**(AREA) CHAPTER**

**GUARANTEE AND INSPECTION SERVICE   
REPORT #\_\_ – SUBMITTAL REVIEW  
AWMAC MEMBER**

DATE: Date

INSPECTOR: Name

PROJECT NAME: Name

LOCATION: Address

INSPECTION REQUESTED BY: Specifications

AWMAC GRADE: Custom

**DESIGN PROFESSIONAL**: Company

Contact Name / Phone: Person / phone

Contact Email: Email

**GENERAL CONTRACTOR**: Company

Contact Name / Phone: Person / phone

Contact Email: Email

**ARCHITECTURAL WOODWORK**

**MANUFACTURER**: Company

Contact Name / Phone: Person / phone

Contact Email: Email

**DOCUMENTS RECEIVED AND REVIEWED:**

* Request for Inspection Form
* Design professional reviewed shop drawings, complete with cover page; pages – to –
* Highlighted floor plans
* Relevant section of the specifications and addenda (list addenda number) (list only items that you have received)

This inspection is for the sole purpose of ascertaining conformance to ***AWMAC’s STANDARDS***, current edition at time of tender (Edition 2, 2014 ***or*** Edition 3.1, 2017). Review does not relieve the manufacturer and all other contracted parties of their responsibility to meet the requirements of the contract documents. In the absence of contract specifications the *AWMAC’s STANDARDS* default custom grade will apply.

**TEMPERATURE AND HUMIDITY CONSIDERATIONS**

It is the responsibility of the general contractor to ensure that the site conditions meet the AWMAC’s STANDARDS prior to delivery and installation of the woodwork to the job-site.

All wood, composite wood and plastic laminate products are hygroscopic and will change dimensionally if a constant temperature and humidity environment is not maintained. AWMAC will not guarantee any defects due to dimensional change if the proper site environment is not maintained.

Readings must be taken on a regular basis by the architectural woodwork manufacturer or installer and a record sent to the AWMAC chapter office when applying for the guarantee. Please see the *AWMAC’s STANDARDS* manual, Section 2, Care and Storage.

**SCOPE OF WORK**

(add scope of work here)

1. The following sections were reviewed:

**Shop Drawing Review Compliance Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section** | **Compliant** | **Conditionally Compliant**  **See B&C** | **In Variance See D** | **Not Compliant See E** | **Not Included in Scope of Work** |
| 1. **Submittals** |  |  |  |  |  |
| 1. **Finishing** |  |  |  |  |  |
| 1. **Millwork** |  |  |  |  |  |
| 1. **Stairs & Rails** |  |  |  |  |  |
| 1. **Wall & Ceiling Surfacing** |  |  |  |  |  |
| 1. **Doors** |  |  |  |  |  |
| 1. **Casework** |  |  |  |  |  |
| 1. **Countertops** |  |  |  |  |  |
| 1. **Historical Restoration** |  |  |  |  |  |

1. The shop drawings, as submitted, must meet the requirements as outlined in Section 1 of the *AWMAC’s STANDARDS*. The following information is not indicated:
2. (i.e. missing details like cross section)

**Please submit the above information to the AWMAC chapter office.**

OR

**Please re-submit shop drawings with the above information to the AWMAC chapter office. Highlight or bubble each revision.**

OR

**Please re-submit complete shop drawings to the requirements as stated in AWMAC’s STANDARDS Section 1 for a second shop drawing report.**

**(Note to inspectors: choose one of the above statements and delete the other; or, if completely compliant, delete both and put N/A beside #1)**

1. Conditionally compliant except for these details:
2. (i.e. 50 lb. load bearing slides for file drawers are not compliant
3. As a courtesy it was noted that the following items, as recorded in the shop drawings, are compliant to the *AWMAC’s STANDARDS* but in variance to the contract specifications.
4. (i.e. line boring for shelf holes when contract documents state shelf standards)
5. The following contract specified items as noted in the shop drawings, are not referenced in the AWMAC’s STANDARDS and, therefore, are excluded from an AWMAC guarantee:
6. (i.e. ¼ inch thick core for wall paneling for premium grade)

Note: If the design professional, as part of the contract documents, deviates from the Standards, the contract documents take precedence over the Standards.

**INSPECTOR’S ADDITIONAL COMMENTS**

(add any comments here)

A mock-up unit inspection is/is not specified. Please notify the Inspector and the AWMAC Chapter office when a mock-up unit is ready for inspection OR Please notify the Inspector and the AWMAC (Your) Chapter office when ready for the interim/final inspection.

ARCHITECTURAL WOODWORK MANUFACTURERS ASSOCIATION OF CANADA   
(Your) Chapter

Signature of Inspector

Name of Inspector

AWMAC Certified GIS Inspector

cc: Design Professional, General Contractor, Architectural Woodwork Manufacturer.

cc: AWMAC Chapter Office: Name / Email

Please acknowledge receipt and review of this report by signing below and return the report to the AWMAC (Your) Chapter office at (Email)

DESIGN PROFESSIONAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTRACTOR: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARCHITECTURAL WOODWORK MANUFACTURER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you.