Door Alignment Shim Selection Guide

1.0 Objective & Scope

The objective of this procedure is to provide field installers with a standardized method for selecting and installing door alignment shims. Proper shim selection ensures doors operate smoothly, align correctly with frames, and meet manufacturer specifications. This SOP applies to all field installations involving pre-hung doors, including residential and light commercial projects. The Lead Installer is responsible for executing this procedure and obtaining customer sign-off upon completion.

2.0 Required Equipment & Tools

- Assorted plastic or composite door shims (tapered, 1/8" to 1/4" thickness range)
- 4-foot level
- Cordless drill with #2 Phillips bit
- 3-inch wood screws (for shim attachment)
- Utility knife
- Pencil and notepad
- Mobile tablet with SiteQueue application installed
- Safety glasses and work gloves
- Dust mask (if cutting shims)

3.0 Site Safety & Hazard Assessment

- Wear safety glasses and work gloves at all times during shim cutting and installation.
- Ensure the work area is clear of debris and tripping hazards before beginning.
- Use a dust mask when cutting shims to avoid inhaling fine particles.
- Verify that the door is securely braced or supported before removing any existing hardware.
- Be aware of pinch points when adjusting door hinges and shims.

4.0 Step-by-Step Execution Procedure

1. Inspect the door frame and existing shims (if any) for damage, rot, or misalignment. Document any pre-existing issues in SiteQueue.

2. Close the door and check for uniform gaps between the door and frame on all sides. Note any gaps exceeding 1/8 inch.

3. Open the door and use a 4-foot level to check the plumb of the hinge side of the frame. Mark any deviations.

4. Select shims based on gap size: use 1/8-inch shims for minor adjustments (1/8 to 1/4 inch gap) and 1/4-inch shims for larger gaps (up to 1/2 inch). For gaps over 1/2 inch, stack two shims with opposing tapers.

5. Insert the selected shim(s) behind the hinge side of the frame, starting at the top hinge location. Tap gently with a hammer until the shim is snug but not forcing the frame out of plumb.

6. Re-check the door gap and plumb after each shim insertion. Adjust shim depth as needed to achieve a consistent 1/8-inch gap on the latch side.

7. Secure the shim in place by driving a 3-inch wood screw through the frame and shim into the wall stud. Use a minimum of two screws per shim location.

8. Trim any excess shim material flush with the frame using a utility knife. Ensure no sharp edges protrude.

9. Repeat steps 5 through 8 for the middle and bottom hinge locations, verifying alignment after each.

10. Close the door and test operation: it should swing freely without binding, and the latch should engage smoothly. Adjust if necessary.

5.0 Verification, Sign-off & Reporting

1. Perform a final inspection: check door operation, gap consistency, and that all shims are flush and secure.

2. Take clear photographs of the installed shims and door alignment from multiple angles using the SiteQueue app.

3. Explain the shim selection and installation process to the customer, highlighting any adjustments made.

4. Obtain the customer's digital signature in SiteQueue to confirm satisfaction with the door alignment.

5. Complete the SiteQueue work order by uploading all photos, notes, and the signed confirmation. Close the ticket.

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