

HANDOUT: Door Order Sheet (2 pages)
Skill Builders: Entry Forms, Technical Drawings

IN THE WORKPLACE: Contractors, estimators, builders and tradespersons must be able to accurately interpret a wide range of documents including technical drawings and order forms.

Use the **Door Order Sheet** on the next page to locate the answers to the following questions.

1. What 2 purposes is the form used for?

2. What measurement system does the form use?

3. How many gauges of metal door are always available? What are they?

4. What do the abbreviations PO and QUAN stand for?

5. In addition to hinges, latch, edge seam and prime, what 3 features of door construction must be selected to complete an order?

6. Measure all the doorways in the room you are in. Enter that information in the form in the columns: quan, net width, net length and thickness.

7. Draw and label a door using the dimensions from one of the doors you just measured. Include height, width, and depth measurements. Show hinge locations, door knob, and any windows in the door. Use the graph paper provided and the scale 1 square = 3 inches.

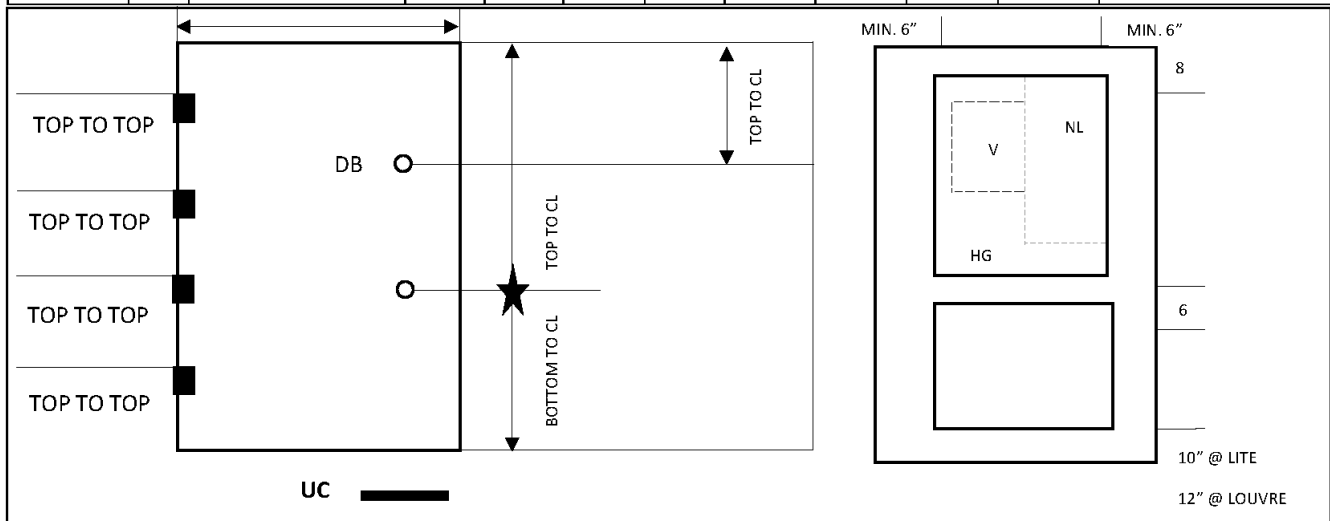
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|--|--|---|--|--------------------------------|--------------------------------|
| BV METAL FRAMES | | DOOR SHEET | | <input type="checkbox"/> QUOTE | <input type="checkbox"/> ORDER |
| PHONE # (403) 455-9161 | | FAX # (403) 455-9152 | | PAGE _____ | OF _____ |
| CUSTOMER: | | SHIPPING: <input type="checkbox"/> STANDARD <input type="checkbox"/> QUICK SHIP <input type="checkbox"/> OTHER | | | |
| ORDERED BY: | | SHIP DATE NEEDED: | | | |
| DATE ORDERED: | | SHIPPING ADDRESS: | | | |
| PO # | | | | | |
| QUOTE # | | | | | |
| CUSTOMER PHONE # | | | | | |
| ALL DIMENSIONS ARE IN INCHES AND ARE EXACT | | CONTACT & PHONE # | | | |
| NOTE: STANDARD IS 18 GA A-40 | | | | | |

| | | |
|---------------|---|--|
| METAL: | GAUGE: <input type="checkbox"/> 18 <input type="checkbox"/> 16 <input type="checkbox"/> 14 (CALL FOR AVAILABILITY) | MATERIAL: <input type="checkbox"/> A-40 <input type="checkbox"/> A-60 <input type="checkbox"/> G-90 |
|---------------|---|--|

| | | | | |
|-------------------|--|-----------------|-----|----|
| CORE: | <input type="checkbox"/> HC <input type="checkbox"/> POLY <input type="checkbox"/> SS <input type="checkbox"/> SSTF <input type="checkbox"/> T-650 <input type="checkbox"/> LEAD LINED | PRIME | YES | NO |
| HINGES: | <input type="checkbox"/> 4 ½" <input type="checkbox"/> 4 ½" HW <input type="checkbox"/> 5" <input type="checkbox"/> 5" HW <input type="checkbox"/> OTHER | BACKSET: | | |
| LATCH: | <input type="checkbox"/> 161 <input type="checkbox"/> 161 W/TB <input type="checkbox"/> 86 EDGE <input type="checkbox"/> ML <input type="checkbox"/> BLANK <input type="checkbox"/> DB | BACKSET: | | |
| | <input type="checkbox"/> FB <input type="checkbox"/> REINF SVR <input type="checkbox"/> CON VR <input type="checkbox"/> ASA <input type="checkbox"/> OTHER | | | |
| EDGE SEAM: | <input type="checkbox"/> VISABLE SEAM <input type="checkbox"/> SEAMLESS <input type="checkbox"/> TOP CAP <input type="checkbox"/> BOTTOM CAP | | | |

| | |
|--------------------|---------------------------------------|
| MISC NOTES: | ALL TEMPLATES MUST BE INCLUDED |
| | TEMPLATES: |

| QUAN | UC | TAG | NET WIDTH | | NET LENGTH | | THICK | HAND | LABEL | CLOSER REINF | OTHER |
|------|----|-----|-----------|------|------------|------|-------|------|-------|--------------|-------|
| | | | FT | INCH | FT | INCH | | | | | |
| | | | | | | | | | | | |
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Ref: Bow Valley College. (2020). Metal door frame order sheet. [Form]. Calgary, Canada: Author.

