Division 12 Furnishings pre-submittal checklist

PROJECT	SPEC SECTION	SUBMITTAL NO.

CHECKED BY	DATE

1. Before you start

These apply to every submittal, whatever the trade.

- [ ] Pull the exact spec section this package answers to, including addenda that changed it.
- [ ] Read the submittal articles in Part 1 and list every item they ask for.
- [ ] Confirm the transmittal names the right section number, and that each product is tagged to the paragraph it answers.
- [ ] Mark any deviation from the spec yourself on the transmittal. A declared deviation gets reviewed; a hidden one gets the package rejected.
- [ ] Keep a copy of exactly what you sent, with the date, for your submittal log.

2. Named manufacturers and products match the spec **Blocker**

Compare every product in the package to the manufacturer and model the spec names. If anything differs, attach the approved substitution or or-equal letter, or swap back before you send. Tick each item once you have checked it and nothing below applies without written approval.

- [ ] Countertop manufacturer substitutions (Corian, Cambria, Caesarstone, Silestone, Wilsonart, Formica)
- [ ] Laminate brand and pattern number mismatches (Wilsonart vs Formica vs Pionite vs Arborite)
- [ ] Window treatment manufacturer substitutions (MechoSystems, Lutron, Hunter Douglas, Draper)
- [ ] Motorized shade system manufacturer substitutions (Lutron Palladiom/Sivoia, MechoSystems QuietMotor, Hunter Douglas PowerView)
- [ ] Furniture manufacturer substitutions (Steelcase, MillerKnoll/Herman Miller, Haworth, Knoll, HON, Teknion)
- [ ] Systems furniture manufacturer substitutions - these are especially sensitive because components must work within the same product family
- [ ] Casework fabricator qualification mismatch (spec may require AWI-certified shop; submittal from uncertified shop)
- [ ] Hardware manufacturer substitutions (Blum, Grass, Hettich for hinges and drawer slides)

3. Performance values meet the spec numbers **Blocker**

Put the data sheet next to the spec and compare the actual values, not just the test method. A sheet that says "tested per ASTM" without the number is not proof. Tick each value once it meets or beats the spec.

- [ ] **AWI quality grade** (Economy, Custom, Premium per Architectural Woodwork Standards) - grade defines material, joinery, finish, and installation tolerances
- [ ] **Casework construction type** (flush overlay, reveal overlay, exposed face frame per AWI)
- [ ] **Countertop material properties** (thickness, Mohs hardness for stone, flexural strength, water absorption)
- [ ] **Laminate type and grade** (horizontal general purpose HGS, vertical VGS, postforming PGS, cabinet liner CLS per NEMA LD 3)
- [ ] **Edge profile type** (self-edge, applied edge, waterfall, beveled, ogee, bullnose)
- [ ] **Shade fabric openness factor** (percentage - controls glare, view, and solar heat gain; typical spec ranges 1% to 10%)
- [ ] **Light transmittance and UV blocking** (percentage)
- [ ] **Fabric weight** (oz/sy) - heavier fabric for durability, lighter for specific light filtering
- [ ] **Furniture load ratings per BIFMA** (chair rated capacity, desk static load, shelf load per lineal foot)
- [ ] **ANSI/BIFMA X5.1 compliance** (office chairs - stability, durability, structural adequacy)
- [ ] **ANSI/BIFMA X5.5 compliance** (desk/table stability and durability)
- [ ] **Drawer slide load rating** (75 lb, 100 lb, 150 lb)
- [ ] **Hinge cycle rating** (opening/closing cycles per BHMA/ANSI A156 series)
- [ ] **Countertop height** (ADA requires 34" max for accessible work surfaces; standard is 36")

4. Certifications and test reports are attached Fix and Resubmit

Reviewers want the report itself, not a line on the data sheet saying one exists. Tick each document that the spec requires and the package actually contains. Skip lines that do not apply to your section.

- [ ] **AWI/AWMAC/WI Quality Certification Program (QCP)** license for casework fabricator
- [ ] **GREENGUARD or GREENGUARD Gold certification** (low chemical emissions for indoor air quality)
- [ ] **California TB 117** flammability test documentation (upholstered furniture components)
- [ ] **California TB 133** flammability test (required for furniture in public occupancy buildings - high-rise, healthcare, detention)
- [ ] **NFPA 701** flame propagation test (required for window treatment fabrics, draperies, curtains)
- [ ] **ASTM E84** surface burning characteristics (Class A/B/C for casework or panel finishes in rated corridors)
- [ ] **BIFMA LEVEL certification** (sustainability certification for furniture)
- [ ] **ANSI/BIFMA test reports** (X5.1 for chairs, X5.5 for desks, X5.4 for lounge seating)
- [ ] **ADA compliance documentation** (countertop heights, knee clearance, reach ranges)
- [ ] **NSF/ANSI 2** or NSF/ANSI 51 certification (countertops in food-service areas)
- [ ] **Seismic restraint calculations** (for tall casework, shelving, and file systems in seismic zones)
- [ ] **Chain-of-custody certification** (FSC or SFI for wood products where spec requires)

5. Colors, finishes, and profiles match the selection Fix and Resubmit

Match each visible attribute to the spec text and the architect's approved sample or color schedule. Tick each one you have confirmed.

- [ ] Laminate color, pattern number, and finish texture mismatch (specific pattern numbers matter - Wilsonart 7949K-07 is not interchangeable with 7949K-12)
- [ ] Solid surface or quartz color name/code mismatch (Cambria Brittanicca vs Brittanicca Warm are different products)
- [ ] Wood veneer species, cut (plain-sliced, quarter-sliced, rift), and match (book, slip, random) mismatch
- [ ] Stain color or finish sheen mismatch on wood casework
- [ ] Edge band species or color mismatch with face material
- [ ] Shade fabric color or texture mismatch
- [ ] Furniture finish or upholstery fabric/color mismatch (COM/COL designation must match spec)
- [ ] Hardware finish mismatch (brushed nickel vs satin chrome vs polished chrome)
- [ ] Countertop edge profile different from spec (eased edge submitted when ogee specified)

6. Details and installation match the spec and drawings Fix and Resubmit

These are the mismatches reviewers catch most in this division. Check your shop drawings and installation data against the spec and the contract drawings, and tick each line once you have confirmed it does not apply to your package.

- [ ] **Casework box construction** differs from AWI grade requirements (particleboard where spec requires plywood)
- [ ] **Drawer construction** mismatch (side-mount slides where spec requires undermount, dovetail joints where spec requires dowel)
- [ ] **Countertop overhang dimension** differs from drawings
- [ ] **Countertop support method** differs (corbels, brackets, subtop required but not shown)
- [ ] **Backsplash height** differs from spec (4" cove vs full-height vs none)
- [ ] **ADA knee clearance** not met (27" clear height, 25" depth minimum per ADA)
- [ ] **Shade pocket or fascia detail** differs from ceiling/window head condition shown on drawings
- [ ] **Shade motor side** (left/right/split) does not match electrical rough-in
- [ ] **Shade band/gap dimension** between adjacent units differs from spec tolerance
- [ ] **Furniture power/data integration** differs (number of outlets, USB ports, locations)
- [ ] **Panel system height or configuration** differs from furniture plan
- [ ] **Seismic anchorage detail** for tall casework differs from structural drawings

7. Every required item is in the package Fix and Resubmit

Open the submittal articles in Part 1 of your spec section (often split into action and informational submittals) and confirm each required item is present. The list below is what this division's specs most often require.

- [ ] Shop drawings showing casework elevations, sections, material callouts, and dimensions
- [ ] Countertop layout with seam locations, cutout dimensions, and edge details
- [ ] AWI grade certification or fabricator QCP license
- [ ] Laminate and edge band samples (physical samples, not just data sheets)
- [ ] Shade fabric samples with performance data (openness factor, weight, light transmittance)
- [ ] Motor specification and control integration details for motorized shades
- [ ] Furniture finish and fabric samples (or COM/COL confirmation with cutting-for-approval sample)
- [ ] BIFMA test reports for specified standards
- [ ] Flammability test reports (TB 117, TB 133, or NFPA 701 as applicable)
- [ ] GREENGUARD certification documentation
- [ ] Warranty documentation (casework, countertop, furniture, shade motor)
- [ ] Maintenance and cleaning instructions
- [ ] ADA compliance details (heights, clearances, reach ranges)
- [ ] Mockup requirements (full-size casework mockup if spec requires)

Free checklist from deviationcheck.com/checklists/12-furnishings/. Want the package checked against your spec? Deviation Check reviews it for $35 at deviationcheck.com.