



Post Installation Timeline

Thank you for choosing Newman Windows & Doors. We enjoyed completing your job and hope we have exceeded your expectations. There are a few more post installation steps that are about to take place. The following explains everything in detail of what to expect and when to expect it.



Final Inspection



Service



Completion



<input type="checkbox"/>	Installation Wrap Up	On the last day of installation, our crew will clean up their tools, sweep the jobsite and do one final walk through before returning their post installation packet to the office. They will leave behind screw covers for final service- these covers need to remain off for final inspection unless noted otherwise. Do not allow these to be damaged or thrown away. Expect final payment to be collected.
<input type="checkbox"/>	Project Manager Review	Our crew leaders return their post installation packet with job notes to the office. At the office the project manager will review the outstanding service items- if any exist. You will receive a call from our project manager to review any questions or concerns after our crews have wrapped up the job. <i>Expect this process to take 1-2 days after last day of installation.</i>
<input type="checkbox"/>	Job Photo Review	Jobsite cameras are submitted to our project manager specialist and permitting department for review. Our staff reviews the pictures to make sure everything is ready for final inspection. This happens simultaneously with the Project Management Review of the post installation packet. <i>Expect this process to take 1-2 days after last day of installation.</i>
<input type="checkbox"/>	Photo Mailing	Once the photo review is signed off on, our permit coordinator will mail the jobsite photos directly to the jobsite address. These photos must remain on the jobsite for final inspection. If they are not on site for the day of final inspection- the inspector will fail the job. <i>Expect this process to take up to 10 days after last day of installation.</i>
<input type="checkbox"/>	Final Inspection Scheduling	When you have received the photos in the mail, and they are displayed on the jobsite- please call the office 561-640-1092 ext 5 to schedule your final inspection with our permit coordinator. Please note the permit must also be present for final inspection along with the photos. Stickers should remain on the windows until final inspection is passed.
<input type="checkbox"/>	Final Inspection	On the day of final inspection, you will be given a time frame for the inspector to arrive. The homeowner or representative of the home must be present in order for inspection to pass. The inspector will need access to the interior and exterior of the home to inspect operation, installation and more. If for any reason inspection fails- the inspector will let our office know. We will then correct anything noted and reschedule final inspection.
<input type="checkbox"/>	Outstanding Service	After installation it is not uncommon to have a few outstanding service issues. These items will be noted by the installation crew leader in his punch out list. If for some reason they missed something that you have noticed, please contact our office immediately and we will make sure it is added to your post installation job notes. Our service department will gladly handle the ordering of parts needed and schedule the fix of the issue(s). <i>Expect this process to take between 10-30 days to complete. Glass parts can take 3-4 weeks to receive from the manufacturer.</i>
<input type="checkbox"/>	“Service Now”	If there is a manufacturing error or defect found upon installation, we will submit this service directly to the manufacture. The manufacturer will produce the replacement parts and schedule directly with you for the installation of the replacement parts. You can reach us about the status of these items at any time.
<input type="checkbox"/>	Final Service	After final inspection is passed. Final service will be completed. This means our service team will install screw covers over all applicable openings. Stickers from windows can now be removed. This step is sometimes completed the day of final inspection if our team is required to be on site or it can happen within 7 days after final inspection.
<input type="checkbox"/>	Final Payment	Final payment is due in full on the last day of installation. You may withhold 10% of your final payment if you have outstanding service issues.