

QUALITY ASSURANCE OPTIONS

(continued)

CERTIFIED COMPLIANCE PROGRAM (CCP) (continued)

Cost Highlights (continued)

Reimbursement for all expenses, including mileage, as applicable at the Federal approved per mile allowance for personal car use, coach class airfare, auto rental, along with reasonable lodging, meals and miscellaneous travel expenses.

To help cover the above, a deposit of \$2,500.00 is required with submittal of a completed "Request For Certification /Inspection Outside Of Arizona, California, Nevada or Oregon" form which can be retrieved online at www.woodworkinstitute.com, or by calling the Administrative Office at 916-372-9943.

MONITORED COMPLIANCE (MCP) - www.woodworkinstitute.com/certification; click on MCP.

The MCP, like the standards and the Certified Compliance Program (CCP), is an established discipline of quality control. Monitored compliance expands on the CCP by providing ongoing review/inspections of the project from its start to certification at completion. It is a quality control program with the control in front, to affirm the quality. Requiring monitored compliance conveys not only is quality expected, it is demanded.

Written progress reports are issued throughout the duration of the project. Shop drawings, millwork products, finishing, and installation (of all involved parties), are progressively inspected for compliance to the contract documents and *Architectural Woodwork Standards (AWS)* for the Grade(s) specified.

MCP in no way limits bidding. Any fabricator or installer, whether a non-member, member, and/or licensee, will be required to comply with the requirements of the MCP. The added cost of monitored compliance is a small amount to pay for the added quality affirmation.

MCP is a percentage fee program honored on any project located within the Institute's service area of Arizona, California, Nevada, and Oregon. Additional staff time, travel, lodging, and meal costs will be charged for Monitored Compliance on projects outside of our service area.

Monitoring inspections address and verify compliance to a project plans, specifications, and *Architectural Woodwork Standards* for the Grade or Grades specified within the following aspects of shop drawings, materials, fabrication, finishing, workmanship, job-site conditions, installation, and attachment blocking.

Shop drawing certification is required and is expanded with the MCP in that the fabricator's shop drawings are compared to the full contract documents, including plans, to verify conformance with the design intent, contract documents, and the *AWS* for the Grade(s) specified. Along with the compliance label, the shop drawings shall bear the WI inspector's signature.

The Institute will conduct monitoring inspections during a project's duration. The actual number of inspections required shall be determined by the WI Inspector based on the project's complexity. Written reports will be generated after each monitoring inspection, noting any non-compliant findings along with a general statement of the project's progress. Reports will be processed from the administrative office and forwarded to each contact of record for the architect/owner, millwork fabricator and/or installer, and general contractor. Subsequent inspections will re-address and update the status of any previous non-compliant findings.

Non-compliant job-site conditions and the potential adverse impact of such to the project's millwork products will be noted; however, subsequent final inspection and/or monitored certification will not be impacted by the compliance of such.

Upon conducting a final compliant inspection, the Institute will attach a Certified Compliance label to each elevation of casework and countertop, and will issue a Monitored Compliance Certificate certifying that the millwork products and their installation is furnished for this project to fully meet all the requirements of the contract documents and the *Architectural Woodwork Standards* for the grade and/or grades specified.

QUALITY ASSURANCE OPTIONS

(continued)

MONITORED COMPLIANCE (MCP) (continued)

It is the responsibility of the contractual parties, not the Institute, to address and/or enforce any non-compliant findings. The Institute only serves as an independent inspection service and has no enforcement authority.

Active WI Member Licensees enjoy a cost savings and the privilege of being billed for monitoring services; however, there is no self-certification, and they must pass all of the same monitoring inspections as a non-member and/or non-licensee.

Specification Requirements

Should a design professional wish to take advantage of the Monitored Compliance Program (MCP), the specifications shall first require conformance to the *Architectural Woodwork Standards* (AWS), and the following wording shall be included in the project specifications:

OPTIONAL

All millwork covered by this specification section and the Installation thereof, shall be furnished within the scope of a single sub-contract (i.e., one responsible party).

SUBMITTALS

Submit shop drawings in conformance to AWS Section 1 - Submittals. The first page of the original shop drawings shall bear a WI Certified Compliance Label issued by staff of the Woodwork Institute, under the scope of their Monitored Compliance Program. For further information please visit, www.woodworkinstitute.com.

QUALITY ASSURANCE

Millwork and installation shall be in accordance with [] Grade of the *Architectural Woodwork Standards*, latest edition. If provisions for the Grade specified are in conflict with, or modified by the drawings and/or specifications, the modifications shall govern.

All millwork and the installation thereof for this project shall be monitored for compliance to the contract documents by staff of the Woodwork Institute under the scope of their Monitored Compliance Program.

It is the responsibility of the millwork fabricator and/or installer to include within their bid, any and all costs for monitored compliance. Millwork and/or installation determined to be non-compliant (and not corrected) will be rejected. Issuance of a Monitored Compliance Certificate, and appropriate casework and countertop CCP Labels, is a prerequisite of the owner's final acceptance.

Each casework and countertop elevation shall bear a WI Certified Compliance Label issued by staff of the Woodwork Institute, under the scope of their Monitored Compliance Program.

Policy and Procedure Highlights

Monitored Compliance Program (MCP) is a percentage fee program, honored on any projects located within the Institute's service area of Arizona, California, Nevada, and Oregon. Additional staff time, travel, lodging, and meal costs will be charged for Monitored Compliance on projects outside of our service area.

MONITORING - The Institute will conduct monitoring inspections during a project's duration. The number of inspections required shall be governed by the perceived need and the project's complexity. Millwork products, finishing, and installation, as applicable, shall be included and monitored within the combined scope of the project plans, specifications, *Architectural Woodwork Standards*, and any written approved modifications.

It is the responsibility of the architectural millwork fabricator and/or installation firm to notify and give written evidence as to the specific approval of any modifications to the project plans, specifications, shop drawings, and/or the *Architectural Woodwork Standards*; otherwise, they will be ignored. Changes incorporated within reviewed shop drawings, in themselves, are not evidence of approval; the changes must be specifically addressed and approved in separate written documentation.

QUALITY ASSURANCE OPTIONS (continued)

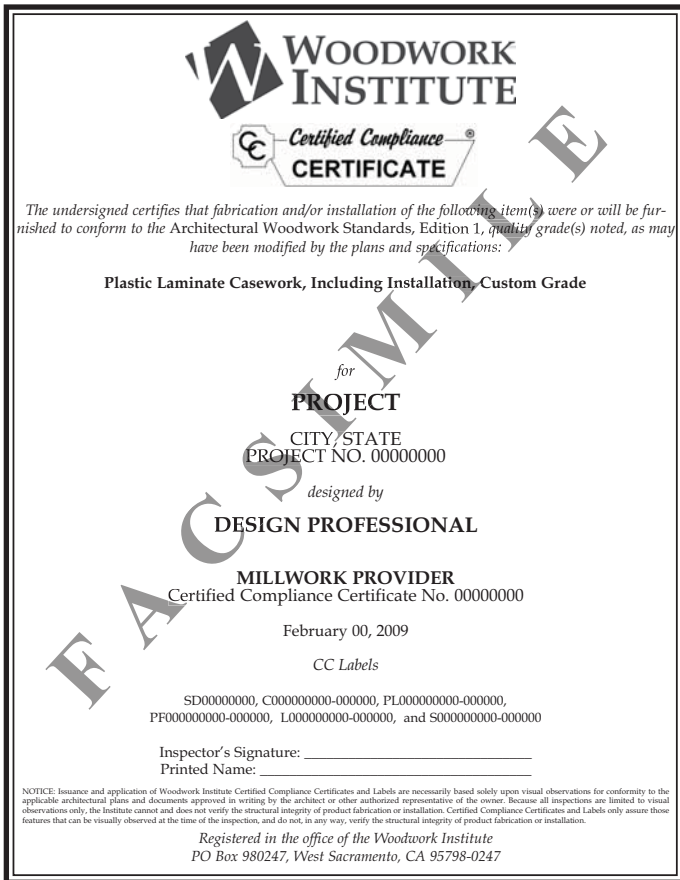
Cost Highlights (continued)

Additional charges (subject to 25% WI Member discount of the hourly rates only), will be assessed for certification of projects not meeting the above service area requirements, including \$200 per hour for any additional onsite inspection time, and \$100.00 per hour for all time spent away from the inspector's field office, not to exceed 8 hours per day (including all travel time, standby time, and inspection time), billed in quarter hour increments. Plus reimbursement for all additional expenses, including mileage, as applicable at the Federal approved per mile allowance for personal car use, coach class airfare, auto rental, along with reasonable lodging, meals, and miscellaneous travel expenses.

The Institute reserves the right to additional inspection time incurred due to excessive re-inspection of non-compliant findings. Charges will be for actual inspection time only, in quarter hour increments, subject to a one hour minimum charge.

Certificate and Label Examples

EXAMPLE OF A CERTIFIED COMPLIANCE CERTIFICATE AS ISSUED BY OUR STAFF



The above example is modified accordingly when issued by a licensee and/or Monitored Compliance.

EXAMPLES OF CERTIFIED COMPLIANCE LABELS AS ISSUED BY STAFF AND LICENSEES



WI Labels not shown:

- LP Countertops - Flat
- LP Countertops - Formed
- LP Solid Phenolic, Epoxy Resin, and Stone Countertops
- Solid Surface Countertops