

Subject to the Institute's established inspection policies and procedures, contained within the Woodwork Institute Programs & Services Manual

The following is a general review of some of those policies and procedures:

Disclaimer – The Woodwork Institute does not guarantee or assure the safety or performance of any manufactured products, components, or installation thereof found to be in compliance with the North American Architectural Woodwork Standards. The Woodwork Institute serves only as an independent inspection service and has no enforcement authority. It is the responsibility of the contractual parties to address and/or enforce any non-compliant findings.

Physical inspections are performed based on the architectural plans, specifications, approved shop drawings, and the North American Architectural Woodwork Standards. It is the responsibility of any firm requesting inspection to notify and give evidence as to the specific approval of any modifications the shop drawings have to the specifications and/or the North American Architectural Woodwork Standards; otherwise, they will be ignored. Changes incorporated within reviewed shop drawings, in themselves, are not evidence of approval; the changes must be specifically addressed and approved in separate written documentation. Requesting party shall provide a copy of the reviewed shop drawings, a copy of the applicable project specifications (including General Conditions), and a copy of any written modification approvals to the project plans and/or specifications. Applicable fees, deposit and/or applicable discounts are as posted on the WI website.

Woodwork Institute inspectors shall conduct inspections on their own, free of outside influence or distraction. If a party contractual to the project desires to point out or discuss something relevant to the inspection, they may do so before or after; however not during an inspection.



Independent Inspection Service
Request and Authorization to Inspect

Woodwork Institute project # _____ Date: _____

Office Use Only

- Project specifications require the items to be inspected to conform to the North American Architectural Woodwork Standards, or
Project specifications require the items to be inspected to conform to (indicate standard and grade): _____

We hereby request the Woodwork Institute to inspect the millwork product types indicated below by a check in the appropriate box(es).

- Exterior Millwork Interior Millwork Doors Casework Plastic Laminate Tops
Laboratory Tops Shop Drawings Installation Finishing Other _____

Person requesting inspection (print): _____ Shop: _____

- 1. Project Name: _____ Address: _____
2. Bid Date: _____ Date of Delivery, if jobsite inspection: _____ Estimated Completion Date: _____
3. Architect: _____ Phone: _____ Address: _____ Fax: _____
4. Inspector of Record: _____ Phone: _____ Address: _____ Fax: _____
5. General Contractor: _____ Phone: _____ Address: _____ Fax: _____
6. Int/Ext Woodwork Supplier: _____ Phone: _____ Address: _____ Fax: _____
7. Casework Manufacturer: _____ Phone: _____ Address: _____ Fax: _____
8. Door Supplier: _____ Phone: _____ Address: _____ Fax: _____
9. Door Manufacturer: _____ Phone: _____ Address: _____ Fax: _____
10. Countertop Manufacturer: _____ Phone: _____ Address: _____ Fax: _____
11. Finisher: _____ Phone: _____ Address: _____ Fax: _____
12. Installer: _____ Phone: _____ Address: _____ Fax: _____

13. Attach a copy of specifications – Plans and shop drawings must be available at inspection site.

14. Attach any approved modifications to the plans and/or specifications, and indicate such below.

- There are no approved modifications, or The approved modifications are attached herewith

The Woodwork Institute is hereby authorized to inspect the millwork products indicated above. As applicable: a) we agree to pay all the appropriate inspection fees, and b) we shall defend and hold the Institute harmless from all claims and demands arising out of any failure or claimed failure to meet those requirements.

This Request and Authorization to Inspect is subject to the Woodwork Institute's established inspection Policies and Procedures contained within the Woodwork Institute's Programs & Services Manual, and generally reviewed on Page 1 of this form.

Woodwork Institute ♦ 1455 Response Road, Suite 110 ♦ Sacramento, California 95815-4848
(916) 372-9943 ♦ www.woodworkinstitute.com ♦ info@woodinst.com



Independent Inspection Service Request and Authorization to Inspect

Firm Name: _____ Phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Title: _____

Print Name: _____ Date: _____

By checking this box, I authorize Woodwork Institute to accept this form as an electronically signed document; by submitting this signed document, I understand I am responsible for the information on the following page.

Credit Card Information and Charge Authorization

Cardholder Name:

Billing Address:

City:	State/Country:	ZIP Code:
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Credit Card #:	Exp. Date:	CVC:
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Amount to Be Charged: \$