Drawing Register Requirements Version 5

The Drawing Register serves several functions;

- A list of required drawings for either customer approval or manufacturing
- A live document detailing the current revision of a drawing
- A record of drawings previously completed

The drawing title should be an accurate & concise description of what is required. It should NOT contain the word "Drawing" nor should it contain special characters such as back slashes (\ ) or forward slashes (/) that reserved by Windows for other uses.

The Drawing Register is conditionally formatted. When you add a drawing title it will display in **Red** and can be amended. Drawings in progress are displayed in **Green** and cannot be amended without informing the CAD operator either in person or via email. Completed drawings are displayed in black with the date column completed. The current revision of a drawing is shown in **Red** in the appropriate column.

DO NOT drag drawing titles down from cell(s) above as it wrecks the conditional formatting rules!

Drawings listed on the Drawing Register for approval will not be passed through to Planning until customer approval has been confirmed and the drawing & Drawing Register updated as required.

Listed below is the minimum information required for drawings to be completed in a timely manner. The information can either form the drawing title or it can be added to the notes section of the Drawing Register. This information **MUST** be noted on the drawing register before drawings can be started. Stating "See file" is insufficient as this could lead to incorrect /outdated information being used.

In all cases the following information is required:

- Fire Rating
- Customer Approval Status
- Job Number

Doors:

- Height, Width & Thickness
- Core Material
- Fire Rating

Linings:

- Height, Width & Thickness as appropriate
- Door Thickness
- Frame Material
- Fire Rating

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Apertures:

NOTE: 1G, 16G etc are Premdor designations. Drawings with apertures described as such still require the information noted below

- Aperture Height & Width
- Qty If Multiple Required
- Margins & Reference Edges For Each Aperture
- Glass Type
- Beading (Flush or Bolection)
- Door Height & Width
- Door Core
- Fire Rating
- Customer & Project

Example Drawing Title:

DP123456 – Watkin Smith – Wossname Street - Aperture 150 x 1400mm – 150mm Top Margin – 200mm Side Margin – 926 x 2040mm Strebord 44mm Core – 10mm Threshold – 7mm Pyroguard – FD30 – Beech Bolection Bead

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Screens & Side Panels:

- Either Height, Width & Depth of Structural Opening OR Height, Width & Depth of Frame
- Frame Material & Finish
- Door Handing
- Door Width, Height & Thickness
- Threshold Gap
- Glass Type
- Beading Type
- Fire Rating
- Acoustic Rating (If Required)
- Architrave Requirements
- Location if more than one of the same type is required

Example Drawing Title:

DP654321 – Watkin Smith – Wossname Street - LH 926mm Wide Door Strebord 44mm Core & Screen To RHS - 1500 x 2097 x 125mm White Primed Softwood – 10mm Threshold – 7mm Pyroguard – FD30 – Beech Bolection Bead – 57 x 18mm MDF Pencil Round Architrave

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Fanlights & Over Panels:

- Either Height, Width & Depth of Structural Opening OR Height, Width & Depth of Frame
- Frame Material & Finish
- Door Handing
- Door Width, Height & Thickness

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- Threshold Gap
- Glass Type
- Beading Type
- Fire Rating
- Acoustic Rating (If Required)
- Architrave Requirements
- Location if more than one of the same type is required

Example Drawing Title:

DP987654 – Watkin Smith – Wossname Street – Fanlight 830 x 2370 x 130mm - LH 736 x 1960mm - Door Strebord 44mm Core - White Primed Softwood – 10mm Threshold – 7mm Pyroguard – FD30 – Beech Bolection Bead – 57 x 18mm MDF Pencil Round Architrave

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