



PO Box 980247 • West Sacramento, CA 95798-0247
(916) 372-9943 • Fax (916) 372-9950 • info@woodinst.com • www.woodworkinstitute.com

Request to Monitor a Certified Compliance Project

THE INSTITUTE WILL ONLY MONITOR PROJECTS REQUIRING WI CERTIFIED COMPLIANCE.

When requested by WI Members, the INSTITUTE will monitored projects requiring WI Certified Compliance. Our monitoring will insure that those firms fabricating and/or installing the architectural millwork, furnish compliant products/workmanship, and comply with the contractual documents for certification. We appreciate your advising us of those projects that you feel need to be monitored. It helps us fulfill our commitment to those design/specification professionals that use our standards and require our certification.

In order for us to accommodate your request, you will need to furnish us a copy of the applicable project specifications; without such we will unable to monitor the project. Please print clearly and provide as much as possible of the information requested below. When you have completed this form, please fax or mail with the applicable project specifications to the WI Administrative Office . Fax: 916-372-9950, or P. O. Box 980247, West Sacramento, CA 95798-0247.

Project Name: _____

Project Address: _____

City: _____ State: _____ Zip: _____

Bid Date: _____ Estimated Completion Date: _____

Project Architect: _____

Architect's Address: _____

City: _____ State: _____ Zip: _____

Architect's Phone: _____

General Contractor (if known): _____

G.C.'s Address: _____

City: _____ State: _____ Zip: _____

G.C.'s Phone: _____

Millworker (if known): _____

Millworker's Address: _____

City: _____ State: _____ Zip: _____

Comments: _____

SUBMITTED BY:

Name: _____ Date: _____

Company: _____

BE SURE TO INCLUDE THE APPLICABLE PROJECT SPECIFICATION SECTION

FOR A LIST OF OUR DIRECTORS OF ARCHITECTURAL SERVICES, PLEASE VISIT:
WWW.WOODWORKINSTITUTE.COM,
OR CALL THE WI ADMINISTRATIVE OFFICE, (916) 372-9943