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.
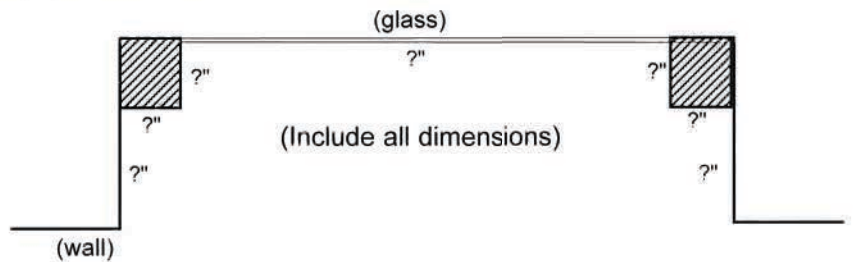
4 Measure

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:

(glass)

?"   ?"   ?"

?"   (Include all dimensions)   ?"

?"   ?"

(wall)

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 conditoners in the window? _____

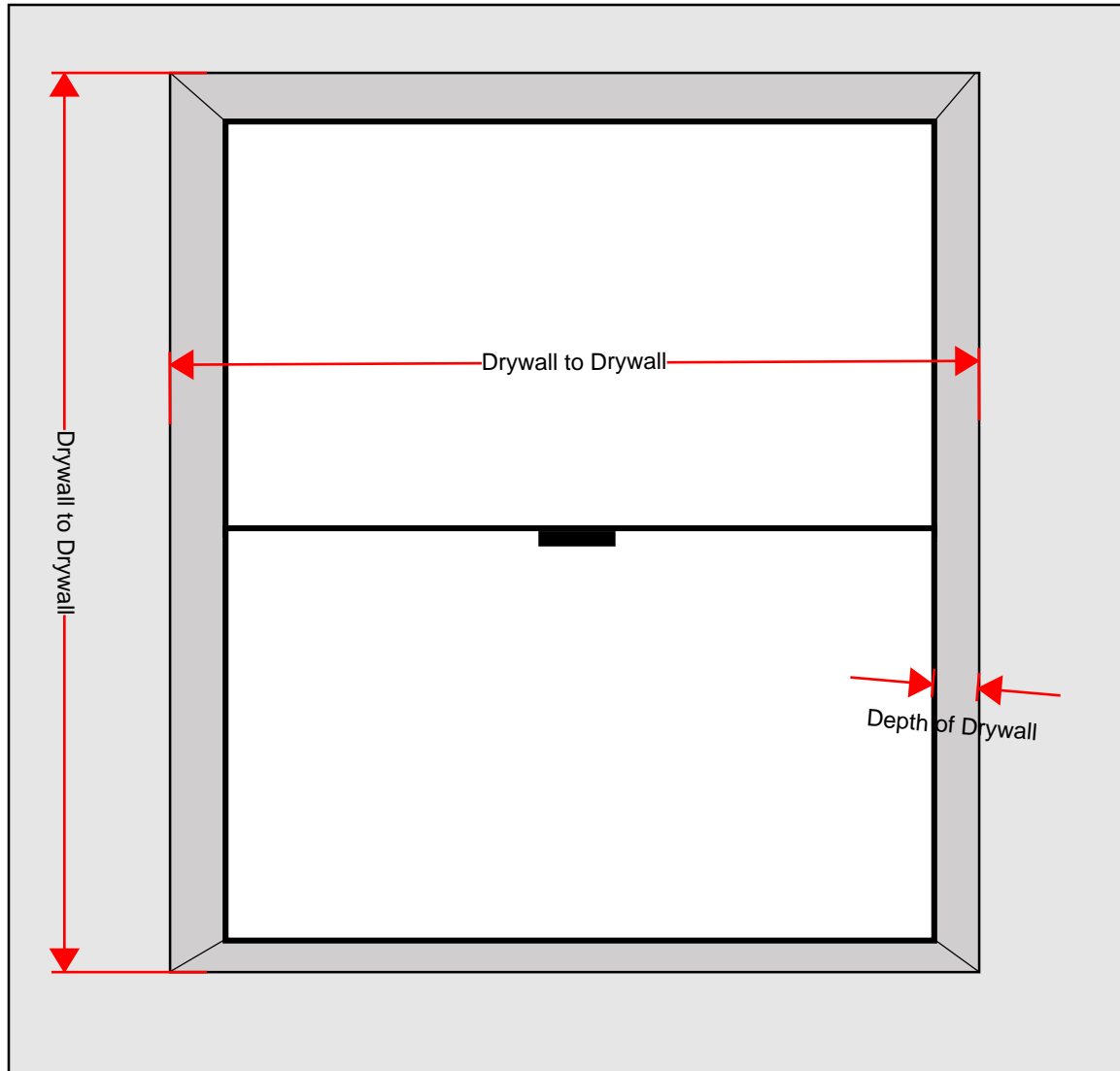   If so, include drawings with sizes for each.

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_____
   <div align="right">specify</div>

CLICKEZE ·
PRIVACY SYSTEMS

Single Window

Project Name: _____

Window #/Name: _____

Drywall to Drywall

Drywall to Drywall

Depth of Drywall

Shade Width:
- Measure the inside width at the top, middle, and bottom
  of window for inside mount. Round down to the nearest 1/16"
- For outside mount, measure width of mounting points.
  Round down to the nearest 1/16"
- This is a critical dimension - measure carefully
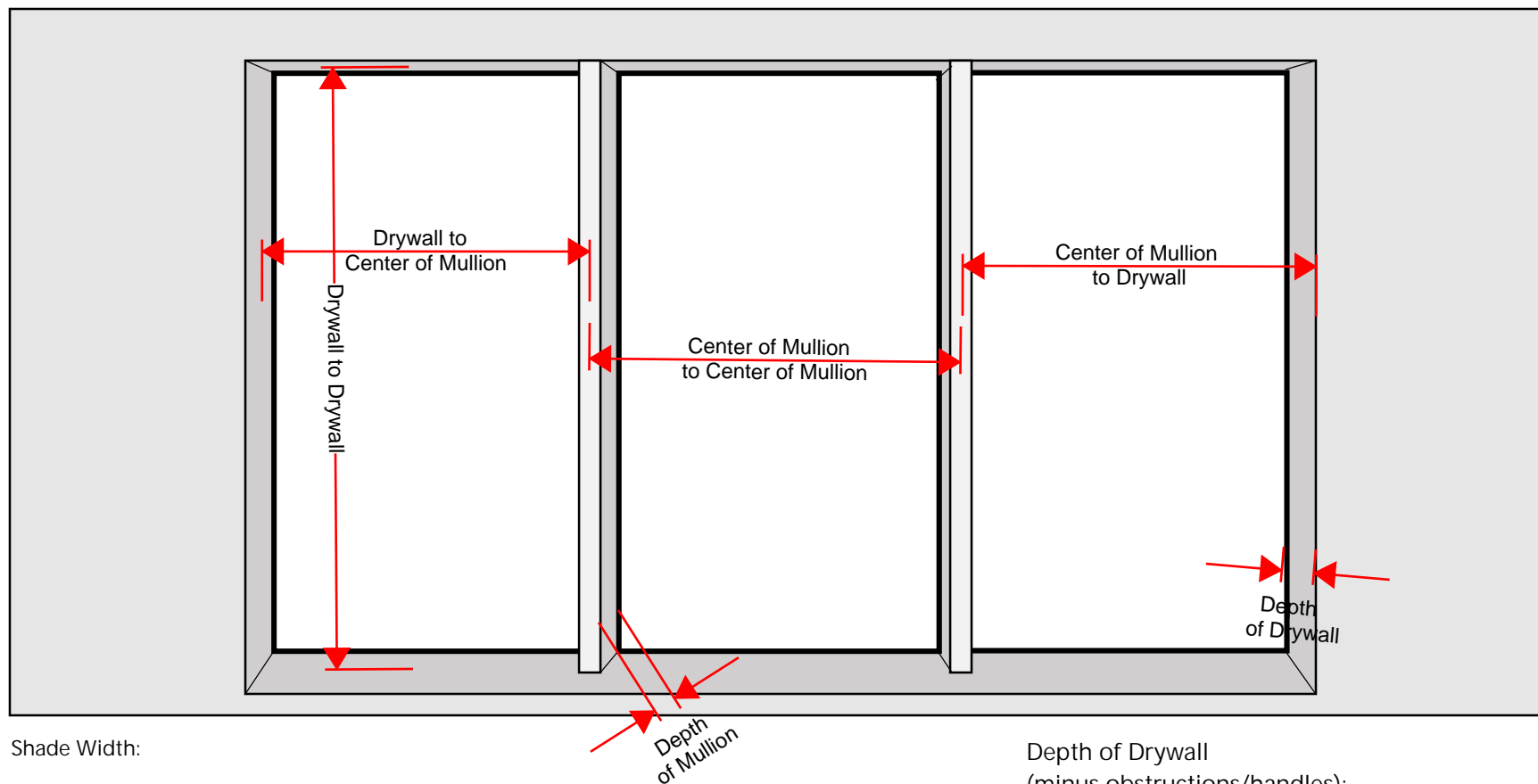- Factory will make necessary deductions

Shade Height:
- Measure top of bracket to the bottom of lowered shade
- Measure exact window height to the nearest 1/16"

- Factory will add fabric for wrap on tube

Depth (minus obstructions/handles): _____

Pictures Included?   Yes   No

CLICKEZE®
PRIVACY SYSTEMS

Multiple Windows

Project Name: _____

Window #/Name: _____

Drywall to
Center of Mullion

Drywall to Drywall

Center of Mullion
to Center of Mullion

Center of Mullion
to Drywall

Depth
of Drywall

Depth
of Mullion

Shade Width:

- Measure the inside width at the top, middle, and bottom of window for inside mount. Round down to the nearest 1/16"
- For outside mount, measure width of mounting points. Round down to the nearest 1/16"
- This is a critical dimension - measure carefully
- Factory will make necessary deductions

Shade Height:
- Measure top of bracket to the bottom of lowered shade
- Measure exact window height to the nearest 1/16"

Depth of Drywall
(minus obstructions/handles): _____

Depth of Mullion
(minus obstructions/handles): _____

Pictures Included?   Yes   No

IPC.2121/Rev.2

Window Measuring Form

inpro®

CLICKEZE®•
PRIVACY SYSTEMS

Sold To _____ **Facility** _____

Person Measuring _____ **Phone #** _____ **Date** _____

Shade Type   WebbLok _____   WebbGlide _____   WebbClutch _____   Other _____

Building # or Area	Room #	Quantity	Width of opening	Height of opening	Clear Window Depth (Minus Obstructions)	Mullions Required ?	Drill into Mullion?	Material(s) Mounted Into Wood (W) Concrete (C) Drywall (D)	Notes, Obstructions, Photos Included?
						Y/N	Y/N	W / C / D	
						Y/N	Y/N	W / C / D	
						Y/N	Y/N	W / C / D	
						Y/N	Y/N	W / C / D	
						Y/N	Y/N	W / C / D	
						Y/N	Y/N	W / C / D	
						Y/N	Y/N	W / C / D	
						Y/N	Y/N	W / C / D	
						Y/N	Y/N	W / C / D	
						Y/N	Y/N	W / C / D	
						Y/N	Y/N	W / C / D	
						Y/N	Y/N	W / C / D	

Page _____ **of** _____   Adolescent environment may require additional considerations   **Questions?   800-222-5556**