Fabrication release cover sheet

One page on top of the release. It answers which, when, and who before the shop has to ask.

Project
Name and jobsite address

Contractor PM
Name, cell, email

Release
No. of total; elevations; opening range; frame and door counts

Not in this release
Elevations held back, their release, and why

Required delivery
Date; ship-to; dock, clearance, liftgate, or other access notes

Drawings
Fab set rev and date; field dimensions confirmed, by elevation and date

System
Manufacturer, series, depth, glazing method, infill, door stile

Hardware schedule
Revision and date; attached; which templates are attached

Finish
As the finisher quotes it; frames vs doors; exterior vs interior

Assembly level
Frames KD or assembled; doors prepped, hung, or loose; hardware on or loose

Bundling
Bundle order and tagging

Unusual conditions
Electrified openings, finish splits, sequence, long-lead items, site limits

Questions to
Who the shop calls first

Attached
Fabrication drawings revised for the shop, field dimensions in. Current door hardware schedule with templates. Finish schedule.

One source
This release is the source of truth. Changes come as a revised document with a new revision letter, not a forwarded email.

PREPARED BY

DATE

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