

AWI Standards

Submittals

AWI 100-2018



AWI ARCHITECTURAL
WOODWORK
INSTITUTE

Architectural Woodwork Institute
46179 Westlake Drive, Suite 120
Potomac Falls, VA 20165
Phone: 571-323-3636, Fax: 571-323-3630
<http://www.awinet.org>

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Wood products installed outside of climate controlled, interior environments are not governed by this standard.

Illustrations are intended to assist in understanding the standard and may not include all requirements for a specific product or unit, nor do they show the only method of fabrication. Such partial drawings shall not be used to justify improper or incomplete design and/or construction.

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AWI 100-2018 - Submittals

Foreword

(This foreword is not a part of AWI 100-2018 - Submittals)

The AWI 100 - Submittals Standard is intended to provide guidelines for the effective and consistent communication of shop drawings, material data, samples, and product data through the submittal process.

This standard is intended for use by individuals and organizations from all aspects of the architectural woodwork industry, including architects, design professionals, manufacturer/suppliers, contractors, installers, and end users. Individuals within the architectural woodwork industry will use this standard to maintain a high degree of control over the aesthetic quality and the structural integrity of their work, ensuring that potential differentiations in the workmanship and implementation of architectural woodwork projects are made uniform.

The requirements contained within this standard are derived from AWI's Architectural Woodwork Standards that the organization has been publishing in various formats since its inception in 1953. Each requirement has been thoroughly vetted by a committee of leading volunteer professionals in the architectural woodwork industry to ensure that the content is up-to-date and relevant to the current industry requirements.

Effective March 15, 2019, this standard succeeds, replaces, and supplants Section 1 of the Architectural Woodwork Standards, Ed. 2 (2014) as the most current version of the AWI Standard for Submittals.

Suggestions for the improvement of this standard will be welcome. Suggestions should be sent to:

Architectural Woodwork Institute

46179 Westlake Drive, Suite 120
Potomac Falls, VA 20165

This standard was developed by AWI Professional Staff and the AWI Technical Committee and was approved for publication by the AWI Technical Committee. Committee approval of the standard does not necessarily imply that all committee members voted for its approval.

AWI Technical Committee

Randy Jensen, Committee Chair
Cory Bittner
Michael McNulty
Patrick Molzahn
William Munyan
Greg Parham

AWI Standards Development

Philip Duvic, Executive Vice President
Ashley Goodin, Technical Director
Cheryl Dermyre, Technical Project Manager
Michael Murray, Technical Editor
Jairus Whitley, Graphic Designer

1.0 Purpose

- a) Provide a standard for effective and consistent communication of shop drawings, material data, samples, and product data of Architectural Woodwork and related interior finishes (henceforth referred to as “Product”) through the submittal process.
- b) Shop drawings and sample submittals are the means by which the design intent is turned into reality. As the primary visual communication from the manufacturer/supplier to the general contractor and design professional, they serve as a valuable communication and coordination tool. These requirements are intended to provide a well-defined degree of control over a project’s quality.

2.0 Scope

- a) The materials and products covered under the scope of this standard comprise shop drawings and submittals including—but not limited to—samples for machined profiles, veneer flitches, finishes, core materials, sheet products, and hardware.

3.0 Requirements

3.1 General

- a) This standard is written with the metric system of measurement followed by the U.S. Customary System of measurement in brackets.
- b) The system of measurement used in the project's original contract documents and architectural drawings will dictate which system of measurement within this standard is used for verification of compliance.
- c) The U.S. Customary measurement is typically a "soft" conversion of the metric measurement. In order to make the metric number more conceptually coherent and consistent, most conversions for less than 152.4 mm [6"] in dimension are "soft" converted to the nearest 0.1 mm. For measurements above 152.4 mm [6"], the "soft" value is converted to the nearest 1 mm.
- d) Where conflicts exist within this standard, the least restrictive requirement shall prevail.
- e) The following submittal requirements shall be met unless a project's contract documents indicate otherwise.

3.2 Manufacturer/Supplier Responsibility

- a) Submittals shall be provided to the general contractor, design professional, and/or owner for review prior to fabrication. Submittals are the intellectual property of the manufacturer/supplier.
- b) The manufacturer/supplier is encouraged to make technical suggestions and raise questions with the design professional. Changes and/or substitutions incorporated into shop drawings do not constitute a request for approval. Changes to material and/or design must be specifically identified within the submittal package. The manufacturer/supplier must then request approval of the suggested changes by submitting a formal request for approval. Means and methods of manufacturing, such as joinery details, are not considered material changes unless otherwise detailed in the specifications.
- c) Descriptions of substitutions and/or change requests from contract requirements shall be itemized separately from the shop drawings and shall be submitted no later than the time of shop drawing submittal. Descriptions of substitutions shall include notation of the reason for the change request and a statement of the anticipated impact to schedule, cost, and possible impact to other trades.
- d) The manufacturer/supplier shall show each component of Product in plan, elevation, and section view as needed to clearly indicate the Product being provided, its location, and its method(s) of construction and attachment. The manufacturer/supplier shall illustrate wall or ceiling-applied surfacing and/or standing and running trim, wall mounted shelf standards, door and window frames, and the attachment methods.

3.2.1 Cover or Title Sheet

- a) A cover or title sheet is required and shall include the following as applicable: project name, address, specified AWI grade, and scope.
- b) Each drawing set shall indicate the aesthetic and performance grade, duty level, and include a list of contact information, including phone numbers and email addresses of the design professional firm, general contractor, manufacturer/supplier, installation firm (if other than manufacturer/supplier), and finisher firm.

For a complete AWS document,
including compliance requirements,
product information and more,
contact us.

Contact Us