

QUALITY ASSURANCE OPTIONS

(continued)

GUIDE SPECIFICATIONS - www.woodworkinstitute.com/publications; click on the "Guide Specifications" link to further explore.

The Institute offers annotated guide specifications in Microsoft Word format (using its "hidden text" feature), for CSI Sections:

- 06 41 00 - Wood and Laminate Casework
- 12 35 53 - Laboratory Casework
- 06 42 00 - Paneling
- 06 46 00 - Wood Trim
- 08 13 00 - Wood Doors

The Institute also offers these same Guide Specifications with LEED credit enhancement.

CABINET DESIGN SERIES (CDS) - www.woodworkinstitute.com/designer; click "more" under Cabinet Design Series.

The Institute has developed a series of numbered cabinet designs that are available for ease of specification and drawing. This numbered cabinet system was adopted and incorporated into the *Architectural Woodwork Standards* (AWS). A numerical/elevation key to the CDS may be found in Appendix A of the AWS.

Both Autodesk Revit Families and Autocad ".Dwg / .Dxf" files of the CDS elevations may be found on the CD furnished with the AWS or on our website at www.woodworkinstitute.com, for use by design professionals in development of a project's architectural drawings, and/or millwork fabricators in development of their shop drawings.

CDS cabinets may be specified by number to a specific size requirement on the plan-view drawings without having to draw elevations. They are drawn as Type A construction, flush overlay Style 1 interface, with integral finished ends and scribes at wall-to-wall installations not exceeding 1-1/2" (38.1 Mm) in width.

CDS access is free of cost and accessible to all.

PRODUCT REVIEW AND ACKNOWLEDGEMENT - www.woodworkinstitute.com/products.

The Institute offers an AWS compliant product review and acknowledgement service to manufacturers and distributors of millwork components, such as panel products, hardware, etc. The review process compares the submitted products physical and technical attributes to the minimum applicable requirements of the AWS and requires independent testing in some cases.

Manufacturers or distributors of submitted products that are deemed compliant to the AWS are issued a letter of acknowledgement by the Institute. Acknowledged products of WI Members are conveniently listed on our website at www.woodworkinstitute.com, for easy reference for both design / specification professionals and millwork manufacturers.

CONSULTING SERVICE

The Institute offers its resources and the expertise of its Directors of Architectural Services (DAS) field staff, to all design professionals as requested, for consultation on project design and specification development. Consulting service is free of cost and may be requested by contacting a local DAS. A listing of DAS can be found at www.woodworkinstitute.com, or by contacting the WI Administrative Office at 916-372-9943.

QUALITY ASSURANCE OPTIONS

(continued)

CERTIFIED COMPLIANCE PROGRAM (CCP) - www.woodworkinstitute.com/certification; click on "CCP".

The Certified Compliance Program (CCP) is an established discipline of quality control, for use in conjunction with the *Architectural Woodwork Standards* (AWS), which provides a non-biased means of confirming conformance to a project's plans and specifications. CCP, together with the use of the desired Grade(s) in the specifications, will save time and thus money. The CCP is a means of assuring the quality designed is adhered to by informing everyone that you are requiring verification.

Specification of the CCP in no way restricts bidding or bidders. Anyone may use the Institute's inspection service without requirement of being a member or licensee. The cost of Certified Compliance is a small price to pay for the added quality assurance.

The CCP is a flat rate fee program honored on any projects located within the Institute's service area of Arizona, California, Nevada, and Oregon or throughout the continental United States on projects when such is specified by design professionals from our service area. Additional costs will be charged for Certified Compliance on projects not meeting the above requirements.

Certified shop drawings make the review process easier and saves time by eliminating the need to check fabrication details. When Certified shop drawings are received for review, it's already assumed that they conform to the projects specifications and the AWS requirements. This allows verification of the design intent to be the primary concern. Evidence of Certification is provided by means of an individually serial numbered Shop Drawing Certified Compliance Label, attached to the first page of the original shop drawing set.

Certified millwork and installation confirms that the furnished and/or installed millwork products conform to the plans, specifications, and AWS for the Grade(s) specified, adding the confidence that you and your client are getting what was specified and what you are paying for. Evidence of Certification for millwork products and/or installation is provided primarily by issuance of a Certified Compliance Certificate, listing the items certified, the applicable Grade(s), and whether installation is included. Additionally, each elevation of casework and/or countertops shall bear an individually serial numbered Certified Compliance Label, if so specified.

When CCP is specified, the Institute or its Licensees will inspect shop drawings, fabricated product, factory finishing, and/or installation to assure that it complies with the AWS, plans, specifications, and other contract documents.

Certified Compliance Licensing is available to all qualified fabricators. By becoming a WI Licensee, the manufacturer and/or installer gives notice that they are committed to quality. WI Licensees must pass a rigid examination and demonstrate their knowledge and ability to supply millwork produced in accordance with the Grade requirements of the AWS. Licensee's activities are monitored, at least annually, to assure their continued compliance with the program.

If a re-inspection is needed, an owner, design professional, contractor, or supplier may submit a written request for a re-inspection of any project performed by a WI Licensee, for which the specifications require the Certified Compliance Certificates and/or Certified Compliance Labels, to the Administrative Office of the Institute. The Institute will, upon receipt of such request and within a reasonable length of time, send a qualified WI inspector to re-inspect the work in question.

A written report will be furnished to the owner, design professional, contractor, and WI Licensee, detailing any non-compliant conditions found to exist, or confirming that all materials, fabrication, and/or installation are as specified. There is no charge for this service when the millwork or installation has been certified by a WI Licensee, but issuance of any negative findings will be withheld ten (10) working days in order to give the WI Licensee time to correct the negative findings. Any remaining negative findings will then be reported to all parties.