

HARDWARE ORDERING CHECKLIST

- Provide the hardware color or indicate manufacturer's standard on the shop drawings/order form.
- Are there special lock or handle height locations on your project? If so, the location needs to be clearly identified on the shop drawings/order form. If this is not identified, all locks will be provided in the manufacturer's normal location.
- Identify limit stop/limited travel requirements on the shop drawings/order form. (fixed or key operated; clear opening dimension)
- Identify all windows with egress requirements, including special hardware on the shop drawings/order form.
- Identify all windows where pole operated hardware is required. If pole handles are required, indicate the quantity and what pole length on the shop drawings/order form.
- Indicate if keyed handles are required on the shop drawings/order form.
- Indicate if a keyed exterior deadbolt is required on terrace doors . Provide any special keying requirements.
- Indicate if the hinges are concealed or exposed on the shop drawings/order form.
- If non-standard or custom hardware is required, is it clearly identified and defined on the shop drawings/order form.
- Identify any special operating force requirements on the shop drawings/order form.
- Indicate if non-removable sash or vents are required on the shop drawings/order form. (can only be removed with the use of special tools or bits)
- Has the attic stock hardware been identified and quantified on the shop drawings/order form.
- Make sure the shop drawing details show the correct hardware (example B/T balance requested; U/L Balance detailed)
- Make sure the handing for casement windows, sliding windows, side hinged screens and all doors are clearly identified on the shop drawings/order form (as viewed from the EXTERIOR).

Note: In most cases, many of the above items will not apply. This checklist should be used to identify and define the specific requirements for your project and to make sure that you have provided all necessary information with your shop drawings/order form.