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1.0 Purpose

a) Provide a standard for communicating the Manufacturer/Supplier's interpretation of design intent indicated in the project's contract documents. These communications shall henceforth be referred to as "Submittals". Architectural woodwork and related interior finishes shall henceforth be referred to as "Product".

b) ~~These requirements are~~ This standard is intended to provide a well-defined degree of control over a project's quality of Submittals.

2.0 Scope

a) ~~Submittals are the means by which the design intent is communicated and illustrated and shall contain items documented herein.~~ Requirements and procedures for Submittals.

2.1 Included

a) ~~Submittals~~ Manufacturer/Supplier Responsibility

- AWI Performance Quality Test Reports
- Drawings (~~Shop Drawings~~ Within this Standard use of the term “drawing” or “drawings” refers solely to illustrations submitted to communicate interpretation of design intent indicated in the project’s contract documents)
- Samples and Mock-Ups

b) General Contractor Responsibility

c) Design Professional Responsibility

2.2 Not Included

a) Production Drawings

3.0 Requirements

3.1 General

a) The following Submittal requirements shall be met unless a project's contract documents indicate otherwise.

b) Should a conflict be discovered within this standard, the least restrictive requirement shall prevail.

c) Any term used herein that is defined by the AWI Glossary uses only that definition for conformance to this standard.

3.1.1 Measurements

n) This standard is written with the International System of Units (SI) followed by the United States customary system of measurement in brackets.

o) The system of measurement used in the project's original contract documents and architectural drawings shall dictate which system of measurement within these standards is used for verification of compliance.

p) The United States customary measurement is typically a "soft" conversion of the SI measurement. In order to make the SI number more conceptually coherent and consistent, most conversions for less than 152.4 mm [6″] in dimension are "soft" converted to the nearest 0.1 mm. For measurements equal to or greater than 152.4 mm [6″], the "soft" value is converted to the nearest 1 mm.

3.1.2 Special Requirements

a) ~~Shall be included when specified in the contract documents (special requirements include moisture resistant materials, fire retardant materials, seismic installation).~~ When seismic construction and/or installation is required for Product, such requirements and details shall be specified in the contract documents and illustrated in Submittals.

b) ~~When seismic installation is required, such requirements and details shall be specified in the contract documents.~~ Requirements for Product, such as moisture-resistant or fire-retardant materials, shall be specified in the contract documents and illustrated in Submittals.

3.2 Manufacturer/Supplier Responsibility

a) Submittals shall be provided to the ~~general contractor, design professional, and/or owner~~ party(ies) indicated in the contract documents for review ~~prior to fabrication. Submittals are the intellectual property of the manufacturer/supplier~~ and approval.

b) ~~The manufacturer/supplier may make technical suggestions and raise questions with the design professional.~~ Manufacturer/supplier shall receive an approved copy of Submittals prior to beginning any portion of the Work.

c) ~~The manufacturer/supplier may make technical suggestions and raise questions with the design professional.~~

c) ~~Changes~~ Proposed changes and/or substitutions to material and/or design shall be specifically identified within the ~~submittal package~~ Submittal.

d) Changes and/or substitutions incorporated into ~~shop~~ drawings shall not by itself constitute a request for approval.

- ~~Means and methods of manufacturing shall not be considered material changes unless otherwise detailed in the specifications.~~

~~e) Descriptions of substitutions and/or change requests from contract requirements shall be itemized separately from the drawings and shall be submitted no later than the time of the Submittal. Descriptions of substitutions shall include:~~

- ~~Reason for the change request~~
- ~~Impact to schedule~~
- ~~Cost impact~~
- ~~Impact to other trades~~

e) The manufacturer/supplier shall request approval of each proposed change and/or substitution by submitting a formal request for approval.

3.2.1 AWI Performance Quality Test Reports

a) AWI Performance Quality Test Reports shall be included as applicable.

3.2.2 Drawings, General

~~a) Drawings shall contain the items herein, as applicable.~~

~~b) Minimum scale for drawings shall be:~~

~~View~~	~~Ratio~~	~~Scale~~
~~Reference Plan~~	~~1:50~~	~~6.4 mm [.250″] = 305 mm [12″]~~
~~Plan & Elevations~~	~~1:20~~	~~9.5 mm [.375″] = 305 mm [12″]~~
~~Sections~~	~~1:10~~	~~38.1 mm [1.50″] = 305 mm [12″]~~
~~Details~~	~~1:4~~	~~76.2 mm [3″] = 305 mm [12″]~~

a) Scale used shall comply with those specified within contract documents. In absence of specification, scale shall be consistent and sufficient to clearly communicate interpretation of design intent. Recommended drawing scales are:

Architectural Scale			**Common Uses**
1/16″	=	1′ 0″	Reference Plan (Floorplan)
3/32″	=	1′ 0″	Reference Plan (Floorplan)
1/8″	=	1′ 0″	Reference Plan (Floorplan)
3/16″	=	1′ 0″	Reference Plan (Floorplan)
1/4″	=	1′ 0″	Reference Plan (Floorplan), Plan
3/8″	=	1′ 0″	Plan, Elevation
1/2″	=	1′ 0″	Plan, Elevation
3/4″	=	1′ 0″	Plan, Elevation, Section
1″	=	1′ 0″	Plan, Elevation, Section
1½″	=	1′ 0″	Section
3″	=	1′ 0″	Section, Detail
6″	=	1′ 0″	Detail
1’0″	=	1′ 0″	Detail

Metric Scale (Ratio)	**Common Uses**
1:100	Reference Plan (Floorplan)
1:50	Reference Plan (Floorplan), Plan
1:30	Plan, Elevation
1:20	Plan, Elevation, Section
1:10	Section
1:5	Section, Detail
1:2	Detail
1:1	Detail

b) Hard copy drawing sheets shall be a minimum of ~~279 mm x 432 mm [11″ x 17″]~~ A3 (279 mm x 420 mm) or Tabloid/Ledger (11″ x 17″). Each sheet shall be ~~sequentially numbered~~ uniquely identified and ~~dated~~ include date and revisions.

c) Electronic submittal drawings shall be ~~in~~ PDF ~~format~~.

d) ~~Printed~~ Hard copy submittal drawings shall include two sets.

~~e) Drawings shall be submitted to the general contractor for review and approval by the design professional.~~

~~f) Within ten days of submittal, stamped drawings shall be returned to the manufacturer/supplier.~~

e) Drawings shall include a reference plan indicating the location of each Product as well as the relationship of Product to the building or its architectural features.

3.2.2.1 Cover or Title Sheet

a) A cover or title sheet is required and shall include the following as applicable:

- Project name
- Project address
- Specified AWI Aesthetic Performance
- Specified AWI Performance Duty Level
- QCP registration number and license scope
- List of contact information, including phone numbers and email addresses of the:
  - Design professional ~~firm~~
  - General contractor
  - Manufacturer/supplier
  - ~~Installation firm~~ Installer (if other than manufacturer/supplier)
  - ~~Finish firm~~ Finisher (if other than manufacturer/supplier)

3.2.2.2 Table of Contents

a) ~~The~~ A table of contents shall be provided and include ~~the~~ at a minimum a list of titles and page numbers ~~of all items contained in the submittal package~~.

3.2.2.3 Drawings, Casework

~~a) AWI Performance Quality Test Reports shall be included as applicable.~~

a) ~~Shall be shown in~~ Plan, elevation, and section views shall be shown with dimensions necessary to ~~construct Product~~ convey interpretation of design intent. Views shall include ~~construction method~~ fabrication methods, including joinery, material~~s~~, and component~~s~~ details.

b) Details need not be drawn if ~~properly~~ referenced to a supplementary document.

c) ~~Shall indicate~~ Panel core type and thickness shall be indicated.

d) ~~Shall include~~ Veneer species, cut, leaf match/balance, panel match, and ~~room match~~ sequence matching for transparent finish shall be included and, if specified, flitch number and supplier shall be included.

e) ~~Shall include~~ Solid wood species and cut shall be included.

f) Finishing technology shall be include~~d finishing technology, color, and sheen~~ in accordance with ANSI/AWI 0400 Factory Finishing (latest edition).

g) Decorative laminate ~~shall include the~~ manufacturer, product #, ~~thickness,~~ color, and ~~ISO-4586~~ grade shall be included.

h) ~~Shall indicate~~ Orientation of grain and/or directional pattern shall be indicated.

i) ~~Shall include identification of~~ Exposed, semi-exposed, and concealed surface materials shall be identified.

j) ~~Shall indicate~~ Edgebanding material and thickness shall be indicated.

k) ~~Shall include~~ Provision for field dimensions shall be included.

l) Location of blocking ~~or~~ and strapping shall be shown ~~on elevations~~ with dimensions above finished floor ~~(A.F.F.)~~.

~~m) Shall include details showing method of installation.~~

m) ~~Shall include~~ A section ~~of each cabinet type or configuration~~ of typical cabinet types and configurations shall be included.

n) Sections illustrating dust/security panels shall be included.

o) Moulding profiles shall be shown at full scale.

p) Fillers and scribes shall be illustrated.

q) ~~Shall include~~ Drawer box construction including materials and dimensions shall be included.

r) ~~Shall include~~ Door construction including materials and dimensions shall be included.

s) ~~Shall include~~ Hardware schedule shall be included.

t) Adhesives shall be include~~d adhesive type(s) for panel layup~~.

3.2.2.4 Drawings, Countertops

a) ~~Shall be shown in~~ Plan, elevation, and section views shall be shown with dimensions necessary to ~~construct Product~~ convey interpretation of design intent. Views shall include ~~construction method, joinery,~~ material~~s,~~ and component~~s~~ details.

b) Details need not be drawn if ~~properly~~ referenced to a supplementary document.

c) ~~Shall indicate~~ Panel core type and thickness shall be indicated.

d) ~~Shall include~~ Veneer species, cut, leaf match/balance, panel match, and ~~room match~~ sequence matching for transparent finish shall be included and, if specified, flitch number and supplier shall be included.

e) ~~Shall include~~ Solid wood species and cut shall be included.

f) Finishing technology shall be included ~~finishing technology, color, and sheen~~ in accordance with ANSI/AWI 0400 Factory Finishing (latest edition).

g) Decorative laminate ~~shall include the~~ manufacturer, product #, ~~thickness,~~ color, and ~~ISO 4586~~ grade shall be included.

h) ~~Shall indicate~~ Orientation of grain and/or directional pattern shall be indicated.

i) ~~Shall include identification of~~ Exposed~~, semi-exposed,~~ and concealed surface materials shall be identified.

j) ~~Shall indicate~~ Edgebanding material and thickness shall be indicated.

k) ~~Shall include~~ Provision for field dimensions shall be included.

l) Location of blocking ~~or~~ and strapping shall be shown ~~on elevations~~ with dimensions above finished floor ~~(A.F.F.)~~.

~~m) Shall include details showing method of installation.~~

~~n) Shall include attachment method to casework.~~

m) ~~Shall include~~ Location ~~and attachment for~~ of support brackets ~~(with notation if furnished by others)~~ shall be included.

n) ~~Shall indicate~~ Field joints and type shall be indicated.

o) ~~Shall indicate~~ Sink size, type, and location shall be indicated if provided to manufacturer/supplier prior to shop drawing submittal.

p) ~~Shall indicate~~ Sealing compound type used at sink and other areas subject to excessive moisture shall be indicated.

q) Moulding profiles shall be shown at full scale.

r) ~~Shall include~~ Hardware schedule shall be included.

s) Adhesives shall be included ~~adhesive type(s) for panel layup~~.

3.2.2.5 Drawings, Wood Paneling

a) ~~Shall be shown in~~ Plan, elevation, and section views shall be shown with dimensions necessary to ~~construct Product~~ convey interpretation of design intent. Views shall include vertical and horizontal sections, corner joints (both inside and outside), panel to panel joints, panel to base or floor joint, panel to crown or ceiling joint, ~~construction method,~~ panel to adjacent surfaces, joinery, materials, and components.

b) Details need not be drawn if ~~properly~~ referenced to a supplementary document.

c) ~~Shall indicate~~ Panel core type and thickness shall be indicated.

d) ~~Shall include~~ Veneer species, cut, leaf match/balance, panel match, and ~~room match~~ sequence matching for transparent finish shall be included and, if specified, flitch number and supplier shall be included.

e) ~~Shall include~~ Solid wood species and cut shall be included.

f) Finishing technology shall be included ~~finishing technology, color, and sheen~~ in accordance with ANSI/AWI 0400 Factory Finishing (latest edition).

g) Decorative laminate ~~shall include the~~ manufacturer, product #, ~~thickness,~~ color, and ~~ISO 4586~~ grade shall be included.

h) ~~Shall indicate~~ Orientation of grain and/or directional pattern shall be indicated.

i) ~~Shall include identification of~~ Exposed~~, semi-exposed,~~ and concealed surface materials shall be identified.

j) ~~Shall indicate~~ Edgebanding material and thickness shall be indicated.

k) ~~Shall include~~ Provision for field dimensions shall be included.

l) Location of blocking ~~or~~ and strapping shall be shown ~~on elevations~~ with dimensions above finished floor ~~(A.F.F.)~~.

~~m) Shall include details showing method of installation.~~

m) Doors sequenced within a panel set shall be indicated.

n) Moulding profiles shall be shown at full scale.

o) ~~Shall include~~ Hardware schedule shall be included.

p) Adhesives shall be included ~~adhesive type(s) for panel layup~~.

3.2.2.6 Drawings, Millwork and Wood Trim

a) ~~Shall be shown in~~ Plan, elevation, and section views shall be shown with dimensions necessary to ~~construct Product~~ convey interpretation of design intent. Views shall include vertical and horizontal sections, corner joints (both inside and outside), panel joints, base or floor joints, crown or ceiling joints, ~~construction method,~~ joinery, materials, and components.

b) Details need not be drawn if referenced to a supplementary document.

c) Column, pilaster, cornice, finial, and/or pediment construction details shall include opening number and location.

~~d) Details need not be drawn if properly referenced to a supplementary document.~~

e) ~~Shall indicate~~ Panel core type and thickness shall be indicated.

f) ~~Shall include~~ Veneer species, cut, leaf match/balance, panel match, and ~~room match~~ sequence matching for transparent finish shall be included and, if specified, flitch number and supplier shall be included.

g) ~~Shall include~~ Solid wood species and cut shall be included.

h) Finishing technology shall be included ~~finishing technology, color, and sheen~~ in accordance with ANSI/AWI 0400 Factory Finishing (latest edition).

i) Decorative laminate ~~shall include the~~ manufacturer, product #, ~~thickness,~~ color, and ~~ISO 4586~~ grade shall be included.

j) ~~Shall indicate~~ Orientation of grain and/or directional pattern shall be indicated.

k) ~~Shall include identification of~~ Exposed~~, semi-exposed,~~ and concealed surface materials shall be identified.

l) ~~Shall indicate~~ Edgebanding material and thickness shall be indicated.

m) ~~Shall include~~ Provision for field dimensions shall be included.

n) Location of blocking ~~or~~ and strapping shall be shown ~~on elevations~~ with dimensions above finished floor ~~(A.F.F.)~~.

~~o) Shall include details showing method of installation.~~

o) ~~Shall include~~ A trim schedule for each room or area shall be included.

p) Moulding profiles shall be shown at full scale.

q) ~~Shall include~~ Hardware schedule shall be included.

r) Adhesives shall be included ~~adhesive type(s) for panel layup~~.

3.2.2.7 Drawings, Wood Frames

a) ~~Shall be shown in~~ Plan, elevation, and section views shall be shown with dimensions necessary to ~~construct Product~~ convey interpretation of design intent. Views shall include ~~construction method,~~ joinery, materials, and components.

b) Details need not be drawn if ~~properly~~ referenced to a supplementary document.

c) ~~Shall indicate~~ Panel core type and thickness shall be indicated.

d) ~~Shall include~~ Veneer species, cut, leaf match/balance, panel match, and ~~room match~~ sequence matching for transparent finish shall be included and, if specified, flitch number and supplier shall be included.

e) ~~Shall include~~ Solid wood species and cut shall be included.

f) Finishing technology shall be included ~~finishing technology, color, and sheen~~ in accordance with ANSI/AWI 0400 Factory Finishing (latest edition).

g) Decorative laminate ~~shall include the~~ manufacturer, product #, ~~thickness,~~ color, and ~~ISO 4586~~ grade shall be included.

h) ~~Shall indicate~~ Orientation of grain and/or directional pattern shall be indicated.

i) ~~Shall include identification of~~ Exposed~~, semi-exposed,~~ and concealed surface materials shall be identified.

j) ~~Shall indicate~~ Edgebanding material and thickness shall be indicated.

k) ~~Shall include~~ Provision for field dimensions shall be included.

l) Location of blocking ~~or~~ and strapping shall be shown ~~on elevations~~ with dimensions above finished floor ~~(A.F.F.)~~.

~~m) Shall include details showing method of installation.~~

m) ~~Shall include~~ A frame schedule for each room or area shall be included.

n) Moulding profiles shall be shown at full scale.

o) ~~Shall include~~ Hardware schedule shall be included.

p) Adhesives shall be included ~~adhesive type(s) for panel layup~~.

3.2.2.8 Drawings, Wood Stair, Handrail, and Guard Systems

a) ~~Shall be shown in~~ Plan, elevation, and section views shall be shown with dimensions necessary to ~~construct Product~~ convey interpretation of design intent. Views shall include ~~construction method,~~ joinery, materials, and components.

b) Details need not be drawn if referenced to a supplementary document.

c) ~~Plan and elevation~~ Section views shall include rise and run of stair system, with dimensions of treads and risers and railing height.

d) Balustrade sections shall be included.

e) Method of handrail and other hardware attachments shall be included in sections and details.

f) ~~Shall include~~ Locations of field joints for multiple-member stringers, risers, and treads (if such pieces can not be made out of one piece of material in length) shall be included.

~~g) Details need not be drawn if properly referenced to a supplementary document.~~

h) ~~Shall indicate~~ Panel core type and thickness shall be indicated.

i) ~~Shall include~~ Veneer species, cut, leaf match/balance, panel match, and ~~room match~~ sequence matching for transparent finish shall be included and, if specified, flitch number and supplier shall be included.

j) ~~Shall include~~ Solid wood species and cut shall be included.

k) Finishing technology shall be included ~~finishing technology, color, and sheen~~ in accordance with ANSI/AWI 0400 Factory Finishing (latest edition).

l) Decorative laminate ~~shall include the~~ manufacturer, product #, ~~thickness,~~ color, and ~~ISO 4586~~ grade shall be included.

m) ~~Shall indicate~~ Orientation of grain and/or directional pattern shall be indicated.

n) ~~Shall include~~ Exposed, semi-exposed, and concealed surface materials shall be identified.

o) ~~Shall indicate~~ Edgebanding material and thickness shall be indicated.

p) ~~Shall include~~ Provision for field dimensions shall be included.

q) Location of blocking ~~or~~ and strapping shall be shown ~~on elevations~~ with dimensions above finished floor ~~(A.F.F.)~~.

~~r) Shall include details showing method of installation.~~

r) ~~Shall indicate~~ location and size of platforms and intermediate landings shall be indicated.

s) ~~Shall include~~ details and specifications of landing nosing and landing treads shall be included.

t) ~~Shall include code compliant~~ handrail and guard systems details shall be included.

u) Handrail profiles shall be shown at full scale.

v) Moulding profiles shall be shown at full scale.

w) ~~Shall include~~ Hardware schedule shall be included.

x) Adhesives shall be included ~~adhesive type(s) for panel layup~~.

y) Engineer seals shall be provided by the manufacturer/supplier if required in the contract documents.

3.2.3 Samples and Mock-Ups

a) Sample requirements are the same for all items regardless of the aesthetic grade specified.

b) Samples shall be provided as required by the contract documents.

c) Mock-ups shall be provided as required by the contract documents.

3.2.3.1 Samples, Hardware

a) If required, shall include one of each decorative and functional item, unless additional are required by the contract documents.

3.2.3.2 Samples, Finishing

a) Shall be on material representative of that used for the project and bear a label identifying the date, project name, design professional, general contractor, manufacturer/supplier, ~~finish firm~~ finisher (if other than the manufacturer/supplier), and finishing technology in accordance with ANSI/AWI 0400 Factory Finishing (latest edition).

b) Panel product samples shall be a minimum of ~~203mm x 203mm [8″ x 8″] and 6.4 mm [.250″] thick~~ 6.4 mm [.250″] thick by 203mm [8″] wide by 203mm [8″] in length.

c) Solid wood samples shall be ~~as wide as practical based on species and cut and shall be~~ a minimum of 19.1 mm [.750″] thick by 76.2 mm [3″] wide by 203 mm [8″] in length.

d) Transparent or stained finish samples require a minimum of three sets, bound together, of three samples each. Samples shall indicate the range of color and grain to be expected for each finish selection.

e) Opaque finish samples require a minimum of three samples for each color selection.

f) One set of approved samples shall be returned to the manufacturer/supplier.

g) Samples shall be protected from light.

3.3 General Contractor Responsibility

a) The general contractor shall maintain~~s~~ responsibility for forwarding the Submittal to the design professional.

b) The general contractor shall maintain~~s~~ responsibility for returning the ~~stamped drawings~~ reviewed and approved Submittal to the manufacturer/supplier ~~within ten days~~.

c) The general contractor shall maintain~~s~~ responsibility for ~~the work of all~~ coordination of work with other trades and assurance that the hold-to/guaranteed dimensions remain enforced.

d) The general contractor shall maintain~~s~~ responsibility for the communication of changes in the project to the manufacturer/supplier.

e) In absence of a general contractor, the owner or owner's designee shall fulfill the general contractor responsibilities.

3.4 Design Professional Responsibility

~~a) Individuals tasked with review of shop drawings should be familiar with Product fabrication and have an understanding or working knowledge of the referenced standard as well as the design concept. One marked copy shall be returned to the general contractor or manufacturer/supplier within 10 days.~~

a) The design professional shall maintain responsibility for review and return of the Submittal to the general contractor consistent with the project schedule.

b) The design professional shall maintain~~s~~ responsibility for compliance of the project's design with building codes and local regulation.

c) The design professional shall provide a sample of the desired finish (suggested minimum of 127 mm [5″] x 203 mm [8″]) ~~indicating the color, sheen, and/or transparency, as applicable~~.

d) In absence of a ~~general contractor~~ design professional, the ~~design professional/~~ owner or owner's designee shall fulfill the ~~general contractor~~ design professional responsibilities.

4.0 Figures / Illustrations

a) This standard does not reference any figures or illustrations.

5.0 Supplemental ~~Information~~

5.1 Glossary

a) The Architectural Woodwork Institute Glossary can be found at awinet.org