GUIDE FOR FILLING OUT SUPA DOOR COLLECTION MACHINING SHEET

This guide is intended to aid VT customers in filling out our machining sheets. All applicable boxes should be filled out to ensure the doors get prepped properly. If you have any questions please consult your customer service center representative.

1. Enter order information.
   a. Date: Fill in the date prepared.
   b. Name of person filling out machining sheet.
   c. Current page number/total number of pages (example: 1/6 read as page 1 of 6).
   d. Job name, quote number, etc.
   e. Order Number (ie PO).

2. Enter the opening size: width x height (example: 3’0” x 7’0”).
   a. Opening Width
   b. Opening Height

3. Enter prefit door size: width x height x thickness (example: 2’11-3/4” x 6’11-1/4” x 1-3/4”)
   a. Door Width
      i. Please note VT’s standard width on singles are downsized by 1/4”, single egress pairs are downsized by 3/16”, and double egress pairs need to be downsized per frame manufacturer’s standard.
   b. Door Height
      i. Please note prefit height should equal the frame height minus the top clearance (typically 1/8”) minus the undercut.
   c. Door Thickness

4. Stile and Rail door Configuration (100, 2 Panel, 225, 300....)

5. Enter “X” in appropriate boxes for sticking, panel & louver designs.
   a. Key “X” for type of sticking.
   b. Key “X” for panel type. Then enter letter of raised panel needed. (i.e. ‘B’, ‘R’, ‘T’)
   c. Key “X” for type of louver (true louvers or false louvers) if door requires louvers

6. Environmental
   a. Key “X” for FSC.
   b. Key “X” for NAUF.

7. Stiles and Rails Dimensions
   a. Key in Lock Stile dimension
   b. Key in Hinge Stile dimension
   c. Key in Vertical Stile dimension if applicable.
d. Key in Top Rail dimension.
e. Key in Mid-Rail dimension if applicable.
f. Key in Bottom Rail dimension

8. Enter “X” in appropriate box for finish required.
   a. Key “X” for Primed.
   b. Key “X” for Custom.
   c. If Custom color, key in “X” and add color description.

9. Enter appropriate required fire and STC rating (for non-rated leave boxes blank).

10. Enter glass/mirror information (if applicable).
    a. If supplied by VT/Supa, key “X” in box Supplied by VT.
    b. If open for glass, key “X” in box for Supplied by Other.
    c. Key “X” for 1/4” glass thickness.
    d. Key “X” for 3/16” glass thickness.
    e. Key “X” for mirrors.
    f. Key “X” for OTHER glass thickness then note type in space provided.

11. Wood frame information if applicable.
    a. Enter thickness of wood for jamb (for example 11/16” or ¾”).
    b. Enter width of throat required.

12. Enter “X” in appropriate boxes for beveling information.
    a. Active leaf
       i. Key “X” for Hinge Side bevel.
       ii. Key “X” for Lock Side bevel.
       iii. Key “X” in both boxes for bevel 2 sides.
    b. In-Active leaf
       i. Key “X” for Hinge Side bevel.
       ii. Key “X” for Lock Side bevel.
       iii. Key “X” in both boxes for bevel 2 sides.

13. If there are other hardware preps or additional notes required, enter all necessary information here.
    Examples of “Other Hardware” are viewers, door bottoms, roller latches, etc. Please also provide the location and/or size for this hardware.

14. List quantity and door numbers. Several doors can be listed per line by using a comma (,) between door numbers. Door numbers can only be twenty characters long (includes spaces). Single egress pairs should have the active leaf end in –AA with the inactive leaf ending in –II. Double egress pairs should end in –D1 and –D2. Bifolds end in –B1, -B2, Pockets/Sliders should end in -S1 or if a pair -S2 for the second leaf in the pair.

15. Enter a swing for every door (RH, LH, RHR, & LHR) on the line behind the door numbers(s).

16. If jambs are required, enter the jamb throat size after the swing.
17. Enter total quantity of doors on machining sheet.
18. Enter Lock Manufacturer.
19. Enter Lock Mfg Model number and type of trim required (rose or escutcheon).
20. Enter template number
21. Enter the backset of the lock
22. Choose strike information needed using drop downs.
23. Enter top of door to centerline of lock and/or deadlock location.
24. Enter the Latch Plate face dimensions.
25. Enter the centerline of the strike AFF location.
26. Enter Deadlock Manufacturer.
27. Enter Deadlock Mfg/Model number.
28. Enter Deadlock Template number.
29. Enter the backset of the Deadlock.
30. Choose strike/keeper information needed using drop downs.
31. Enter the Frame Manufacturer locations being used if applicable.
32. Enter hinge gauge (example: .134, .190, .085, etc.).
33. Enter hinge height.
34. Enter hinge backset on door (typically 1/16” less than the frame backset).
35. Enter hinge Manufacture, Model and Template number.
36. Enter hinge corner information using drop downs.
37. Enter hinge locations from top of door to top of hinge.
38. Enter “X” to select top and/or bottom flushbolts.
39. Enter manufacture and model of flushbolt here.
40. Enter template of flushbolt.
41. Enter degree of opening for concealed overhead.
42. Enter manufacture and model of concealed overhead.
43. Enter template number for concealed overhead.