



**AQ DRAFTING**  
**S E R V I C E L L C**  
— ACCURACY • QUALITY —

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SHOP DRAWING QUESTIONNAIRE

In order to generate a set of shop drawings I will need a full set of the contract drawings and specifications including architectural sheets, structural sheets and the door hardware section of the specifications.

1. PROJECT NAME AND ADDRESS:

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2. GENERAL CONTRACTOR'S NAME AND ADDRESS:

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3. ARCHITECT'S NAME AND ADDRESS:

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4. YOUR COMPANY'S NAME, ADDRESS, PHONE AND FAX NUMBERS:

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5. Aluminum framing types and finishes (be specific!) as well as the supplier's name. Attaching the manufacturer's itemized quote will help avoid misunderstandings as to what is being detailed.

System Name: \_\_\_\_\_ Finish: \_\_\_\_\_

System Name: \_\_\_\_\_ Finish: \_\_\_\_\_

System Name: \_\_\_\_\_ Finish: \_\_\_\_\_

System Name: \_\_\_\_\_ Finish: \_\_\_\_\_

**Unless directed otherwise, I will use the manufacturer's recommended clearances for the systems specified above. This may include shimming under the flashing pan.**

6. Please indicate your clearance preferences below.

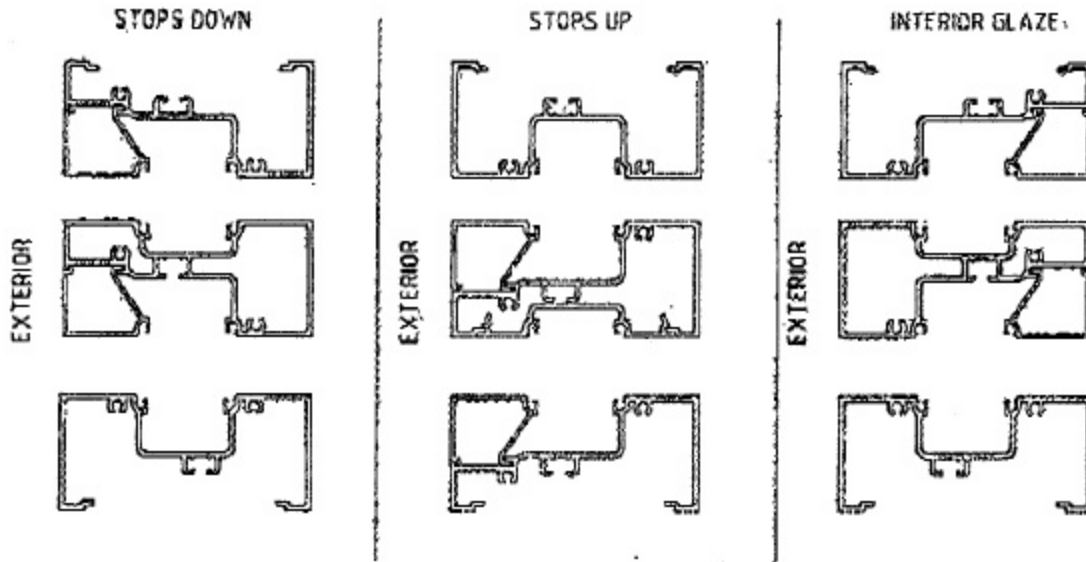
System: \_\_\_\_\_ Head: \_\_\_\_\_ Sill: \_\_\_\_\_ Jambs: \_\_\_\_\_

System: \_\_\_\_\_ Head: \_\_\_\_\_ Sill: \_\_\_\_\_ Jambs: \_\_\_\_\_

System: \_\_\_\_\_ Head: \_\_\_\_\_ Sill: \_\_\_\_\_ Jambs: \_\_\_\_\_

System: \_\_\_\_\_ Head: \_\_\_\_\_ Sill: \_\_\_\_\_ Jambs: \_\_\_\_\_

7. Framing orientation/configuration (i.e. glass stops up or down, front/center/back plane, interior or exterior glazed).



**Unless directed otherwise, I will use the manufacturer's standard framing configurations and will use inside glazing where advantageous to the customer**

8. Doors (i.e. Kawneer 190, narrow stile, #40 dark bronze)  
 Door Type: \_\_\_\_\_ Stile: \_\_\_\_\_ Finish: \_\_\_\_\_  
 Door Type: \_\_\_\_\_ Stile: \_\_\_\_\_ Finish: \_\_\_\_\_  
 Door Type: \_\_\_\_\_ Stile: \_\_\_\_\_ Finish: \_\_\_\_\_

Hardware (attach separate schedule if needed):

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9. Glass types as well as the supplier's name. Attaching the manufacturer's quote would be most helpful. Please be specific! (i.e. door glass requirements, insulated glass makeup, spandrel makeup, locations of coated surfaces:

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10. Miscellaneous suppliers and the products they are supplying. Attaching the manufacturer's quote(s) would be most helpful.

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11. Which of the following items do you want included on the show drawings:  
a. Miscellaneous hollow metal and/or wood frame glass requirements? Yes \_\_\_ No \_\_\_  
b. Miscellaneous hollow metal and/or wood door glass requirements? Yes \_\_\_ No \_\_\_  
c. Miscellaneous mirrors in bathrooms and/or other areas? Yes \_\_\_ No \_\_\_  
If yes, specify the mounting method: \_\_\_\_\_

12. For hardware by others, a note reading as follows: "It is the responsibility of the hardware supplier(s) to determine if the hardware being supplied is compatible with the doors and the door framing as detailed on this shop drawing. All hardware (including templates, mounting locations and final/approved for construction hardware schedules) must be delivered to <SEE DELIVER TO BELOW> for fabrication into the aluminum doors and door framing. Please make only ONE complete shipment."  
Deliver To: \_\_\_\_\_

13. Detailing guidelines (VERY IMPORTANT)  
a. Use the manufacturer's extruded flashing? Yes \_\_\_ No \_\_\_  
b. Use .040" aluminum flashing? Yes \_\_\_ No \_\_\_ : Specify other \_\_\_\_\_  
c. Show miscellaneous .040" trim attached with pop rivets? Yes \_\_\_ No \_\_\_  
d. Caulking by you? Yes \_\_\_ No \_\_\_  
Type of caulking being used: \_\_\_\_\_

14. Additional and miscellaneous notes:

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15. If you would like for us to use your company logo on the shop drawings, please email it to info@aqdrafting.com in .jpg, .tiff, .pdf, or .bmp format.

Please fax this completed form to (919) 486-1111, Fax to: 486-1111