

TOTAL DOOR PROJECT CHECKLIST

IS THE APPLICATION APPROPRIATE?

- Does the hardware and function match the intended use?
- Is it hold open or a highly active leaf?
- Is it for fire or smoke containment or both?
- Is the finish appropriate?

INITIAL QUOTE

- Receive quote from orders@totaldoor.com or create your own in DoorBuilder.

DISTRIBUTOR IS AWARDED THE JOB

- Make sure to submit the finish sample if not already done so.
- Receive factory approval on the finish sample.

SUBMITTAL

- Add detail PDF/drawing.
- Add electric tech data sheets.
- Add the Certificate of Compliance.
- Add the BHMA A156.32 Certification.
- Add the UL EPD.
- Receive approved submittals back.

JOB SITE VISIT

- Measure the frames.
- Check to see if the floor is level.
- Validate the pocket, swing, and handing.
- Is there backing for the mag and closer?
- Do you need a junction box in the wall?

QUOTE VALIDATED

- Revise the quote based on the job site visit – make any marks directly on the quote.
- Receive revised quote back from which an order can be generated.

IDENTIFY THE CERTIFIED INSTALLER

- You must sell the job installed. Identify the certified installer available to be on site.

ISSUE PURCHASE ORDER TO TOTAL DOOR

- Send in one PO to orders@totaldoor.com.
- Production is based off the Total Door order, NOT the distributor purchase order.