GROUNDSTATE / EDUCATIONAL AID

Millwork Pre-Fabrication Review Checklist

Track drawing changes, supporting decisions, field information, and open questions.

Educational coordination aid. This is Groundstate's suggested coordination checklist, not an official AWI document, compliance certification, or fabrication authorization. Use it alongside the project requirements and your shop's established procedures.

Before you start

Identify the package, issue date, affected scope, reviewer, and review date. Gather the returned shop drawings, review comments, relevant change records, supplier information, field records, and applicable release procedure.

For every question, tick ONE box in its R / F / N columns. R = Reviewed with reference; F = Follow-up needed; N = Not applicable-with reason. Record references, follow-up or the N/A reason on the section line or an item-review sheet.

"Reviewed" means the comparison was made and recorded. It does not mean the item is approved or ready to fabricate.

1. Current drawings and revisions

	R	F	N
Can you identify the exact drawing and package revisions being reviewed?	☐	☐	☐
Have you compared the current detail with the relevant returned drawings and documented changes, including changes not clearly marked?	☐	☐	☐
Do the affected production details, schedules, cut sheets, and shop packets agree with each other?	☐	☐	☐

Record the affected sheets and items. Do not assume the newest document establishes approval.

References / follow-up / N/A reason: _____

2. Architect comments and submittal responses

	R	F	N
Which returned review applies to this item, and what does it cover?	☐	☐	☐
Have applicable comments been incorporated or given a documented disposition?	☐	☐	☐
Are changed details or substitutions supported by the required review, rather than merely appearing in a later drawing?	☐	☐	☐

Record the response, date, scope, and source location. [S1]

References / follow-up / N/A reason: _____

3. RFIs, ASIs, and other changes

	R	F	N
Have you checked relevant RFI responses, Architect's Supplemental Instructions, change orders, sketches, and correspondence for effects on this scope?	☐	☐	☐
Can you trace each applicable instruction into the affected production information?	☐	☐	☐
Where instructions conflict, or their status is unclear, is the question assigned for resolution through the project's procedure?	☐	☐	☐

Record what changed and where. A discussion, instruction, and approval may serve different purposes.

References / follow-up / N/A reason: _____

Checks 4-7 and follow-up

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4. Supplier requirements and product cut sheets

	R	F	N
Does the product information match the model, components, and configuration currently scheduled?	☐	☐	☐
Have you checked the affected dimensions and interfaces against the applicable supplier requirements - for example, cutouts, clearances, access, or removal space?	☐	☐	☐
Does any supplier decision cover this exact configuration, including its stated limits?	☐	☐	☐

Record calculations and their inputs. Do not extend a configuration-specific acceptance to a changed detail without checking its scope.

References / follow-up / N/A reason: _____

5. Field measurements and site conditions

	R	F	N
Are the relevant field records identifiable by location, date, units, and measurement reference?	☐	☐	☐
Are finished dimensions distinguished from rough openings, substrates, carriers, and assumed finish buildups?	☐	☐	☐
Are unverified dimensions, agreed hold dimensions, and unresolved site conditions identified for follow-up?	☐	☐	☐

Identify who needs to verify or coordinate the condition under the project’s arrangements. [S2]

References / follow-up / N/A reason: _____

6. Applicable production-release requirements

	R	F	N
What review or release procedure applies to this item or portion of the package?	☐	☐	☐
Are its required decisions, records, and authorizations present, with their scope and conditions understood?	☐	☐	☐
Have remaining restrictions been communicated to the people preparing or receiving production information?	☐	☐	☐

Use the project’s actual procedure. Do not assume every project requires a separate written PM release.

References / follow-up / N/A reason: _____

7. Conflicts, missing evidence, and follow-up

	R	F	N
Have you recorded demonstrated conflicts separately from missing information and unresolved decisions?	☐	☐	☐
Does each open issue identify the affected item, supporting records, responsible person, and next action?	☐	☐	☐
When an issue is resolved, will the affected production information be updated and the resolution communicated?	☐	☐	☐

A missing record does not prove that approval never occurred. An unresolved solution does not erase a demonstrated conflict.

References / follow-up / N/A reason: _____

Finish the review

List the checks completed and issues still open. Refer unresolved items to the appropriate person through the established project process.

Completing this checklist does not establish engineering adequacy, field fit, standards compliance, or permission to fabricate.

The detailed prompts - especially record comparisons, supplier-scope checks, and issue tracking - are our proposed review method. They are not represented as verbatim AWI requirements.

Published guidance (not verbatim checklist requirements): S1: AWI 100 §3.2 / S2: §3.3 / §3.4(g)