



# Drafting Checklist

**COMPANY INFORMATION**

Company – \_\_\_\_\_  
 Contact Name/Position – \_\_\_\_\_  
 Contact Email – \_\_\_\_\_  
 Contact Phone – \_\_\_\_\_  
 Shop Drawing Due Date - \_\_\_\_\_  
 Do you use Microvellum – NO YES – will you be providing library and templates? NO YES

**ABOUT THE PROJECT**

Project Name – \_\_\_\_\_  
 Project Code – \_\_\_\_\_  
 Project Address – \_\_\_\_\_  
 \_\_\_\_\_  
 Project GC – \_\_\_\_\_  
 \_\_\_\_\_  
 Project Architect – \_\_\_\_\_  
 \_\_\_\_\_

**PROJECT DOCUMENTATION INCLUDED**

Architectural Specifications (Date) – \_\_\_\_\_  
 Architectural Drawings (Date) – \_\_\_\_\_  
 Finish Schedule (Date) - \_\_\_\_\_  
 Addendums (Date) – \_\_\_\_\_  
 RFIs (# & Date) - \_\_\_\_\_  
 Change Orders (# & Date) – \_\_\_\_\_  
 Project Quote or Scope of Work - \_\_\_\_\_  
 Other - \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PROJECT DETAILS**

AWI Certified – NO YES - Economy Custom Premium  
 AWI Labels Required – NO YES  
 Project Contents:  
 o Plastic Laminate Casework  
 o Wood Veneer Casework  
 o Plastic Laminate Countertops  
 o Solid Surface or Stone Countertops  
 o Low Walls  
 o Wall Paneling  
 o Window Sills  
 o Trim  
 o Other \_\_\_\_\_

**OTHER NOTES/INFORMATION**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**PROJECT SPECIFICATIONS**

Following Architectural Specification/Substitutes/Not Following

❖ **Finish Schedule**

- Plastic Laminate  
 PL-1: \_\_\_\_\_  
 PL-2: \_\_\_\_\_  
 PL-3: \_\_\_\_\_  
 PL-4: \_\_\_\_\_
- Wood Veneer  
 WV-1: \_\_\_\_\_  
 WV-1: \_\_\_\_\_
- Paneling  
 Species/Grain/Grade/Core/Finish/Sequencing: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Solid Surface (Assumed 1-1/2" construction UNO)  
 SS-1: \_\_\_\_\_  
 SS-2: \_\_\_\_\_
- Quartz/Granite (Assumed 3cm construction UNO)  
 QZ/GR-1: \_\_\_\_\_  
 QZ/GR -2: \_\_\_\_\_
- Trim  
 Profiles Provided: \_\_\_\_\_  
                   Base    Shoe    Chair    Crown    Sill    Casing    Other: \_\_\_\_\_  
 Species/Grain/Grade/ Finish: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Verify Core Thicknesses/Specifications (ie Plastic Laminate Countertop (Worksurface & Transaction Tops), Cabinet Backs, Moisture Resistant, Fire Rated, NAUF or LEED Project)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Other (ie Glass, Resin Panel)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

❖ **Hardware**

- Pulls: \_\_\_\_\_
- Hinges: \_\_\_\_\_
- Drawer Slides: \_\_\_\_\_
- Drawer Boxes: \_\_\_\_\_
- Locks/Keying Sequence: \_\_\_\_\_
- Countertop Supports: \_\_\_\_\_
- Grommets: \_\_\_\_\_
- Other (ie Standoffs, Glove Boxes, Trashcans) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_