WOODWORK INSTITUTE

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Date: _____ Re: _____
To: _____ From: _____
Attn: _____ Attn: _____
Phone: _____ Phone: _____
Fax: _____ Fax: _____

JOBSITE REQUIREMENTS

The following guidelines are based on the *Architectural Woodwork Standards* (*AWS*). They set forth the jobsite conditions required for various phases of wood millwork production so Sub-contractor and Contractor can plan lead times and sequencing, in order to assure that delivery and installation are on schedule and product damage does not occur.

Please review the following information and advise us if you foresee any problems in the accomplishment of our work. We look forward to working with you on this project and hope we can assist in making the outcome a success.

FIELD MEASURING REQUIRES:

- Free and clear access to all areas of operation.
- All rough framing and rough MEP (mechanical, electrical, plumbing) must be in place.
- Overhead soffits, grids and fixture rough-ins should be in place as well.
- Any items not roughed in will be fabricated per our approved shop drawings.

DELIVERY REQUIRES:

- Free and clear building access
- An enclosed and sealed area of operation (exterior glass and doors in place).
- Building entrance, paths of travel, hoisting and installation areas free obstacles.
- Storage, staging and work areas shall be broom clean, secure, well ventilated and protected from direct sunlight.
- The HVAC system shall be on and functioning. Relative humidity shall be maintained between 25% and 55% at 50 to 90^{o} degrees F.

INSTALLATION REQUIRES:

In General

- Installation areas to be turned over to us broom clean, free of other subcontractors, their materials and debris. It will be our responsibility to keep the areas clean and clear of our debris. We will not be responsible for cost of clean up for or by other trades.
- Acclimation of architectural millwork in work area for 72 hrs prior to installation.
- Installation areas shall have free and clear paths of travel.
- Completion of rough framing including wall brackets, blocking and rough MEP.
- Overhead work, including ceiling grids to be in place and complete.

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STANDARDIZED CONSTRUCTION FORM

Woodwork Institute Web Form: WI-SCF-004-0910

Certified Compliance QUALTIY ASSURANCE

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Monitor compliance QUALITY AFFIRMATION

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JOBSITE REQUIREMENTS
(continued)

- Walls to be plumb and flat, and floors be level. The acceptable tolerance for plumb and flat is 1/4", and level is 1/8", per ten feet in any direction. Tolerances in excess of this may require additional cost to shim or scribe and are not our responsibility.

- Walls to be taped, and finish sanded, with at least one prime coat of paint applied. The final cost and/or wall coverings shall be applied after completion of installation. If the final coat of pant or wall covering is applied before installation, touch-up or replacement may be required and shall not be our responsibility.

For Casework

- Sinks required for counter-top cut-outs to be on site and immediately accessible.
- Finish flooring, base, and entry doors in rooms with casework to be installed after completion of casework.
- The general contractor (GC), prior to our last scheduled day of installation, shall locate all grommet holes and other access cut-outs. Return trips for this purpose are not our responsibility and shall be charged as an extra.

For Standing and Running Trim

- A minimum 3 foot clearance space in front of all walls to receive trim. A larger margin will be required for paneling or crown mold.
- A work area within 30 feet off each segment of each segment of trim.

For Doors and Frames

- Walls adjacent to openings shall be within 1/8" of plumb in the height of the opening.
- Cabinets and fixtures should be placed in rooms before interior doors are hung.

AFTER INSTALLATION

- We will not be responsible for damage to other trade finishes without written notice and our agreed authorization.
- We will clean or work and work area at the completion of installation of each room. Subsequent cleaning will not be our responsibility.
- After our work has been installed, other trades must be careful not to damage it when working in the area. Our work shall not be used as a workbench, scaffold, lunch table, coffee counter, etc. We will not be responsible for damage caused by other parties, even if exact cause of damage cannot be determined.