

Measuring Windows

For WebbLok Shades

1 What to Bring

Camera
Measuring tape
Paper
Pencils/pens

2 Why WEBB is Different

Each shade must be custom sized and detailed to fit the window, including guide tracks on the sides. Shades are designed to remain in place for 15 or more years. Care and planning in measuring insures simplified installation and trouble-free operation.

3 Photograph Windows

Take at least one clear photo of each type of window, showing the entire window & frame. If possible, also supply photos showing the top and bottom corners, along with any handles, obstructions, or security screens.

4 Measure

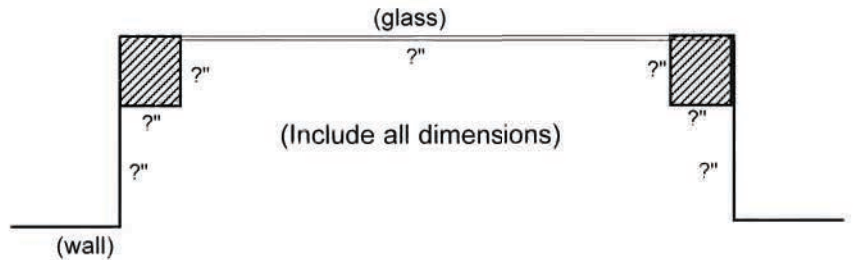
Fill out a complete information sheet for each *different* type of window. Be sure all information is included. For other windows of *exact same* type, simply include a list with width (A) and height (B) of each window.

Information Sheets included:

- Single window
- Windows separated by mullion
- Window with security screen

5 Draw a Plan View

We need to see what **your** window frame looks like if you are looking straight down at it. Include all dimensions of wall, frame, glass stop, etc. Sample plan view below:



Please draw a plan view for each different type of window.

6 Organize Your Measurements

On large jobs, it's important that we label each shade with its shade# or location. If you number your measurements in the order you plan to install them, WEBB will pack the shades in that order, so when you open the crate, you find Shade #1 on top. You may want to make a quick drawing of the room locations, or use plans supplied by the facility, and mark windows with shade#, so you have a "map" when it comes time to complete the installation.

7 Answer Questions

Please review and answer the questions on the next page after you've measured. You may need to verify answers with the manager of the facility. If you have concerns about whether a Level-Lok shade will work effectively in a particular situation, please call our factory technicians at **1(800) 262-9322**.

We have created custom hardware to install our shades in almost every window situation we've ever encountered, including sloped sills, angled window frames, dropped ceilings, security screens, rotating windows, flush window/walls, etc. We're confident that we can work with you to solve any challenge you may encounter on the jobsite.

8 Thank You!

We appreciate the extra time you have spent measuring, photographing, and drawing. You can be assured that WEBB will supply shades that fit your windows, install quickly and easily, and operate maintenance-free for years.



Jobsite Inspection Questions

Please answer all that apply to your situation

1. Do the windows operate? _____

If so, do they slide, or open into the room, outside the room, do they swivel?

Does the facility require that the windows open? _____ Must they open completely? _____

Is there a handle protruding into the clear window depth? _____ Size? _____

2. Is there a bottom window sill? _____

Are the window sills level or sloping? _____

If sloping, are they all the same angle? _____

Have you measured the height at the point the track will be attached (1 1/4" from glass)? _____

3. Do any of the windows start at floor level? _____

If so, is there a cross mullion? _____ At what height from bottom? _____

4. Are any of the windows in an interior hallway where they can be viewed from front & back? _____

If so, specify on size sheet, so WEBB can supply valance both sides.

5. Do any of the windows contain heat/AC vents on the sills? _____

If so, specify size and distance from glass on plan views.

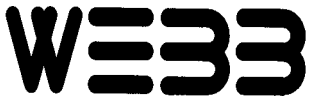
6. Do any of the windows have air conditioners in the window? _____

If so, include drawings with sizes for each.

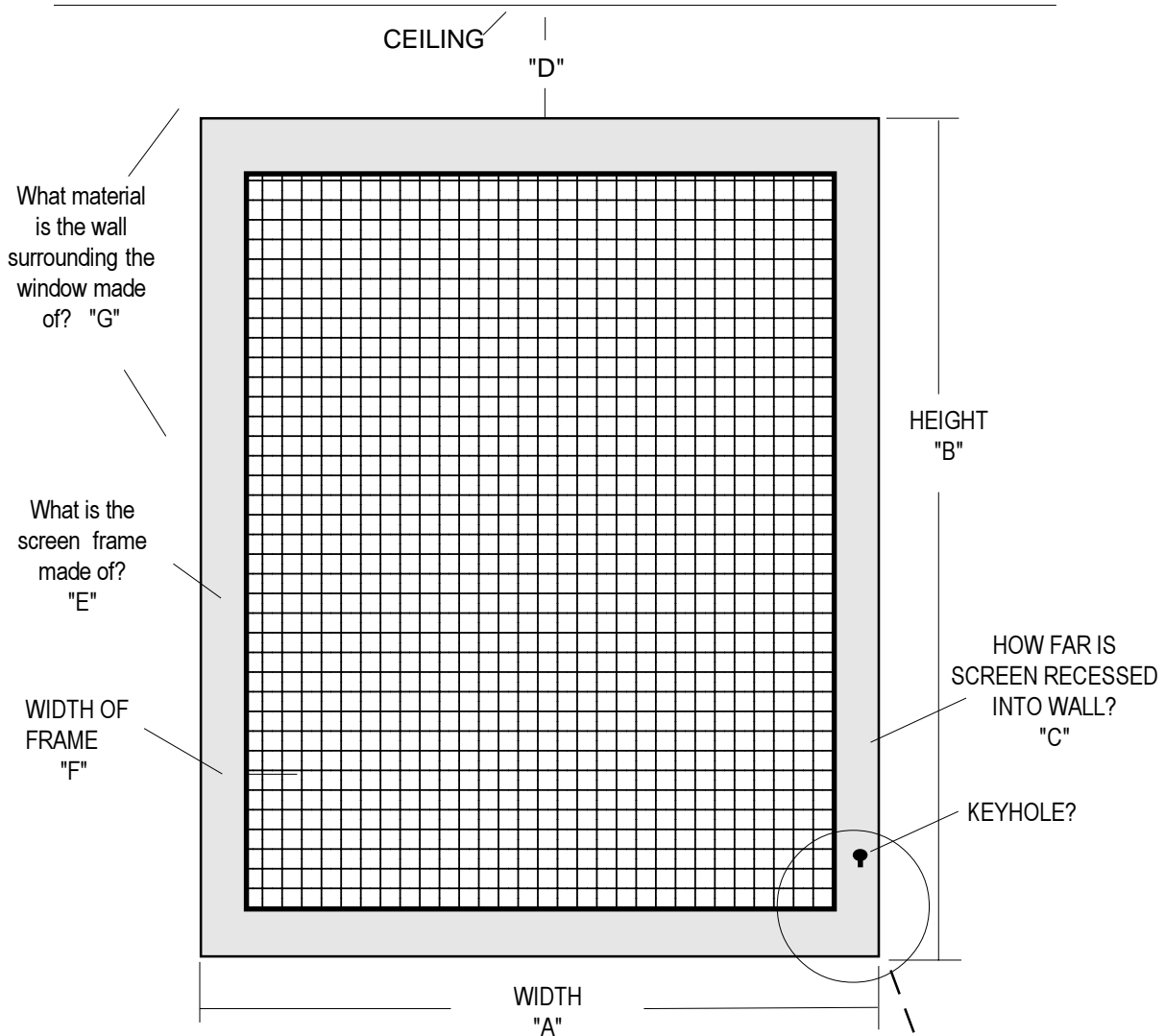
7. Do any windows have tile extending partway up the sides? _____

If so, include drawings with measurements for each.

8. Type of clients housed in area: juvenile ___ geriatric ___ other _____
specify



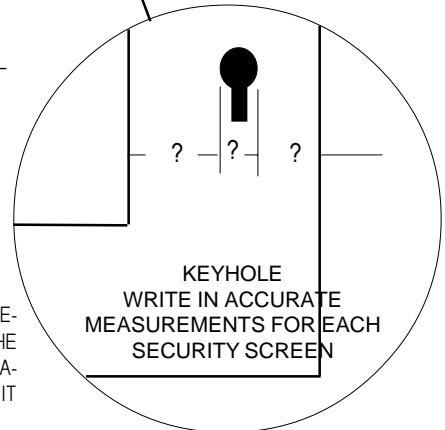
WEBB DESIGNS, INC. Measuring Information Sheet for Security Screen Windows



- A. _____
- B. _____
- C. _____
- D. _____
- E. ALUMINUM _____
STEEL _____
- F. _____

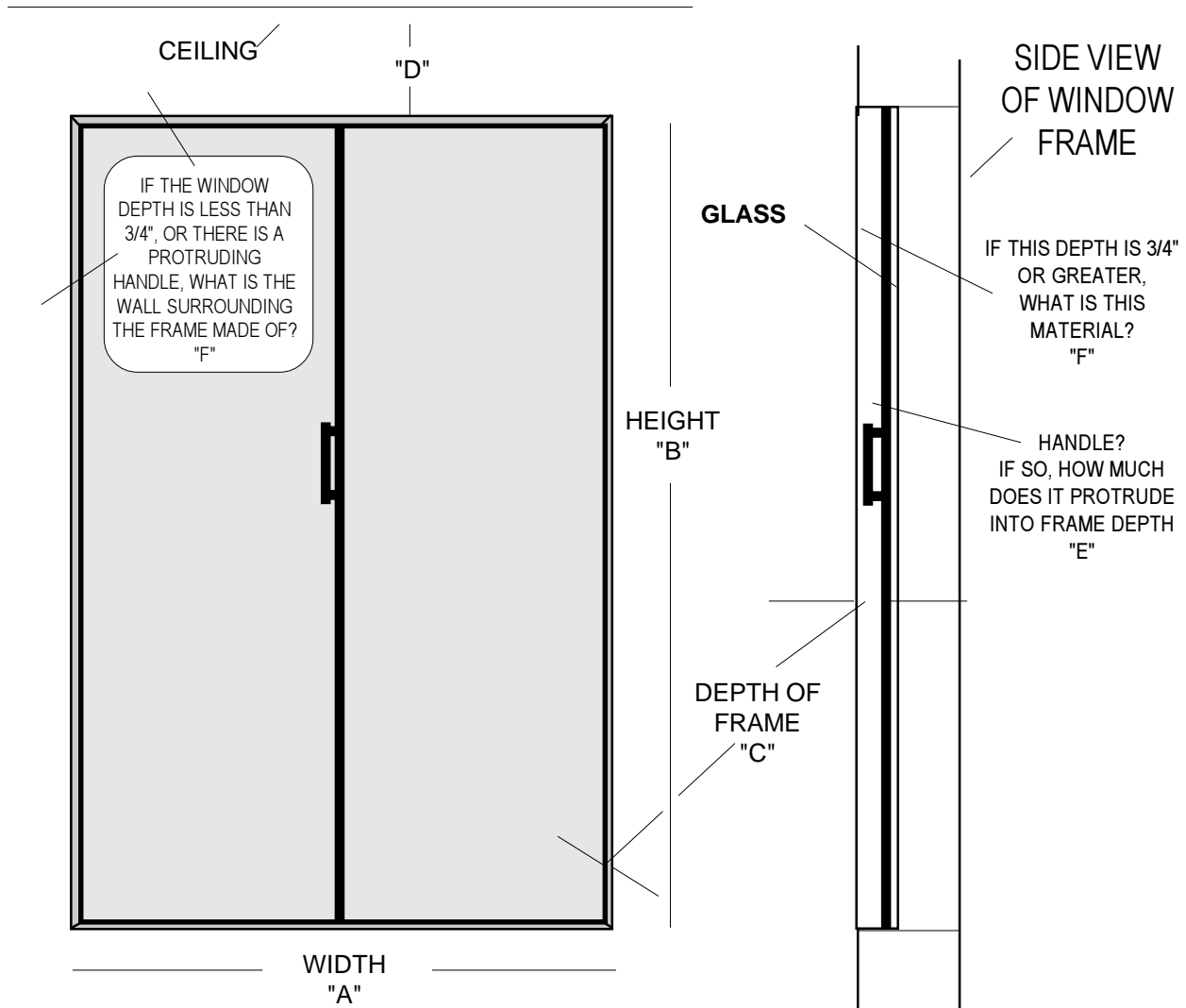
- G. ALUMINUM _____
CONCRETE _____
PLASTER _____
SHEET METAL (STEEL) _____
DRYWALL, HOLLOW _____
DRYWALL OVER? _____
WOOD _____
METAL _____
CONCRETE _____

NOTE: THE MATERIAL MUST BE ACCURATELY DETERMINED IF WE ARE TO PROVIDE YOU WITH THE PROPER FASTENERS FOR A SECURE INSTALLATION. IF IN DOUBT, DRILL A SMALL HOLE WHERE IT WILL BE COVERED BY THE TRACK.



PLEASE ENCLOSE AT LEAST ONE PHOTO OF THE WINDOW WITH THIS INFORMATION SHEET

Please fill in the above information as completely and accurately as possible. If you have questions, please call your customer representative or our technical department at **1-800-262-9322**



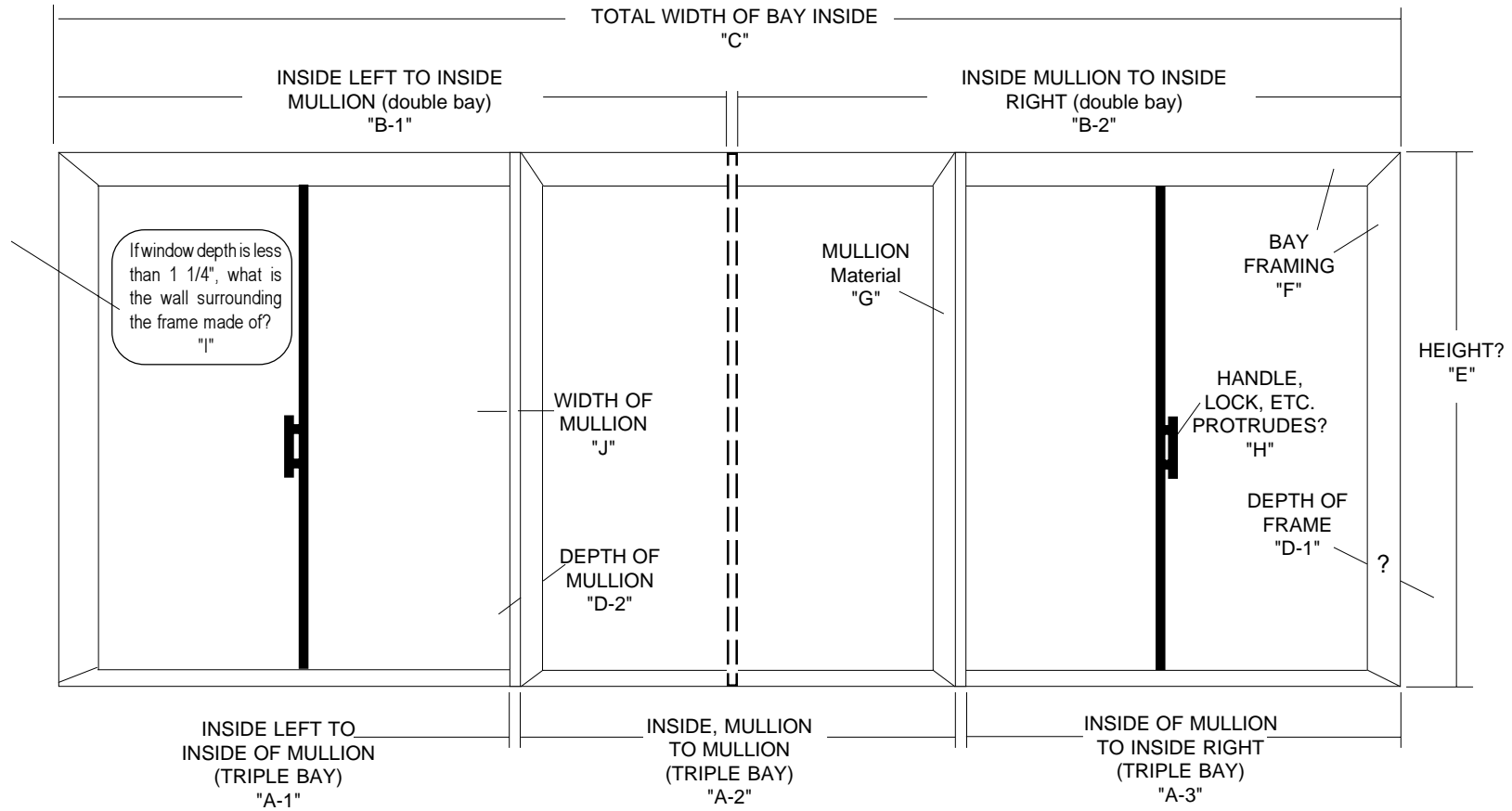
- | | |
|----------|---------------------------|
| A. _____ | F. ALUMINUM _____ |
| B. _____ | CONCRETE _____ |
| C. _____ | PLASTER _____ |
| D. _____ | SHEET METAL (STEEL) _____ |
| E. _____ | DRYWALL, HOLLOW _____ |
| | DRYWALL OVER? _____ |
| | WOOD _____ |
| | METAL _____ |
| | CONCRETE _____ |

NOTE: THE MATERIAL MUST BE ACCURATELY DETERMINED IF WE ARE TO PROVIDE YOU WITH THE PROPER FASTENERS FOR A SECURE INSTALLATION. IF IN DOUBT, DRILL A SMALL HOLE WHERE IT WILL BE COVERED BY THE TRACK.

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Measuring Information Sheet for Windows Separated by Mullions (Double Bay or Triple Bay)



A-1. _____	D-2. _____
A-2. _____	E. _____
A-3. _____	F. Aluminum _____
B-1. _____	Concrete _____
B-2. _____	Plaster _____
C. _____	Sheet Metal (steel) _____
D-1. _____	Drywall - Hollow _____
	Drywall - Over ? _____
	wood _____
	metal _____
	concrete _____

G. MULLION MATERIAL:

ALUMINUM	_____
STEEL	_____
WOOD	_____
OTHER	_____

H. _____
I. _____
J. _____

NOTE: The material surrounding the window must be accurately determined if we are to provide the proper fasteners for a secure installation. If in doubt, drill a small hole where it will be covered by track.

**PLEASE ENCLOSE AT LEAST
ONE PHOTO OF THE WINDOW**

