

## QUALITY ASSURANCE OPTIONS (continued)

### MONITORED COMPLIANCE (MCP) (continued)

It is the responsibility of the contractual parties, not the Institute, to address and/or enforce any non-compliant findings. The Institute only serves as an independent inspection service and has no enforcement authority.

Active WI Member Licensees enjoy a cost savings and the privilege of being billed for monitoring services; however, there is no self-certification, and they must pass all of the same monitoring inspections as a non-member and/or non-licensee.

### Specification Requirements

Should a design professional wish to take advantage of the Monitored Compliance Program (MCP), the specifications shall first require conformance to the *Architectural Woodwork Standards* (AWS), and the following wording shall be included in the project specifications:

#### OPTIONAL

All millwork covered by this specification section and the Installation thereof, shall be furnished within the scope of a single sub-contract (i.e., one responsible party).

#### SUBMITTALS

Submit shop drawings in conformance to AWS Section 1 - Submittals. The first page of the original shop drawings shall bear a WI Certified Compliance Label issued by staff of the Woodwork Institute, under the scope of their Monitored Compliance Program. For further information please visit, [www.woodworkinstitute.com](http://www.woodworkinstitute.com).

#### QUALITY ASSURANCE

Millwork and installation shall be in accordance with [ ] Grade of the *Architectural Woodwork Standards*, latest edition. If provisions for the Grade specified are in conflict with, or modified by the drawings and/or specifications, the modifications shall govern.

All millwork and the installation thereof for this project shall be monitored for compliance to the contract documents by staff of the Woodwork Institute under the scope of their Monitored Compliance Program.

It is the responsibility of the millwork fabricator and/or installer to include within their bid, any and all costs for monitored compliance. Millwork and/or installation determined to be non-compliant (and not corrected) will be rejected. Issuance of a Monitored Compliance Certificate, and appropriate casework and countertop CCP Labels, is a prerequisite of the owner's final acceptance.

Each casework and countertop elevation shall bear a WI Certified Compliance Label issued by staff of the Woodwork Institute, under the scope of their Monitored Compliance Program.

### Policy and Procedure Highlights

Monitored Compliance Program (MCP) is a percentage fee program, honored on any projects located within the Institute's service area of Arizona, California, Nevada, and Oregon. Additional staff time, travel, lodging, and meal costs will be charged for Monitored Compliance on projects outside of our service area.

MONITORING - The Institute will conduct monitoring inspections during a project's duration. The number of inspections required shall be governed by the perceived need and the project's complexity. Millwork products, finishing, and installation, as applicable, shall be included and monitored within the combined scope of the project plans, specifications, *Architectural Woodwork Standards*, and any written approved modifications.

It is the responsibility of the architectural millwork fabricator and/or installation firm to notify and give written evidence as to the specific approval of any modifications to the project plans, specifications, shop drawings, and/or the *Architectural Woodwork Standards*; otherwise, they will be ignored. Changes incorporated within reviewed shop drawings, in themselves, are not evidence of approval; the changes must be specifically addressed and approved in separate written documentation.

