



Cut Sheet Training

Filling out a cut sheet properly involves (either using a plan or physically being on site) sketching duct fittings on a designated form and turning it into the shop supervisor. The take-off department then starts entering the material in - which starts the fabrication process.

In order to communicate accurately and quickly with our take-off department, take the necessary time to completely fill out the cut sheet. You will know if you did your take-off correctly if you are NOT called to clarify details - that wastes time and money.

- ALL INFORMATION MUST BE PROVIDED (Job Name, Job #, Detailer, Date, Need By, Delivery, Will Call, Qty, Sizes, Material, Gauge, Additional Fitting Information | See Checklist Below).
- Fitting are standard in PLAN VIEW and will be assumed in this view if not specified.
- Misc. Materials section is only used for hanger strap, glue, screws, etc. Please use extra sheets instead of cramming information into this box
- Number fittings on the cut sheet and the print (when possible)
- The numbers and information provided is useless if it is NOT LEGIBLE - write neatly and use the duct stencil

CHECKLIST

- General Project Information filled out
- Detailer Name & NUMBER written
- Insulated? (1★, 1 ½ ★, 2★)
- Specify tag, fitting numbers
- All dimensions are correct? (Length, width, height, offset)
- Full radius (1X) or short radius (1 ½X) elbow
- Drawn plan view (when not drawn plan view, must indicate which view)

LEGEND

★ Means the piece receives insulation - specify the type and thickness

TU - Top up (with arrow)

TD - Top down (with arrow)

FOT - Flat on Top

CL - Centerline

BU - Bottom Up (with arrow)

BD - Bottom Down (with arrow)

FOB - Flat on Bottom

→ - Direction of offset

TDF & TDF = 56" Length

S&D & S&D = 59" Length