

Seasonal Shade Care Checklist

Two short passes a year keep small problems small. Tape this inside a closet door and do it when you change the clocks.

EVERY 1 TO 2 WEEKS

- ☐ Dust shades with a soft cloth or a vacuum brush on low.
- ☐ Work top to bottom, lowered fully first.
- ☐ Dust headrails and the back of the fabric.
- ☐ Wipe kitchen and bathroom shades of splashes.

AFTER HEAVY USE OR HUMID WEEKS

- ☐ Run the bathroom fan during and 20 minutes after showers.
- ☐ Check woven wood and wood blinds for moisture.
- ☐ Wipe condensation from sills and bottom rails.
- ☐ Let any damp shade dry lowered before raising.

SPRING

- ☐ Dust every shade, headrail and back panel.
- ☐ Check brackets and screws for looseness.
- ☐ Inspect cords, chains and safety devices.
- ☐ Replace or recharge motorized batteries.
- ☐ Wipe sills so grit does not scratch bottom rails.
- ☐ Spot clean marks with a barely damp cloth.

FALL

- ☐ Check for fading; change resting heights.
- ☐ Test each motorized shade and every scene.
- ☐ Confirm heat vents are not blowing on fabric.
- ☐ Look for winter condensation on cold glass.
- ☐ Re-check cords and tensioners for wear.
- ☐ Dust again before the heating season starts.

STOP AND CALL US IF YOU SEE

- ☐ A stuck, jammed or falling shade.
- ☐ A frayed, cut or knotted cord or chain.
- ☐ A bracket pulling from the wall.
- ☐ Torn fabric or bent slats.
- ☐ A motor that grinds or will not respond.
- ☐ Spots that look like mildew.

Never use: bleach, ammonia, solvents, steam, pressure washers or scouring pads. Improper cleaning and forced operation are not covered by warranty.

DATES COMPLETED & NOTES
