

## Window using Single Profile Checklist

### Use Generic or Unit Sheets for Surround Windows

- Identify all basic Window Shape
- Select the Profile shape for each Window Shape
- Verify the Unit Size
- Calculate quantities of each surround (organized by basic Shape and Size)
- Select stone color

**This completes Checklist for Basic Window,  
Picture Frame and Circular Window Surrounds**

## Window using Multiple Profile Checklist

### Use Generic or Unit Sheets for Surround Windows

- Sill Profile: Select Sill Profile or Unit (*If Applicable*)
- Sill Profile: Verify Sill Dimensions are compatible with Surround Profile (*If Applicable*)
- Keystone Profile: Select Keystone Profile or Unit (*If Applicable*)
- Keystone Profile: Verify Keystone Dimensions are compatible with Surround Profile (*If Applicable*)

**This completes Checklist for Modified Window Surrounds with Sills and/or Keystones**

## Modifier Checklist

### Use Generic w/ Modifiers or Unit Sheets for Surround Windows

- Crown, Ears, Wings, Plinths: Mark correct checkboxes on Generic Sheet / Hand write modification on Sheet or Insert appropriate Unit sheets
- Crown, Plinths: Select associated Profiles (*If Applicable*)
- Crown, Plinths: Verify Dimensions are compatible with Surround Profile (*If Applicable*)

**This completes Checklist**

# Additional Notations

## Secondary Considerations

The following list of questions will help to identify situations that are not typical, but possibly critical.

- Is the opening surround single or double sided?
- Is there a jamb / soffit behind the surround?
- Are you aware that a circle top on a radius wall is a compound radius?
- Are you aware that elliptical shaped surrounds require two set-up charges?
- Have you thought about adding steps, stairs or balustrades to your surround order?
- Has the hardware been ordered?
- Is the window on a radius wall?