



PORTLAND MAINE

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Jeff Levine, AICP, Director
Director of Planning and Urban Development

Tammy Munson
Director, Inspections Division

Electronic Signature and Fee Payment Confirmation

Notice: Your electronic signature is considered a legal signature per state law.

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

I, the undersigned, intend and acknowledge that no permit application can be reviewed until payment of appropriate permit fees are **paid in full** to the Inspections Office, City of Portland Maine by method noted below:

Within 24-48 hours, upon receipt of an e-mailed invoice from Building Inspections, which signifies that my electronic permit application and corresponding paperwork have been received, determined complete, entered by an administrative representative, and assigned a permit number, I then have the following four (4) payment options:

- to provide an on-line electronic check or credit/debit card (we now accept American Express, Discover, VISA, and MasterCard) payment (along with applicable fees beginning July 1, 2014),
- call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone,
- hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,
- or deliver a payment method through the U.S. Postal Service, at the following address:

City of Portland
Inspections Division
389 Congress Street, Room 315
Portland, Maine 04101

Once my payment has been received, this then starts the review process of my permit. **After all approvals have been met and completed, I will then be issued my permit via e-mail.** No work shall be started until I have received my permit.

Applicant Signature: Alan Thibeault Digitally signed by Alan Thibeault
DN: cn=Alan Thibeault, o=University of New England, ou=Assistant Vice
President for Planning, email=athibeault@une.edu, c=US
Date: 2015.04.15 15:41:29 -0400 Date: 04/16/15

I have provided digital copies and sent them on: Alan Thibeault Digitally signed by Alan Thibeault
DN: cn=Alan Thibeault, o=University of New England,
ou=Assistant Vice President for Planning,
email=athibeault@une.edu, c=US
Date: 2015.04.15 15:41:46 -0400 Date: 04/16/15

NOTE: All electronic paperwork must be delivered to buildinginspections@portlandmaine.gov or by physical means ie; a thumb drive or CD to the office.

Room 315 - 389 Congress Street- Portland, Maine 04101 (207) 874-8703 - Fax: 874-8716 - TTY: 874-8936



New Commercial Permit Application Checklist

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help to expedite the permitting process.

One (1) complete Set of construction drawings must include:

Note: Construction documents for costs in excess of \$50,000.00 must be prepared by a Design Professional and bear their seal .

- Cross sections w/framing details
- Floor plans and elevations
- Window and door schedules
- Foundation plans with rebar specifications and required drainage and damp proofing (if applicable)
- Detail egress requirements and fire separations
- Insulation R-factors of walls, ceilings, floors and U-factors of windows as per the IECC 2009
- Complete the Accessibility Certificate and The Certificate of Design
- A statement of special inspections as required per the IBC 2009
- Complete electrical and plumbing layout.
- Mechanical drawings for any specialized equipment such as furnaces, chimneys, gas equipment,
- Electronic files in PDF format are required.
- State Fire Marshall Permit may be required.
- Per State Fire Marshall, all new bathrooms must be ADA compliant.

Separate permits are required for internal & external plumbing, HVAC and electrical installations.

1 copy of the minor (< 10,000 sf) or major (> 10,000 sf) site plan application is required that includes:

- A stamped boundary survey to scale showing north arrow, zoning district and setbacks to a scale of $\geq 1'' = 20'$ on paper $\geq 11'' \times 17''$
- The shape and dimension of the lot, footprint of the proposed structure and the distance from the actual property lines. Photocopies of the plat or hand draw footprints not to scale will not be accepted.
- Location and dimensions of parking areas and driveways, street spaces and building frontage
- Finish floor or sill elevation (based on mean sea level datum)
- Location and size of both existing utilities in the street and the proposed utilities serving the building
- Existing and proposed grade contours
- Silt fence (erosion control) locations

Fire Department requirements.

The following shall be submitted on a separate sheet:

- Name, address, e-mail and phone number of applicant **and** the project architect.
- Proposed use of structure (NFPA and IBC classification)
- Square footage of proposed structure (total and per story)
- Existing and proposed fire protection of structure.
- Separate plans shall be submitted for
 - a) Suppression system
 - b) Detection System (separate permit is required)
- A separate Life Safety Plan must include:
 - a) Fire resistance ratings of all means of egress
 - b) Travel distance from most remote point to exit discharge
 - c) Location of any required fire extinguishers
 - d) Location of emergency lighting
 - e) Location of exit signs
 - f) NFPA 101 code summary
- Elevators shall be sized to fit an 80" x 24" stretcher.

For questions on Fire Department requirements call the Fire Prevention Officer at (207) 874-8405.

Please submit all of the information outlined in this application checklist. If the application is incomplete, the application may be refused.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

Permit Fee: \$25.00 for the first \$1000.00 construction cost, \$11.00 per additional \$1000.00 cost

This is not a Permit; you may not commence any work until the Permit is issued.



General Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Address/Location of Construction: Univ. of New England, 716 Stevens Ave. Proctor Hall		
Total Square Footage of Proposed Structure:		
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# 145A003	Applicant Name: Alan Thibeault Address 11 Hills Beach Road City, State & Zip Biddeford, ME 04005	Telephone: 207-602-2253 Email: athibeault@une.edu
Lessee/Owner Name : (if different than applicant) Address: City, State & Zip: Telephone E-mail:	Contractor Name: Allied Cook Construction (if different from Applicant) Address: PO Box1396 City, State & Zip: Portland, ME 04104 Telephone 207-772-2888 E-mail:	Cost Of Work: \$ 118,358 C of O Fee: \$ 0 Historic Rev \$ 50 Total Fees : \$ 1365.94
Current use (i.e. single family) <u>College</u>		
If vacant, what was the previous use? _____		
Proposed Specific use: <u>College</u>		
Is property part of a subdivision? <u>No</u> If yes, please name _____		
Project description: Window Replacement		
Who should we contact when the permit is ready: Alan Thibeault		
Address: University of New England, 11 Hills Beach Rd		
City, State & Zip: Biddeford, ME 04005		
E-mail Address: athibeault@une.edu		
Telephone: 207-602-2253		

Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature: Alan Thibeault	<small>Digitally signed by Alan Thibeault DN: cn=Alan Thibeault, o=University of New England, ou=Assistant Vice President for Planning, email=athibeault@une.edu, c=US Date: 2015.04.15 15:57:08 -0400</small>	Date: 04/16/15
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This is not a permit; you may not commence ANY work until the permit is issued.



Certificate of Design Application

From Designer: _____

Date: _____

Job Name: _____

Address of Construction: _____

2009 International Building Code

Construction project was designed to the building code criteria listed below:

Building Code & Year _____ Use Group Classification (s) _____

Type of Construction _____

Will the Structure have a Fire suppression system in Accordance with Section 903.3.1 of the 2009 IRC _____

Is the Structure mixed use? _____ If yes, separated or non separated or non separated (section 302.3) _____

Supervisory alarm System? _____ Geotechnical/Soils report required? (See Section 1802.2) _____

Structural Design Calculations

_____ Submitted for all structural members (106.1 – 106.11)

Design Loads on Construction Documents (1603)

Uniformly distributed floor live loads (7603.11, 1807)

Floor Area Use	Loads Shown
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Wind loads (1603.1.4, 1609)

- _____ Design option utilized (1609.1.1, 1609.6)
- _____ Basic wind speed (1809.3)
- _____ Building category and wind importance Factor, I_w , table 1604.5, 1609.5)
- _____ Wind exposure category (1609.4)
- _____ Internal pressure coefficient (ASCE 7)
- _____ Component and cladding pressures (1609.1.1, 1609.6.2.2)
- _____ Main force wind pressures (7603.1.1, 1609.6.2.1)

Earth design data (1603.1.5, 1614-1623)

- _____ Design option utilized (1614.1)
- _____ Seismic use group ("Category")
- _____ Spectral response coefficients, S_D & S_{D1} (1615.1)
- _____ Site class (1615.1.5)

- _____ Live load reduction
- _____ Roof *live* loads (1603.1.2, 1607.11)
- _____ Roof snow loads (1603.7.3, 1608)
- _____ Ground snow load, P_g (1608.2)
- _____ If $P_g > 10$ psf, flat-roof snow load P_f
- _____ If $P_g > 10$ psf, snow exposure factor, C_e
- _____ If $P_g > 10$ psf, snow load importance factor, I_s
- _____ Roof thermal factor, C_t (1608.4)
- _____ Sloped roof snowload, P_s (1608.4)
- _____ Seismic design category (1616.3)
- _____ Basic seismic force resisting system (1617.6.2)
- _____ Response modification coefficient, R and deflection amplification factor C_d (1617.6.2)
- _____ Analysis procedure (1616.6, 1617.5)
- _____ Design base shear (1617.4, 1617.5.1)

Flood loads (1803.1.6, 1612)

- _____ Flood Hazard area (1612.3)
- _____ Elevation of structure

Other loads

- _____ Concentrated loads (1607.4)
- _____ Partition loads (1607.5)
- _____ Misc. loads (Table 1607.8, 1607.6.1, 1607.7, 1607.12, 1607.13, 1610, 1611, 2404)



Accessibility Building Code Certificate

Designer: _____

Address of Project: _____

Nature of Project: _____

The technical submissions covering the proposed construction work as described above have been designed in compliance with applicable referenced standards found in the Maine Human Rights Law and Federal Americans with Disability Act. Residential Buildings with 4 units or more must conform to the Federal Fair Housing Accessibility Standards. Please provide proof of compliance if applicable.

Signature: _____

Title: _____

(SEAL)

Firm: _____

Address: _____

Phone: _____

E-mail: _____

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov



Certificate of Design

Date: _____

From: _____

These plans and / or specifications covering construction work on:

Have been designed and drawn up by the undersigned, a Maine registered Architect / Engineer according to the **2009 International Building Code** and local amendments.

(SEAL)

Signature: _____

Title: _____

Firm: _____

Address: _____

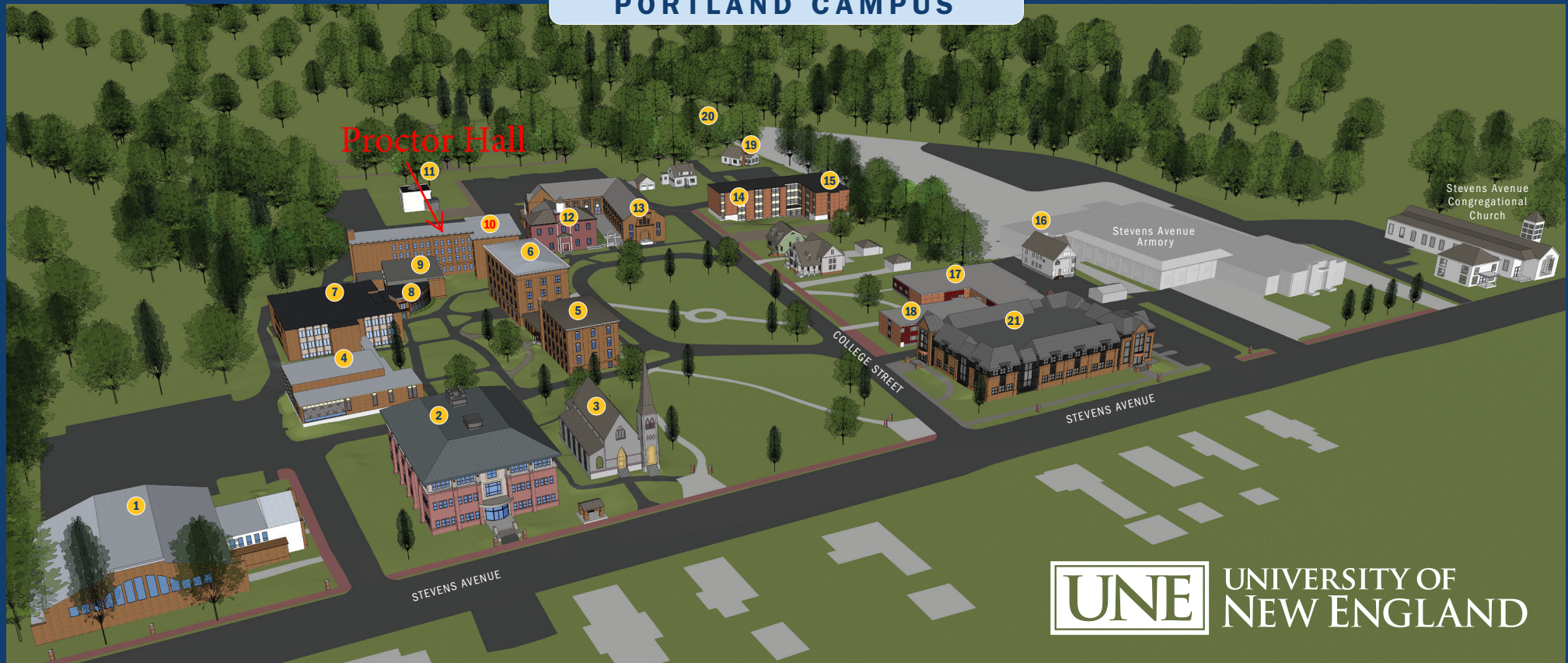
Phone: _____

E-mail: _____

For more information or to download this form and other permit applications visit the Inspections Division on our website at www.portlandmaine.gov

WELCOME TO THE UNIVERSITY OF NEW ENGLAND

PORTLAND CAMPUS



The UNE Portland Campus is proud to be on the National Register of Historic Places (1977) and the original home of Westbrook Seminary (1831–1929), Westbrook Junior College (1929–1970) and Westbrook College (1970–1996).

- | | | |
|---|---|--|
| 1. Beverly Burpee Finley '44
Recreation Center | 8. Parker Pavilion | 16. Facilities Management |
| 2. College of Pharmacy | 9. Interactive Classroom | 17. Alexander Hall |
| 3. Eleanor DeWolfe Ludcke '26
Auditorium | 10. Proctor Hall | 18. Linnell Hall |
| 4. Coleman Dental Hygiene Building | 11. Art Gallery | 19. Safety and Security/
Shuttle Terminal |
| 5. Goddard Hall | 12. Alumni Hall | 20. Gulliver's Field |
| 6. Hersey Hall | 13. Josephine S.
Abplanalp '45 Library | 21. Oral Health Center |
| 7. Blewett Hall | 14. Ginn Hall | |
| | 15. McDougall Hall | |

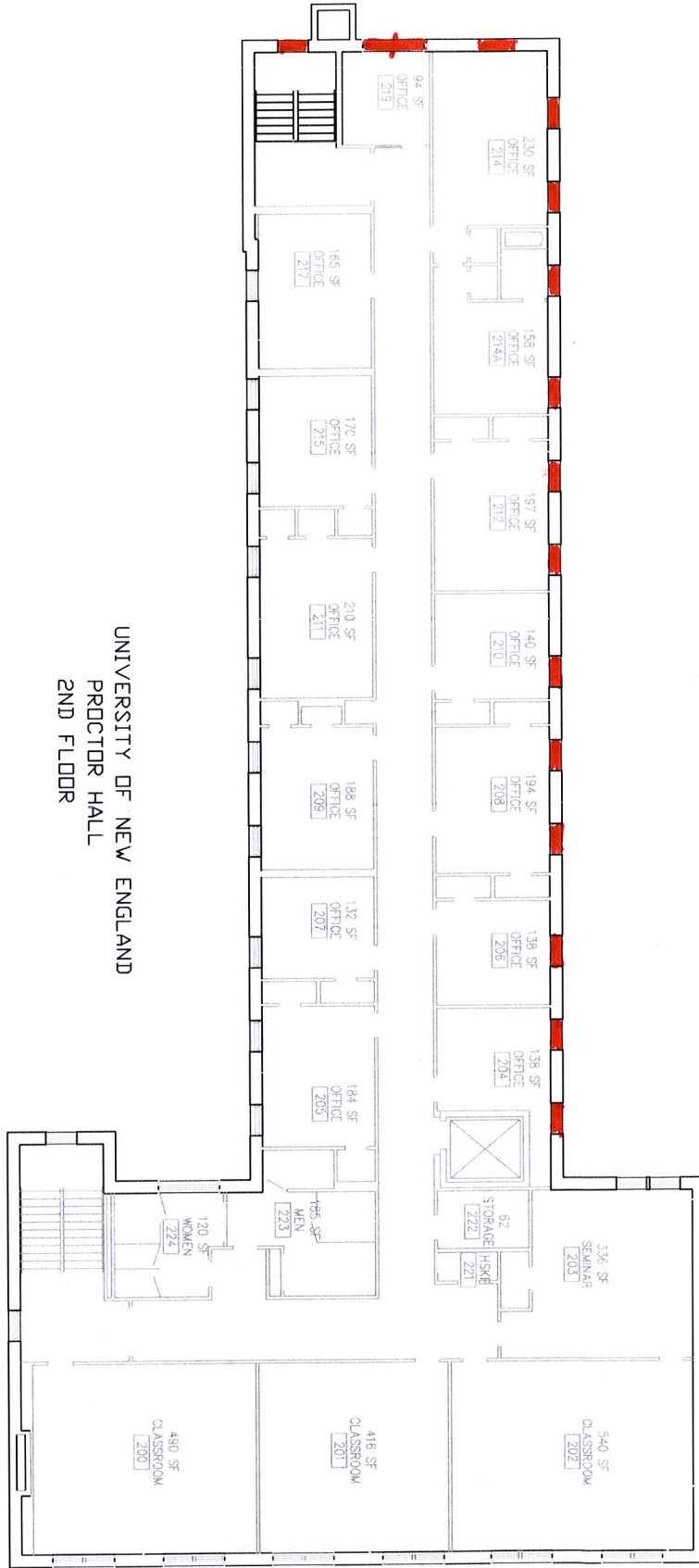
Windows replaced in 2013, with same window as proposed.

Windows to be replaced, as well as a few on the rear facade on same floors. See floorplans for exact locations.



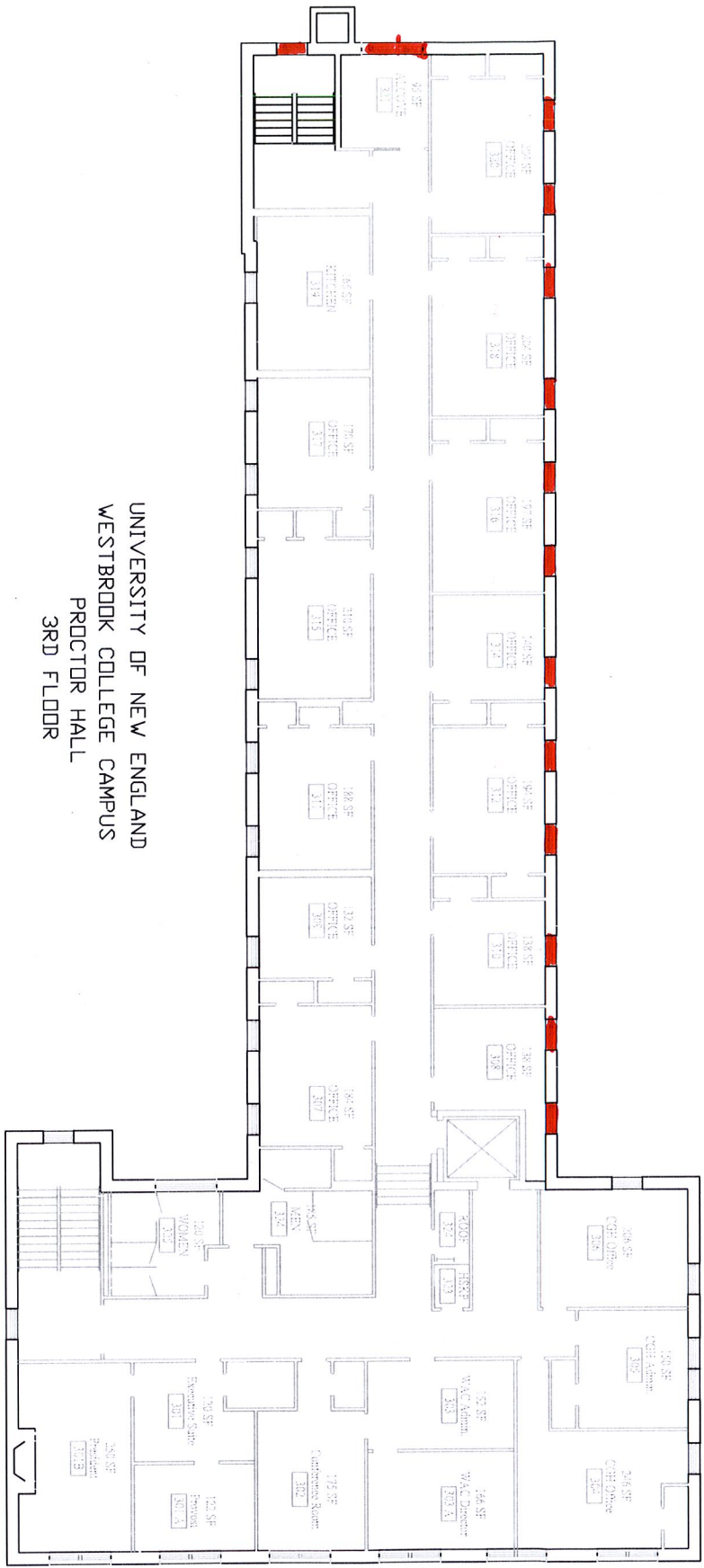
Windows to be replaced

UNIVERSITY OF NEW ENGLAND
PROCTOR HALL
2ND FLOOR



UNIVERSITY OF NEW ENGLAND
DEPARTMENT OF CAMPUS SERVICES

DRAWING	Proctor Hall	
NUMBER	Second Floor	
DATE	03/24/14	BY A. Thibeault



UNIVERSITY OF NEW ENGLAND
 WESTBROOK COLLEGE CAMPUS
 PROCTOR HALL
 3RD FLOOR

Windows to be replaced



UNIVERSITY OF NEW ENGLAND
 DEPARTMENT OF CAMPUS SERVICES

DRAWING	Proctor Hall
NUMBER	Third Floor
DATE	03/24/14
BY	A. Thibeault

Specifications For: 37 1/2" x 67 15/32" Frame Size Milestone Double Hung

Glass: 1/8" Clear Glass Exterior Lite, 1/4" Airspace Filled With Argon,
1/8" Soft Coat Low E Interior Lite, Gray Edge Spacer Bar

Sash: Solid Pine sash. Mortice, tenon and pinned corners. Cabot Painted "Linen
White" Exterior, Primed Interior. Cabot Painted Sash = Primer Plus 2 Coats.

Frame: Pine. 6-1/4" Jamb Depth Cabot Painted "Linen White " Exterior, Primed
Interior, 5/4 x 1 23/32" (actual) Pine Finger Joint Casing, Mahogany Historic
Sill Nose / Mahogany Sill, Cabot Painted Frame = Primer Plus 1 Coat.

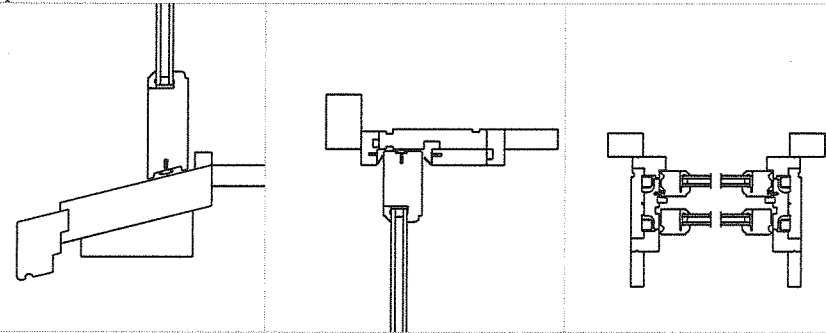
Divided Lights: 7/8" Simulated Divided Light with Gray Pencil Spacer 6/6

Hardware: 2 Bronze Sash Locks (Applied)

Screen: White Aluminum Full Screen with Charcoal Aluminum Mesh

Quantity: Three (3)

Approval:

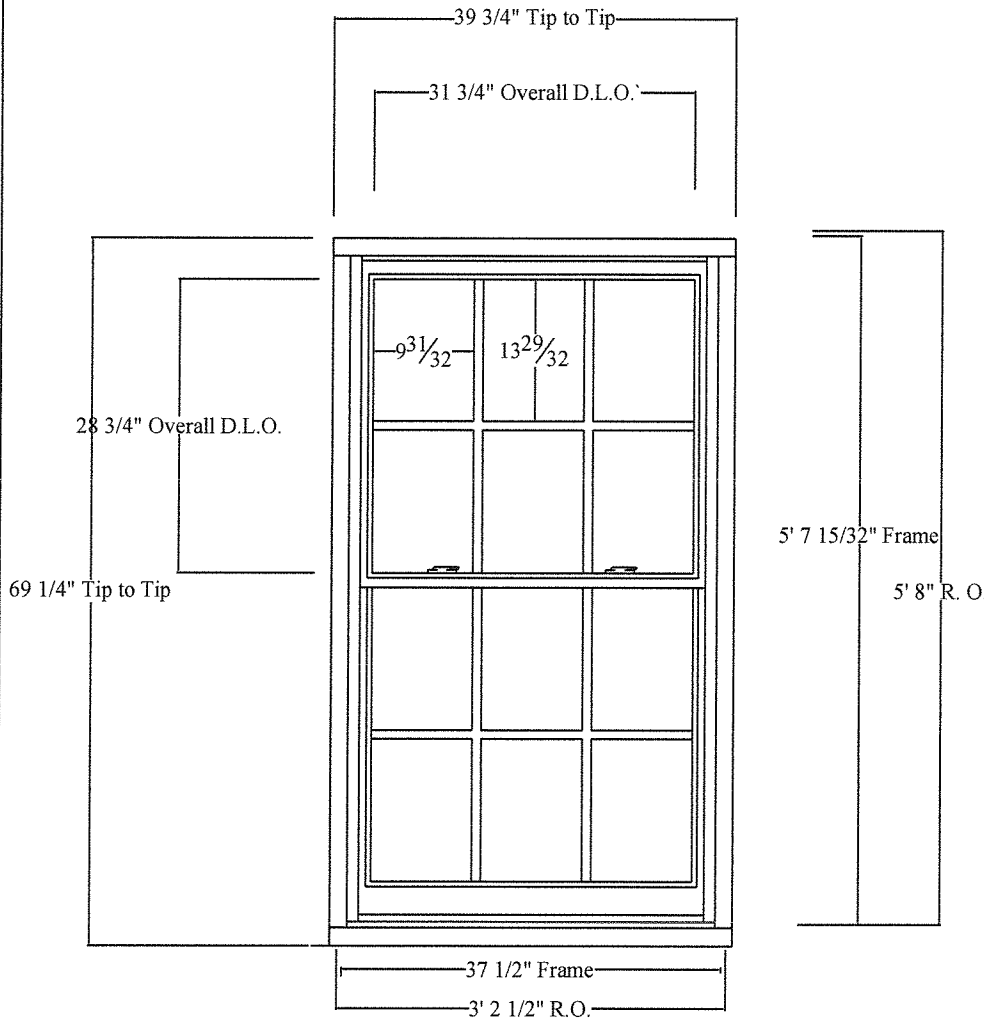


Sill Detail

Head Detail

Sectional Detail

Order #:
Line #: 1
Date: 6-20-13
CAD: ARK



Proctor Hall , Unit A

Green Mountain Window Company

92 Park Street Rutland, Vermont

Specifications For: 77 7/16" x 67 15/32" Two Wide Frame Size Milestone Double Hung

Glass: 1/8" Clear Glass Exterior Lite, 1/4" Airspace Filled With Argon,
1/8" Soft Coat Low E Interior Lite, Gray Edge Spacer Bar

Sash: Solid Pine sash. Mortice, tenon and pinned corners. Cabot Painted "Linen White" Exterior, Primed Interior. Cabot Painted Sash = Primer Plus 2 Coats.

Frame: Pine. 6-1/4" Jamb Depth Cabot Painted "Linen White" Exterior, Primed Interior, 5/4x1 23/32" (actual) Pine Finger Joint Casing, Mahogany Historic Sill Nose / Mahogany Sill, Direct Mull, Cabot Painted Frame = Primer Plus 1 Coat.

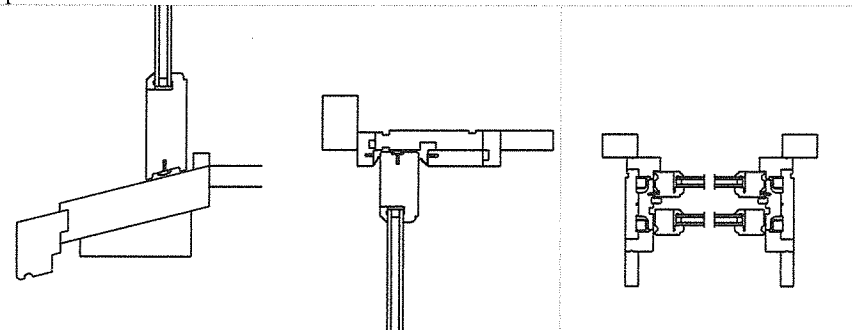
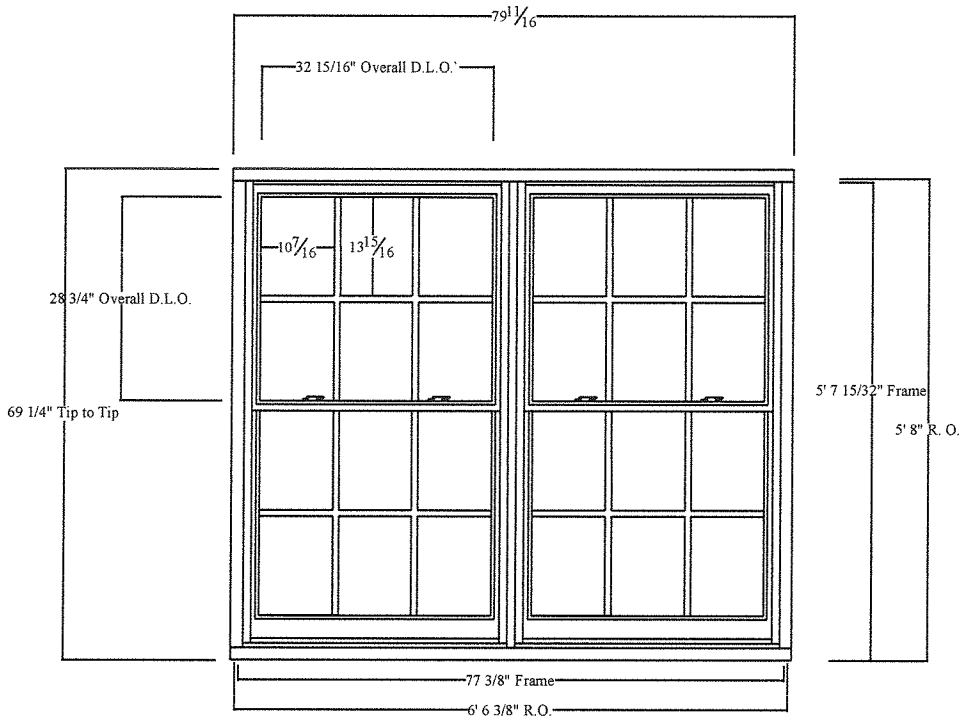
Divided Lights: 7/8" Simulated Divided Light with Gray Pencil Spacer 6/6

Hardware: 2 Bronze Sash Locks (Applied)

Screen: White Aluminum Full Screen with Charcoal Aluminum Mesh

Quantity: Eight (8)

Approval:



Sill Detail

Head Detail

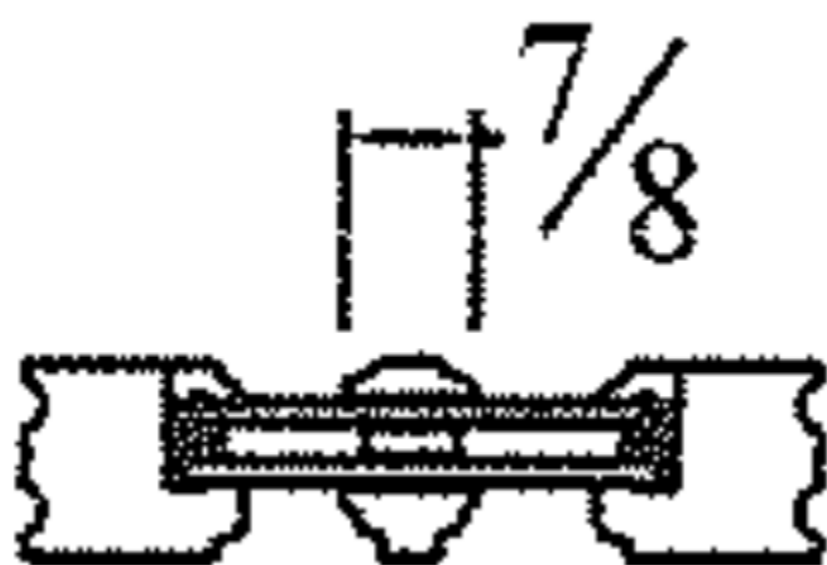
Sectional Detail

Order #:	
Line #:	2
Date:	6-20-13
CAD:	ARK

Proctor Hall , Unit B

Green Mountain Window Company

92 Park Street Rutland, Vermont



Green Mountain Window Co.

92 Park St, Rutland, Vermont

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The Green Mountain Window Milestone Series



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[Cabot Colors](#)

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[Distributors](#)

[Doors](#)

[Help Wanted](#)

[Milestone](#)

[Classic](#)

[The Green Mountain Window Advantage](#)

“We realized that if we could create a window with historical aesthetics and energy performance, the result would truly be a milestone.”

A.K., President, Green Mountain Window Co.

Green Mountain Window Milestone Double Hung



Interior Features

Frame:

- No vinyl jamb liner (also known as vinyl tracks).
- Virtually no vinyl or weather-strip visible.
- Concealed block and tackle balance system.

Sash:

- Tilts in easily with concealed latches.
- High quality Truth® brand hardware in brown or white. Options: "Colonial" sweep lock in oil rubbed bronze and "Arts and Crafts" brass pivot lock (shown above).
- Historic aesthetics with wide rails and profiled edges.
- Weather-stripped on all edges.

Divided Lights:

- 5/8" wide Simulated Divided Lite (S.D.L.) has ogee pattern.
- 7/8" wide S.D.L. has bead pattern.
- Many profile options available, including custom.
- S.D.L. available with or without divider between glass.



Exterior Features

Frame:

- No jamb liner allows entire exterior to be painted one color (no un-paintable vinyl tracks).
- Pediment head option shown comes factory applied.
- Thick sill nose option shown comes factory applied.
- Virtually any casing option or wood species available.

Sash:

- Historic aesthetics.
- Exterior glazed for historical accuracy.

Divided Lights:

- 5/8" wide S.D.L. has putty glazed look.
- 7/8" wide S.D.L. has wood bead glazed look.



Milestone - vs - Standard G.M.W.

- The Milestone™ series double hung is a higher end, more historically correct window than the "standard" Green Mountain Window.



Glazing & Energy Options:

- Overall insulated glass thickness of 1/2" preserves historic look (thicker units look more modern).
- Warm edge spacer and double strength glass used all insulating units.
- Low E glass with Krypton gas fill option achieves Energy Star rating.
- Restoration and antique wavy glass available.

- The most pronounced aesthetic features that set it apart from the standard GMW (and from the competition) are the concealed balance system and hidden tilt-in mechanism.
- The air infiltration rating on the Milestone double hung is .11 scfm/ft2, one of – if not the – best in the industry. The overall "Design Pressure" rating is DP35 with an option of DP40 with a slightly taller sill stop. The standard G.M.W. has an air infiltration rating of .20 scfm/ft2, with an overall rating of DP30.
- The Milestone double hung must be installed carefully and accurately to assure optimum performance. In order to operate correctly the unit must be plumb, square and the jambs must be straight.
- For a more through description of the standard GMW window please see our green brochure or contact your dealer.

ENERGY DATA	U-Factor		R-Factor		SHGC		VT	
	Res	Cm	Res	Cm	Res	Cm	Res	Cm
1/2" Clear Insul	.54	.54	1.85	1.85	.55	.55	.57	.59
1/2" Low E / Argon	.41	.40	2.44	2.50	.47	.48	.53	.55
1/2" Low E / Krypton	.35	.34	2.86	2.94	.47	.48	.53	.55

Green Mountain Window Milestone Door



Door Features

Panel:

- Historic aesthetics throughout. 6 3/8" bottom rail, 4 9/16" top rail and side stiles.



Other Features

Hardware:

- Standard hardware is brass with multipoint

Custom available.

- Pine is standard. Mahogany, cherry or other species available to your specification.
- 1 3/4" thick standard, 2 1/4" available.
- Full glass or glass with raised wood panel(s) available. Examples: nine lite over two panel, six panel, two lites over four panel, etc.
- Heights = 6'8", 6'10", 7'2", 8'0" or custom available.
- Primed exterior is standard. Primed interior available.

Frame:

- Bronze sill with oak cap on the interior is standard. Historically correct solid oak or solid mahogany sills available. Handicapped sill is also available.
- Standard hinges are brass ball bearing. Brushed chrome, oil rubbed bronze, polished chrome, black, pewter or antique brass finishes also available.
- In-swing or out-swing configuration.
- Virtually any casing option available.
- Virtually any set up available: single swing, true French, Dutch doors, etc.

- Factory mulled transoms and side-lites available.

Glazing & Energy Options:

- Overall insulating glass thickness of 3/4" (thicker units look more modern).
- Warm edge spacer and double strength glass used on all insulated units.
- Low E glass with Argon gas fill option achieves the Energy Star level.
- Tempered glass standard.
- Triple glaze available on 2 1/4" thick doors.

ENERGY DATA	U-Factor		R-Factor		SHGC		VT	
	Res	Cm	Res	Cm	Res	Cm	Res	Cm
3/4" Clear Insul	.50	.50	2.00	2.00	.55	.55	.57	.59
3/4" Low E / Argon	.34	.33	2.94	3.03	.47	.48	.53	.55

lock system. Other finishes include: brushed chrome, oil rubbed bronze, polished chrome, black, pewter and antique brass.

- Double french doors come with matching handles on each door panel. Multipoint hardware on primary door and handle activated shoot bolts on secondary door.

Screens:

- Standard screen is sliding with ball bearing rollers.
- Wood swinging screen available on doors with 6 9/16" jamb or deeper.

Divided Lights:

- 5/8" wide S.D.L. has ogee pattern.
- 7/8" wide S.D.L. has bead pattern.
- Many profiles options, including custom.



Why Choose The Milestone Door?

- While inspired by historical detail, it is really the options that set this door apart all others.
- Just ask the competition to supply a French door with 5/8" muntins, a solid mahogany sill, oil rubbed finish on the multipoint lock system and a wood swinging screen. Then admire the cross-eyed look on their face.
- The Milestone door will be set up to match your Milestone windows. All of the casing, divided lite, and hardware finish options will remain consistent throughout your home.
- The Milestone door is also a popular choice for commercial jobs because the rails and stiles can be customized to fit special hardware such as panic bars or tall kick plates. In addition, the handicapped sill option meets the code often required on commercial jobs.

Green Mountain Window Milestone Casement/Awning



Interior Features

Frame:

- Historic looking push bar operator option shown below (crank handle shown above is standard).
- Pine is standard. Mahogany, cherry or other species available.
- Weather-stripped on all sides.



Sash:

- Historic aesthetics including 2 1/2" wide bottom rail and 1 5/8" wide top rail and side stiles. Most manufacturers use the same dimension on all rails and stiles giving a more modern look.
- 1 5/8" thick sash adds stability and helps prevent warping.
- Weather-stripped on all edges.



Exterior Features

Frame:

- Concealed hinges.
- Two stepped sill virtually eliminates air or water infiltration.
- Factory mulled to your specification (shown above).
- Virtually any casing option available.

Sash:

- Historic aesthetics.
- Exterior glazed for historical accuracy.

Divided Lights:

- 5/8" wide S.D.L. has putty glazed look on exterior.
- 7/8" wide S.D.L. has wood bead glazed look.



Divided Lights:

- 5/8" wide Simulated Divided Lite (S.D.L.) has ogee pattern.
- 7/8" wide S.D.L. has bead pattern.
- Many profile options, including custom.
- S.D.L. available with or without divider between glass.

	U-Factor		R-Factor		SHGC		VT	
ENERGY DATA	Res	Cm	Res	Cm	Res	Cm	Res	Cm
3/4" Clear Insul	.50	.495	2.00	2.02	.55	.55	.57	.59
3/4" Low E / Argon	.35	.34	2.94	3.03	.47	.48	.53	.55

Glazing & Energy Options:

- Overall insulating glass thickness of 3/4" (thicker units look more modern). 1/2" thick glass is optional.
- Warm edge spacer and double strength glass used on all insulated units.
- Restoration and antique wavy glass available.

Download our Milestone Series rough opening guide below

- [Milestone Double Hung Selection](#)
- [Milestone Double Hung Sizes](#)
- [Milestone Casement Selection](#)
- [Milestone Casement Sizes](#)
- [Milestone Awning Selection](#)
- [Milestone Awning Sizes](#)
- [Milestone Cross Sections](#)

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