



SCHEDULE A - PROJECT CHECKLIST

Use the checklist below to verify that you have provided all the information needed to move your project through Drafting and Design and on to Production as quickly as possible. Your project cannot begin until we have complete information.

Full set of Architectural Drawings (for construction).
Should Include: Indication whether dimensions are from structural framing or from exterior finishes and provide finish thicknesses (ie. Vinyl siding, brick, stucco).

- Overall and individual wall dimensions
- Window and door placement (centerlines)
- Window and door schedule
- Elevations including level to level heights, header or sill heights form finished floor, ect.
- Roof plan with pitch and overhang dimensions
- Section views and construction details
- Full set of structural drawings for construction (if available).
- Window rough opening schedule from manufacturer
- Door rough opening schedule from manufacturer
- Beam/joist layout from manufacturer (fully dimensioned)
- Beam/joist detail sheets from manufacturer
- Truss layout from manufacturer (fully dimensioned)
- Truss detail sheets from manufacturer

PROJECT

Customer: _____

Job No: _____

Company: _____

Address: _____

Phone: _____

Email: _____

ARCHITECT

Contact: _____

Company: _____

Phone: _____

Email: _____

ENGINEER

Contact: _____

Company: _____

Phone: _____

Email: _____

BUILDER

Contact: _____

Company: _____

Phone: _____

Email: _____

NOTE: Changes to panel height, width, thickness, rough opening sizes, locations, structural members or any item that effects panel should be submitted via eMail and should be signed and dated. Changes that occur after drawings have been submitted may be subject to additional fees for drafting.