

- f. brand name
 - g. model name
 - h. model number
 - i. date of manufacture
 - j. slat size(1 inch, 2 inch, etc.), if applicable
 - k. material window covering is made of (faux wood, vinyl, etc.)
 - l. cord configuration (standard operating cords, continuous loop/bead chains)
 - m. number of cords on product
 - n. injury type
 - o. narrative of events as occurred for each specific incident
 - p. window covering measurements/dimensions
 - q. window cord measurements (do not undo knotted/tangled cords)
7. Police reports (if applicable)
 8. Death records (if applicable)
 9. Any other official records/relevant documents (including, but not limited to, legal proceedings, correspondence with the relevant firm, and reports from other state agencies or emergency personnel)

Please include all primary and all backup contacts in the distribution of the completed IDI.

----- Area below will be completed in Data Systems -----

Person(s) to Contact:

Guidelines: Appendix 136 – Window Covering Cords, revised August 2015

Task Number: **Date:**

Assigned to: **Processed by: lew**