



TERMS OF REFERENCE FOR REPLACEMENT WINDOW AND DOORS INSTALLATION TASK GROUP

1. Purpose of the Replacement Window and Doors Installation Task Group
The committee will:
 - (a) Review existing replacement window and door installation practices and create best practice guidelines for the installation of replacement windows.
 - (a) The objective is to produce a best practice guide for replacement window and door installation with an accompanying consumer education guide. The best practice guide will establish criteria for evaluating replacement window and door installation methods and will identify good-better-best practices.
 - (b) Work in partnership with HPO (project manager).

2. Chair and Membership
The Replacement Window and Doors Installation Task Group consist of a chair, and volunteer members of the Association; and guide development contractors.

The Chair of this task group is Pat Phillips. Pat can be reach by phone at 250.383.7128 or by email at pphilips@vanislewindows.com.

The Co-Chair for this task group is Devin Pickles. Devin can be reached at 778.549.7865 or by email at dpickles@starlinewindows.com

3. Responsibilities
 - (a) Will operate on a day-today basis and deal with issues related to window installation practices and other related matters.

4. Meetings and Time Commitment
 - (a) Will meet every 4-6 weeks as required and will be comprised by WDMA members, contractors, trades, renovators, building officials, and others yet to be determined.

5. Staff Contact
The staff contact for the committee is the Association Manager.

6. Budget
The committee has a meeting budget. No expenditures of commitments against that budget may be made without the authorization of the committee chair. This budget does not include the costs for social events. This budget just covers the costs of the meetings for the committee.

Budgets will be reviewed annually for modifications and revision.