

## Tools you need

25-foot steel tape measure, 24-inch level, pen and clipboard. Skip phone notes; write each number at the window itself.

## Three measurements per opening

### 1 Width at top, middle, and bottom.

Run the tape inside-jamb to inside-jamb at three vertical heights. Smallest number wins, round down.

### 2 Height on left, centre, and right.

Tape vertically from head jamb to top of sill at three horizontal positions. Smallest number wins.

### 3 Jamb depth.

From the interior trim face to the exterior trim face. Most older Canadian homes run 4.5 to 5.25 inches.

### 4 Diagonal check for square.

Top-left to bottom-right, then top-right to bottom-left. Within 0.25 inches is square; over 0.5 inches needs a pro look.

## Common mistakes to avoid

### 1 Do not measure the glass.

Glass sits 1 to 2 inches inside the frame. Measure inside the frame, not glass to glass.

### 2 Do not use the largest of three readings.

New units must fit the tightest point of the opening.

### 3 Do not skip writing at the window.

Mistyped numbers in phone notes are the most common source of factory remake fees.

## When to call a professional

Bay or bow windows, garden windows, awning or hopper specialty shapes, any opening with visible rot or water damage, and multi-mulled units. Skip self-measurement and get an installer visit.