

Job Name						Date					
Door Identification						Interior		Exterior			
Single Door Handing		RH	LH	RHR	LHR	Double Door Handing		RH	LH	RHR	LHR
Type of Door		Wood		Hollow Metal		Aluminum & Glass		Herculite (Top and/or bottom rail)		Herculite (pivot & lock patch fittings)	
Door Size		Width		Height		Door Thickness		Lock Height		Lock Backset	
Type of Header		None		Wood		Steel		Aluminum		Glass	
Type of Frame		Face Width		Wood		Hollow Metal		Aluminum		Timely	
Existing Lock Type & Brand						Finish					
Hinge Type (Pivot, Continuous, Heavy Duty)				Hinge Size (W x H)		Hinge Finish					
Pictures of Door		Yes			No						
Door Closer		Surface Mount: Inside		Surface Mount: Outside		In the Header		In Floor			
		Closer Manufacturer		Hold Open Feature		Degree of Opening					
Automatic Door Operator		Manufacturer + Model #				PUSH or Pull					
Automatic Door Operator Push Plate Switches		Hard Wired				Wireless					
Does the Door have an EXIT sign above it?		Yes			No						
Distance from Door to Access Controllers											
Distance from Door to Power Supply		Wire Gauge		Wire Type		Amount of Wires		Extra Wires			
Ceiling Access for Wire Run		Plaster		Dry-wall		Lift Out		Panels		Puzzle	
Height of Ceiling						Ladder Height Requirement					
Voltage at Door				Voltage at Power Supply				Current at Door			