

## Guide for filling out the ORDER ENTRY, PRE-FIT and MACHINING INFORMATION FORM

Be aware that there is a additional machine sheet for inactive door leafs.  
Please fill in the boxes / areas provided on this form. The following information will be used to ensure the proper construction of your door order. If there are any variances in door specifications, a new machine sheet is required. If you need assistance please contact our Sales or Technical Support department. 253-845-9581

### TOP ROW (from left to right)

- 1 **YOUR COMPANY'S NAME** - Enter the name of the Company ordering the doors.
- 2 **CONTACT NAME** - Enter name of person submitting the order.
- 3 **P.O. NUMBER** - Enter your Purchase Order number.
- 4 **ACK. NUMBER** - Leave blank. Vancouver will issue an acknowledgement number here.
- 5 **PAGE NUMBER** - Enter current page number and total of pages submitted. (This ensures that all pages are received for complete order submittal).

### SECOND ROW (from left to right)

- 6 **FRAME MANUFACTURER** - Enter the name of the frame MANUFACTURER and type of frame used.
- 7 **FRAME WIDTH** - Enter the frame WIDTH. Use inches.  
**FRAME HEIGHT** - Enter the frame HEIGHT. Use inches.
- 8 **LABEL** - Enter the fire rating required for the doors on this page. 20, 45, 60, or 90 MIN.  
If "SMOKE & DRAFT" add an "S" to the end of the rating.
- 9 **CORE TYPE** - Enter the specific core type "HC" = Hollow core, "PC" = Partical board, "WC or SLC" = Stave Lumber core, "SCLC" = Structural Composite Lumber core, "MC" = Mineral core, "STC" = Sound Transmission Control core, "LL" = Lead Lined core.
- 10 **VDC PRODUCT** - Leave blank. Vancouver will determine by blocking requirements and core selection as well as fire rating requirements as they all are determining factors.
- 11 **STILE BEVEL** - Enter edge to be beveled Lock, Hinge, Both, or None
- 12 **LEAF TYPE** - Enter leaf type Single, "Act" for active leaf of pair, or "DE" for double egress. The Inactive leaf sheet does not require an entry for leaf type.

### THIRD ROW (from left to right)

- 13 **DOOR SIZE & THICKNESS** - Specify the actual door size in correlation to the "Frame size". A door must be prefit at both the vertical edges and height to operate freely in the opening.  
Example only - (2/11-13/16" x 6/11-1/4" x 1-3/4") may be specified for a 3/0 x 7/0 frame with a 3/16" prefit at the width and 3/4" at the height or 1/8" at the head and 5/8" at the floor. Check code requirements and hardware application for under cutting criteria.
- 14 **POSITIVE PRESSURE** - Enter the category for Positive Pressure "CAT A", "CAT B", or NONE. Please indicate in the notes at the bottom of the sheet who will supply smoke gasketing.
- 15 **FACE SPECIE** - Enter the required type of "Skin" material to be applied to the door. If wood veneer - specify the specie type, Grade, Cut, and or Match. PS RED OAK "AA" SLIP MATCH. If "HPL" (Plastic Laminate) specify the Manufacturer, Color, and Manufacturer's product number.
- 16 **STILE SPECIE** HE= HARDWOOD EDGE, OE=OAK EDGE, CE= CHERRY EDGE, WE= WALNUT EDGE  
FE= FIR EDGE, AE=ASH EDGE. Note: the following do not follow the edge rule: PL= PLASTIC LAMINATE, WT= WOOD TAPE, FJ= FINGER JOINT, RC= RADIUS CUT.

### HINGE EDGE PREPARATION section

- 17 **HINGE LOCATIONS** - Enter the Hinge locations in the boxes provided as specified by the frame manufacturer at locations (A, B, C, & D). **NOTE:** All locations are from top of door to top of hinge prep.
- 18 **HINGE BACK SET** - Enter the hinge backset required for the doors and not the frame. Typically the hinge backset for the doors is 1/16" less than the backset specified for the frame.  
(HINGE INFO REQ.) boxes below
- 19 **MFG** - Enter the Hinge manufacturers name.
- 20 **PART #** - Enter the specific part number for the Hinge.
- 21 **SIZE** - Enter the Hinge size required to be mortised (not the full open size). 4-1/2" x 4" would require a 4-1/2" mortise height.
- 22 **GAUGE** - Enter the thickness or depth of the mortise for the specified Hinge.

23 **CORNERS** - Specify if the corners are to be Square or Radius for the specified Hinge.

(PIVOT INFO REQ. IF (NO HINGE) boxes below

24 **MFG.** - Enter the manufacturer of the specified Pivot set.

25 **PART #** - Enter the part number for the Pivot Set specified. If there is not enough space provided, indicate in the **CUSTOMER NOTES** section.

26 **INT. PIVOT PART#** - Enter the part number for the Intermediate Pivot if specified. Please remember to indicate location.

### **LOCK EDGE PREPARATION** section

27 **LOCK LOCATIONS** - Enter the locations of the lock(s) in the boxes provided. Normally provided by the frame manufacturer. Make sure that the dimension is entered into the correct box for the corresponding lock type you entered in locations A & B.

NOTE: All lock locations are from top of door to center line of prep.

28 **CL OF AUX. FIRE LATCH** - Enter height of prep in the box provided. If no prep is required leave blank.

NOTE: All fire latch prep is from bottom of the door to center line of fire latch.

(LOCK LOCATION (A & B) INFO REQ.) boxes below

29 **MFG.** - Enter the manufacturer of the specified lock set.

30 **BACK SET** - Enter the required backset or distance from the leading edge of the door to the center line of the specified lock. If mortise lock, specify center line of the function holes.

31 **PART #** - Enter the part number for the Lock Set specified. If mortise lock specify function.

32 **TEMP #** - Enter the template number for the lock set specified.

**NOTE:** Repeat steps for lock edge prep if multiple locks are used. If location (B) is to be trim of location (A) leave the MFG., and BACK SET blank.

### **VISION CUT OUT & STOP** section

**NOTE:** 1 All dimensions listed below are "CUT OUT" sizes and not to visible glass! Actual visible opening sizes will diminish based on the vision frame / stop being applied.

2 Fire rated doors require a minimum distance of 5" from edge of vision cut out to edge of any other cut out (light or hardware prep).

33 **WIDTH** - Enter the dimension for the width of the cut out.

34 **HEIGHT** - Enter the dimension for the height or length of the cut out.

35 **DIM. TO LK. EDGE** - Enter the distance / dimension where the cut out begins from lock edge of door. If the cut out is to be centered in the door enter (=).

36 **DIM. TO TOP RAIL** - Enter the distance / dimension required where the cut out is to begin from the top of the door.

(WOOD STOPS MATCH FACES NOTE IF OTHER) boxes below

37 **FLUSH STOP, LIP STOP, FIRE RATED LIP STOP** - To indicate type desired click on the box directly to the left of the desired product a check mark will appear.

38 **STILE OR PART #** - If metal vision panel is desired from Vancouver indicate type here. If **CUT OUT ONLY** indicate here. If wood stop is checked above leave blank Vancouver will indicate product number.

39 **SUPPLIED BY...** - Check the box to indicate "Supplied by VDC" or "Supplied by Others." **NOTE:** If not checked not sup

### **LOUVER CUT OUT AND STYLE** boxes below

40 **WIDTH** - Enter the dimension for the width of the cut out.

41 **HEIGHT** - Enter the dimension for the height or length of the cut out.

42 **DIM. TO LK. EDGE** - Enter the distance / dimension where the cut out begins from lock edge of door. If the cut out is to be centered in the door enter (=).

43 **DIM. TO BTM. RAIL** - Enter the dimension / distance the cut out is to begin from the bottom rail.

(STYLE & PART # ( CUT OUT ONLY INDICATE BELOW)) box below

**NOTE:** If this is a multiple vision cut out enter VISION in this location and selected stop in the above NOMINAL LITE CUT OUT SIZE if by Vancouver is checked will be supplied.

\*If this is a louver cut out enter the style or part number in the box provided.

**LOUVER BY VANCOUVER** - To indicated check the box to the left of the statement. **NOTE:** If not checked not supplied.

### **MISC. HARDWARE INFO**(the section just above the quantity and mark number area.)

44 **CONCEALED OVER HEAD STOP PART NUMBER** - Enter the part number, manufacturers name, degree of open

and the manufacturers template number.

- 45 **MORTISE DOOR BOTTOM PART NUMBER (MANU'S NAME)** - Enter the manufacturers name, part number, width and depth of cut out.

**MARK NUMBER and QUANTITY** - section

- 46 **QTY.** - Enter the total number of doors listed for each swing for the information provided on this page.  
47 **DOOR MARK NUMBERS** - List only those door mark numbers that pertain to the information on each page.  
48 **SWING** - Indicate the swing that applies to the given mark number in this area. Right hand = RH, Left hand = LH, Right hand Reverse = RHR, and Left hand Reverse = LHR.  
49 **TOTAL NUMBER OF DOORS THIS SHEET** - Enter the total number of doors for each page.

**CUSTOMER NOTES:** section

Provide any notes or special instructions in this section. Prefinish information should be indicated on P.O. All blocking or preps with no section provided should be listed here.

**INACTIVE MACHINE SHEET** section

In addition to the above instructions there are slight differences to the inactive sheet which must be used for all Inactive doors with different prep from the active leaf, for example:  
Flush Bolts & Strike or Exit only Functions unless the active is Exit only.

- 50 **LEAF TYPE** - This area does not require indication on the inactive sheet.  
LOCK EDGE PREP section  
51 **CM F.B.** - (Corner Mounted Flush Bolts) No location is required.  
52 **EXT F.B.** - (Extension Flush Bolts) Enter the location in boxes provided at the top only for top only flush bolt,

NOTE: The bottom Extension Flush Bolt shares the same location as the Aux.

Fire latch, if nothing is entered in the FLUSH BOLT INFO REQ.(BOTTOM) box IE: (Aux Fire Latch MFG, Part number & Template number) or ( Bottom Flush Bolt MFG, Part number & Template number) you will receive a RFI to verify if a location is provided.

- 53 **STRIKE LOCATIONS** - Enter the locations for the strikes to the left side of door edge drawing (boxes provided). If a strike location is provided in the (A) location fill in the STRIKE LOCATION (A) INFO REQ. in the boxes provided below. If location (B) enter the info in the STRIKE LOCATION (B) area with boxes provided below.

**If you have any questions, give us a call.  
(253) 845-9581 or email [sales@vancouverdoorco.com](mailto:sales@vancouverdoorco.com)**