wall and Frame Assessment:

- Assess the wall or window frame for structural integrity and suitability before mounting the window coverings.

Installation Process Checks

4. Mounting Hardware Placement:

- Verify the correct placement of the brackets and other mounting hardware according to the manufacturer's instructions.

5. Level and Alignment:

- Ensure the brackets and other hardware are level and properly aligned for a smooth operation of the window coverings.

6. Secure Fastening:

- Check that all screws and fasteners are securely tightened and properly anchored into the wall or window frame.

Post-Installation Checks

7. Operational Smoothness:

- Test the window coverings for a smooth and easy operation, whether manual or motorized. Ensure that the blinds, shades, or curtains move without obstruction.

8. Cord Safety:

- Verify that all cords are safely secured and compliant with the safety standards to prevent entanglement or strangulation hazards.

9. Proper Fit and Coverage:

- Check that the window coverings fit properly within the window frame and provide the intended level of coverage and privacy.

10. Functionality of Motorized Systems:

- For motorized systems, check the programming and operation of the remote controls, wall switches, or automated systems to ensure they function correctly.

11. Light Gaps (CTQ):

- Inspect for any unwanted light gaps around the edges of the window coverings and adjust as necessary to minimize them.

12. Aesthetic Appearance (CTQ):

- Ensure that the window coverings are visually pleasing, with no wrinkles, bends, or misalignments.



Industry Quality Standard Checklist - Window Coverings (cont.)

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Safety and Compliance Checks

13. Child Safety (CTQ):

- Confirm that all child safety features, such as cord cleats or tension devices, are properly installed and functional.

14. Fire Safety Compliance:

- Verify that the materials used comply with fire safety standards applicable to the installation environment.

15. Clean-Up (CTQ):

- Clean the installation area, removing any debris or packaging materials, and ensure the site is left in a clean and tidy condition.



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Industry Quality Standard: Window Coverings Installation

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.