

Proposed AWI Standard for Submittals

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WOODWORK
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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) This standard is intended to provide a well-defined degree of control over a project's quality of Submittals.

2.0 Scope

- a) Requirements and procedures for Submittals.

2.1 Included

- a) Manufacturer/Supplier Responsibility
 - AWI Performance Quality Test Reports
 - 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

- a) This standard is written with the International System of Units (SI) followed by the United States customary system of measurement in brackets.
- b) 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.
- c) 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) 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) 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 party(ies) indicated in the contract documents for review and approval.
- b) Manufacturer/supplier shall receive an approved copy of Submittals prior to beginning any portion of the Work.
- c) Proposed changes and/or substitutions to material and/or design shall be specifically identified within the Submittal.
- d) Changes and/or substitutions incorporated into drawings shall not by itself constitute a request for approval.
- 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) 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 A3 (279 mm x 420 mm) or Tabloid/Ledger (11" x 17"). Each sheet shall be uniquely identified and include date and revisions.
- c) Electronic submittal drawings shall be PDF.
- d) Hard copy submittal drawings shall include two sets.
- 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
 - General contractor
 - Manufacturer/supplier
 - Installer (if other than manufacturer/supplier)
 - Finisher (if other than manufacturer/supplier)

3.2.2.2 Table of Contents

- a) A table of contents shall be provided and include at a minimum a list of titles and page numbers.

3.2.2.3 Drawings, Casework

- a) Plan, elevation, and section views shall be shown with dimensions necessary to convey interpretation of design intent. Views shall include ~~fabrication methods, including~~ joinery, material, and component details.
- b) Details need not be drawn if referenced to a supplementary document.
- c) Panel core type and thickness shall be indicated.
- d) Veneer species, cut, leaf match/balance, panel match, and sequence matching for transparent finish shall be included and, if specified, flitch number and supplier shall be included.
- e) Solid wood species and cut shall be included.
- f) Finishing technology shall be included in accordance with ANSI/AWI 0400 Factory Finishing (latest edition).
- g) Decorative laminate manufacturer, product #, color, and grade shall be included.
- h) Orientation of grain and/or directional pattern shall be indicated.
- i) Exposed, semi-exposed, and concealed surface materials shall be identified.
- j) Edgebanding material and thickness shall be indicated.
- k) Provision for field dimensions shall be included.
- l) Location of blocking and strapping shall be shown with dimensions above finished floor.
- m) A section 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) Drawer box construction including materials and dimensions shall be included.
- r) Door construction including materials and dimensions shall be included.
- s) Hardware schedule shall be included.
- t) Adhesives shall be included.
- u) [Shall include details showing method of installation.](#)

3.2.2.4 Drawings, Countertops

- a) Plan, elevation, and section views shall be shown with dimensions necessary to convey interpretation of design intent. Views shall include material and component details.
- b) Details need not be drawn if referenced to a supplementary document.
- c) Panel core type and thickness shall be indicated.
- d) Veneer species, cut, leaf match/balance, panel match, and sequence matching for transparent finish shall be included and, if specified, flitch number and supplier shall be included.
- e) Solid wood species and cut shall be included.
- f) Finishing technology shall be included in accordance with ANSI/AWI 0400 Factory Finishing (latest edition).
- g) Decorative laminate manufacturer, product #, color, and grade shall be included.
- h) Orientation of grain and/or directional pattern shall be indicated.
- i) Exposed and concealed surface materials shall be identified.
- j) Edgebanding material and thickness shall be indicated.
- k) Provision for field dimensions shall be included.
- l) Location of blocking and strapping shall be shown with dimensions above finished floor.
- m) Location of support brackets shall be included.
- n) Field joints and type shall be indicated.
- o) Sink size, type, and location shall be indicated if provided to manufacturer/supplier prior to shop drawing submittal.
- p) 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) Hardware schedule shall be included.
- s) Adhesives shall be included.
- t) [Shall include details showing method of installation.](#)

3.2.2.5 Drawings, Wood Paneling

- a) Plan, elevation, and section views shall be shown with dimensions necessary to 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, panel to adjacent surfaces, joinery, materials, and components.
- b) Details need not be drawn if referenced to a supplementary document.
- c) Panel core type and thickness shall be indicated.
- d) Veneer species, cut, leaf match/balance, panel match, and sequence matching for transparent finish shall be included and, if specified, flitch number and supplier shall be included.
- e) Solid wood species and cut shall be included.
- f) Finishing technology shall be included in accordance with ANSI/AWI 0400 Factory Finishing (latest edition).
- g) Decorative laminate manufacturer, product #, color, and grade shall be included.
- h) Orientation of grain and/or directional pattern shall be indicated.
- i) Exposed and concealed surface materials shall be identified.
- j) Edgebanding material and thickness shall be indicated.
- k) Provision for field dimensions shall be included.
- l) Location of blocking and strapping shall be shown with dimensions above finished floor.
- m) Doors sequenced within a panel set shall be indicated.
- n) Moulding profiles shall be shown at full scale.
- o) Hardware schedule shall be included.
- p) Adhesives shall be included.
- q) [Shall include details showing method of installation.](#)

3.2.2.6 Drawings, Millwork and Wood Trim

- a) Plan, elevation, and section views shall be shown with dimensions necessary to 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, 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) Panel core type and thickness shall be indicated.
- e) Veneer species, cut, leaf match/balance, panel match, and sequence matching for transparent finish shall be included and, if specified, flitch number and supplier shall be included.
- f) Solid wood species and cut shall be included.
- g) Finishing technology shall be included in accordance with ANSI/AWI 0400 Factory Finishing (latest edition).
- h) Decorative laminate manufacturer, product #, color, and grade shall be included.
- i) Orientation of grain and/or directional pattern shall be indicated.
- j) Exposed and concealed surface materials shall be identified.
- k) Edgebanding material and thickness shall be indicated.
- l) Provision for field dimensions shall be included.
- m) Location of blocking and strapping shall be shown with dimensions above finished floor.
- n) A trim schedule for each room or area shall be included.
- o) Moulding profiles shall be shown at full scale.
- p) Hardware schedule shall be included.
- q) Adhesives shall be included.
- r) [Shall include details showing method of installation.](#)

3.2.2.7 Drawings, Wood Frames

- a) Plan, elevation, and section views shall be shown with dimensions necessary to convey interpretation of design intent. Views shall include joinery, materials, and components.
- b) Details need not be drawn if referenced to a supplementary document.
- c) Panel core type and thickness shall be indicated.
- d) Veneer species, cut, leaf match/balance, panel match, and sequence matching for transparent finish shall be included and, if specified, flitch number and supplier shall be included.
- e) Solid wood species and cut shall be included.
- f) Finishing technology shall be included in accordance with ANSI/AWI 0400 Factory Finishing (latest edition).
- g) Decorative laminate manufacturer, product #, color, and grade shall be included.
- h) Orientation of grain and/or directional pattern shall be indicated.
- i) Exposed and concealed surface materials shall be identified.
- j) Edgbanding material and thickness shall be indicated.
- k) Provision for field dimensions shall be included.
- l) Location of blocking and strapping shall be shown with dimensions above finished floor.
- m) A frame schedule for each room or area shall be included.
- n) Moulding profiles shall be shown at full scale.
- o) Hardware schedule shall be included.
- p) Adhesives shall be included.
- q) [Shall include details showing method of installation.](#)

3.2.2.8 Drawings, Wood Stair, Handrail, and Guard Systems

- a) Plan, elevation, and section views shall be shown with dimensions necessary to convey interpretation of design intent. Views shall include joinery, materials, and components.
- b) Details need not be drawn if referenced to a supplementary document.
- c) 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) 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) Panel core type and thickness shall be indicated.
- h) Veneer species, cut, leaf match/balance, panel match, and sequence matching for transparent finish shall be included and, if specified, flitch number and supplier shall be included.
- i) Solid wood species and cut shall be included.
- j) Finishing technology shall be included in accordance with ANSI/AWI 0400 Factory Finishing (latest edition).
- k) Decorative laminate manufacturer, product #, color, and grade shall be included.
- l) Orientation of grain and/or directional pattern shall be indicated.
- m) Exposed, semi-exposed, and concealed surface materials shall be identified.
- n) Edgebanding material and thickness shall be indicated.
- o) Provision for field dimensions shall be included.
- p) Location of blocking and strapping shall be shown with dimensions above finished floor.
- q) Location and size of platforms and intermediate landings shall be indicated.
- r) Details and specifications of landing nosing and landing treads shall be included.
- s) Handrail and guard systems details shall be included.
- t) Handrail profiles shall be shown at full scale.

- u) Moulding profiles shall be shown at full scale.
- v) Hardware schedule shall be included.
- w) Adhesives shall be included.
- x) Engineer seals shall be provided by the manufacturer/supplier if required in the contract documents.
- y) Shall include details showing method of installation.

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, 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 6.4 mm [.250"] thick by 203mm [8"] wide by 203mm [8"] in length.
- c) Solid wood samples 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 responsibility for forwarding the Submittal to the design professional.
- b) The general contractor shall maintain responsibility for returning the reviewed and approved Submittal to the manufacturer/supplier.
- c) The general contractor shall maintain responsibility for coordination of work with other trades and assurance that the hold-to/guaranteed dimensions remain enforced.
- d) The general contractor shall maintain 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) 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 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"]).
- d) In absence of a design professional, the owner or owner's designee shall fulfill the design professional responsibilities.

4.0 Figures / Illustrations

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

5.0 Supplemental

5.1 Glossary

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