



# REQUEST FOR INSPECTION FORM

Name of project: \_\_\_\_\_

Owner: \_\_\_\_\_

Project Site Address: \_\_\_\_\_

Architect/Designer: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Architectural Woodwork Supplier: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Name of MSQ certified owner/manager and certification date: \_\_\_\_\_

Architectural Woodwork Installed by: \_\_\_\_\_

Architectural Woodwork Finished by: \_\_\_\_\_

Finished at:                      Shop                      Site                      (Check one)

**AMOUNT OF MILLWORK CONTRACT:** \$ \_\_\_\_\_

Date of tender: \_\_\_\_\_

Is this a phased project? \_\_\_\_\_

Special comments: \_\_\_\_\_

\_\_\_\_\_

**APPROXIMATE SCHEDULE**

**CONTRACT ITEMS IN VARIANCE TO THE AWS**

1. Shop Drawings ready for review: \_\_\_\_\_

1. \_\_\_\_\_

2. Typical unit ready for inspection: \_\_\_\_\_

2. \_\_\_\_\_

3. Installation starts: \_\_\_\_\_

3. \_\_\_\_\_

4. Installation complete: \_\_\_\_\_

4. \_\_\_\_\_

The undersigned manufacturer or firm agrees to pay the Architectural Woodwork Manufacturers Association of Canada (local chapter) the inspection fee based on the contract price shown above, or the contract price at date of substantial completion, if greater. Further, it is agreed that costs for extra inspections as a result of deficiencies noted on a final inspection report will be the manufacturer's responsibility. ***AWMAC member firms will be invoiced as Inspection Reports are released. Payments from non-member firms must be received before Inspection Reports are released.***

**NOTE: THE ARCHITECTURAL WOODWORKER IS REQUIRED TO TAKE TEMPERATURE AND HUMIDITY READINGS WHEN ON SITE. CALL THE CHAPTER OFFICE FOR A TEMPERATURE AND HUMIDITY FORM.**

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

ASSIGNED INSPECTOR: \_\_\_\_\_

**SHOP DRAWINGS, MATERIALS AND METHODS, AND ALL PERTINENT PROJECT DOCUMENTS TO BE DELIVERED TO THE AWMAC CHAPTER OFFICE.**