WESTMETALGROUP

FABRICATION RELEASE
westmetalgroup.com

Shop drawing review checklist

Five things to check before a glazing package goes to fabrication. Initial and date each line.

PROJECT	PACKAGE / RELEASE NO.	REVIEWED BY

☐ **1. Dimensions**

Every critical dimension and opening size on the release is a field dimension or a guaranteed opening size, not a design dimension. No VIF left on the set.

INITIALS _____ DATE _____

☐ **2. Quantities**

Opening count and frame count on the release match the latest approved drawings and the schedule, opening for opening.

INITIALS _____ DATE _____

☐ **3. Finishes and materials**

Finish type and color are named the way the finisher quotes them; system, series, and infill thickness are on the set; any split (doors versus frames, one elevation different) is called out by opening.

INITIALS _____ DATE _____

☐ **4. Hardware and fabrication details**

The current hardware schedule is attached with handing diagrams and templates; machining, pivot, closer, and electrified preps are on the drawings, not implied.

INITIALS _____ DATE _____

☐ **5. Nothing open**

No unanswered RFI, pending revision, substitution, or missing detail that could stop the shop mid-package.

INITIALS _____ DATE _____

All five checked. Released to fabrication.

Keep this sheet in the release folder. The shop confirms it has all five before the first cut.

PM SIGNATURE _____ DATE _____

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