



## TECHNICAL COMMITTEE POLICY

The AWMAC BC Office has been receiving a greater number of calls from Designers, Architects and General Contractors asking technical questions about the architectural woodwork standards.

A Technical Committee of 4-5 people has been struck to be available to answer these questions. Members on the committee will have an excellent understanding of the current AWMAC's STANDARDS and sign a conflict of interest policy. They can, but are not required to, be a member of the Board of Directors. Procedure is as follows:

1. Office receives the request for information and records the company and contact information.
2. Office records the statement/question and determines if this is a request for an Expert Opinion or a request for an answer to a technical question. If Expert Opinion, the office will follow Expert Opinion procedures.
3. If a technical question, the office determines if it is an active GIS job. If GIS, the request for information will be sent to the GIS committee. (If any questions/disputes are regarding AWMAC's STANDARDS, the GIS Committee shall forward to the national Manual Committee).
4. If it is not a GIS job, the office, at their discretion, will research the question, clip & copy potential answer and cite page # from the current AWMAC's STANDARDS (at time of project tender). If the response does not answer the question or the office believes the issue at hand is beyond their expertise, office will proceed to 5.
  - a. Office will batch the month's responses and send them to the Technical Committee for review and comment on a monthly basis.
5. Office will send the contact and request for information to two members of the Technical Committee (on a rotating basis), one being the prime responder, the second to review and ensure the determination(s) are correct (on a rotating basis), with a follow up call within one day.
  - TC member contacts the inquiring person for more detail.
  - If the information can be relayed verbally, the TC member does so, informs the office *in writing* of the correct answer and confirms that the request for information has been satisfied.
  - If a written explanation is necessary the answer will be crafted by the TC prime member contacted, reviewed by second TC member, citing the current edition of the AWMAC's STANDARDS page and item number. The collaboration will be sent to the office for final editing and released on AWMAC letterhead or email. Note that all written communication must be copied to the AWMAC BC office. The full TC Committee will be copied on the final answer.
6. Office will include in the email with the final answer an invitation for a complimentary Lunch and Learn and a digital copy of the most current manual, if they do not already have one.
7. Office records date of inquiry, company and contact information, answer and the date request for information was satisfied.
8. This will be a complimentary service to our stakeholders.
9. All correspondence will be digitally saved at the AWMAC office.