

Architectural  
Woodwork Standards

# SUBMITTALS

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**S E C T I O N**

# SECTION 1

## Submittals

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## introductory information

### INTRODUCTION

Section 1 begins the Architectural Woodwork Standards. At the beginning of every woodwork project is the submittal stage. This section deals with the various items that are the foundation of every project – Shop Drawings, Approvals, Samples and Scheduling. Each of the Product Sections (6 through 12) have criteria pertaining to their specific products.

Quality assurance can be achieved by adherence to the AWS and will provide the owner a quality product at competitive pricing. Use of a qualified Sponsor Member firm to provide your woodwork will help ensure the manufacturer's understanding of the quality level required. Illustrations in this Section are not intended to be all inclusive, other engineered solutions may be acceptable. In the absence of specifications; methods of fabrication are the manufacturer's choice. The design professional, by specifying compliance to the AWS increases the probability of receiving the product quality expected.

### WHAT TO EXPECT

The key to achieving a detailed and useful set of shop drawings is concise and continual communication between design professional and manufacturer.

The manufacturer shall submit samples, product data and shop drawings of sufficient detail and scale to demonstrate compliance with the AWS Grade specified.

### PURPOSE

Shop drawings are the means by which the design concept is turned into reality, serving as the primary instructions for woodwork engineering and fabrication, and as a guide for other trades. As the primary communication among manufacturer, general contractor and design professional, shop drawings serve a valuable coordinating function. Shop drawings should indicate methods of construction, exact material selections, finishes, method of attachment and joinery, exact dimensions and should include the manufacturer's technical suggestions.

### LEVEL OF DETAIL

The level of detail required on shop drawings is established by the complexity of the project. The specifier is at liberty to specify any level of detail as a requirement of the project and of the contract documents. It should be noted that requirements for local codes and utilization of fire retardant wood products is to be researched and directed by the design professional and are not the responsibility of the manufacturer.

What constitutes the minimum expectation for a set of shop drawings is not simple, since there are many variables as to the complexity, quality and type of work being specified.

### APPROVALS

For the design professional, the approval stage provides an opportunity, prior to fabrication, to review the manufacturer's proposed shop drawings. Shop drawings, however, are not an extension of the design development process; therefore, changes by either party of intent or concept made during shop drawing review may result in a change of cost and/or time.

During the review process the design professional should consider the following:

- Unless noted otherwise, two copies are necessary for checking purposes. After being reviewed, one marked copy should be returned to the contractor or manufacturer.
- Those charged with review of shop drawings should be familiar with woodwork fabrication, and have an understanding or working knowledge of the referenced standards as well as design concept.
- Deviations from the contract documents are often recommendations for improvement, and not necessarily a criticism of design. It is as wrong for a reviewer to arbitrarily stamp "Revise and Resubmit" on a shop drawing that proposes a change, as it is wrong to automatically accept shop drawings because they contain duplicates of the original plans.

For the manufacturer, shop drawings are drawings, diagrams, schedules and other data specifically prepared to illustrate their portion of the work. Their purpose is to demonstrate the way by which the manufacturer proposes to conform

to the information given and the design concept expressed in the Contract Documents.

The four common levels of approval are:

- Approved
- Approved As Noted
- Revise and Resubmit
- Rejected

Approvals are generally indicated by a stamp on the cover sheet of the shop drawings. When selecting "Approved As Noted" rather than "Revise and Resubmit," the design professional can often save weeks of production time provided the concept and all changes are clearly marked on the drawings.

### SCHEDULING

Most projects are encumbered by a tight production schedule, especially for the finish trades such as woodworking, painting, carpeting and wall coverings. Prompt review of shop drawings and accurate coordination of multiple trades can save weeks of time and eliminate problems before construction begins.

The design professional should work with the manufacturer through the contractor to determine the maximum "approval-to-fabrication" timeline needed to keep the job on schedule (e.g., "Shop drawings must be returned approved to fabricate seven (7) days after submittal").

**Schedules vs Drawings** - In some cases shop drawings are not required to communicate the necessary quality, type, quantity and details of an item. Tabular schedules are used instead, generally for such items as doors, frames, stock factory cabinets, closet shelves, and furniture items.

### THE PROCESS

It is the responsibility of the contractor to coordinate the manufacturer's shop drawings with work of all other trades and to ensure that hold-to/guaranteed dimensions are actually enforced.

It is the responsibility of the design professional or contractor, depending on contract relationships, to communicate design and field changes to all parties so that if dimensions are changed, each subcontractor can be held responsible for their work.

# SECTION 1

## Submittals

## introductory information

### SPECIFY REQUIREMENTS FOR

### RECOMMENDATIONS

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- **MOCK-UPS**
  - **HARDWARE SAMPLES**
  - **MOLDING SAMPLES**
    - Unless a catalog item, samples are typically not furnished until full-size details (in the shop drawings) have been approved.
  - **FINISH SAMPLES**
    - Design professional shall provide a sample (suggested minimum of 5" x 8" {122 mm x 196 mm}) indicating the desired color, sheen and/or transparency as applicable.
- That only **TWO SETS** of shop drawings are required to be submitted for initial design professional review.
  - If the review is Approved or Approved as Noted, the design professional keeps one copy, and a marked set is returned to the manufacturer with a request for the required number of final copies.
  - If the review is not Approved or Approved as Noted, the design professional returns one set requesting correction and resubmittal. The other set is kept by the design professional to check against the resubmittal.

The **COMPLIANCE** portion of this Section has been intentionally excluded to protect our sale of Grade Rules, which allows us to provide these standards free of charge to Design Professionals.