

# Schedule Template

Interior Finishes | Standard

## DOCUMENTING PRODUCTS

Schedules are essential in the documentation of the Project. The information they convey should be as accurate as possible. Too much or too little information, or inaccuracies can lead to delays in time, cost changes, and design intent damage. Nomenclature and product characteristics should be documented as exactly as possible.

REMEMBER: The description of the product in the schedule should tag in the drawings, so always include these two items in your tech-check: Proper description of the product and correct locations indicated on the Drawings.

**These schedules are taken from our specification master sections.**

These schedules are templates, so they include all the entries necessary to describe the product. Delete or add entries as applicable to your project.

TAG	WALL FINISHES & COVERINGS
WCT [#] (wall ceramic tile)	<ol style="list-style-type: none"> <li>1. Type: Factory mounted mosaic wall tile.</li> <li>2. Manufacturer: [Insert]</li> <li>3. Product: [Insert]</li> <li>4. Module Size: [1 by 1 inch] [1 by 2 inches] [2 by 2 inches]</li> <li>5. Thickness: ¼ inch</li> <li>6. Tile Color: [Insert]</li> <li>7. Grout Color: [Insert]</li> </ol>
WCT [#]	<ol style="list-style-type: none"> <li>1. Type: Ceramic (or Porcelain) wall tile.</li> <li>2. Manufacturer: [Insert]</li> <li>3. Product: [Insert]</li> <li>4. Face Size: [x] inches by [x] inches</li> <li>5. Thickness: [x] inch</li> <li>6. Tile Color: [Insert]</li> <li>7. Grout Color: [Insert]</li> </ol>
WCT [#]	<ol style="list-style-type: none"> <li>1. Type: LARGE FORMAT Ceramic (or Porcelain) wall tile.</li> <li>2. Manufacturer: [Insert]</li> <li>3. Product: [Insert]</li> <li>4. Face Size: [x] inches by [x] inches</li> <li>5. Thickness: [x] inch</li> <li>6. Surface: Slip Resistant</li> <li>7. Tile Color: [Insert]</li> <li>8. Grout Color: [Insert]</li> </ol>

TAG	WALL FINISHES & COVERINGS
WGT [#]	<ol style="list-style-type: none"> <li>1. Type: Glass Tile.</li> <li>2. Manufacturer: [Insert]</li> <li>3. Product: [Insert]</li> <li>4. Face Size: [x] inches by [x] inches</li> <li>5. Thickness: [x] inch</li> <li>6. Tile Color: [Insert]</li> <li>7. Grout Color: [Insert]</li> <li>8. Mortar Color: White.</li> </ol>
WST [#]	<ol style="list-style-type: none"> <li>1. Type: Stone Wall Tile.</li> <li>2. Stone Type: [Granite] [Marble] [Limestone]</li> <li>3. Manufacturer: [Insert]</li> <li>4. Product: [Insert]</li> <li>5. Face Size: [x] inches by [x] inches</li> <li>6. Nominal Thickness: [x] inch</li> <li>7. Finish: [Polished] [Honed]</li> <li>8. Tile Color: [Insert]</li> <li>9. Grout Color: [Insert]</li> </ol>
WST [#]	<ol style="list-style-type: none"> <li>1. Type: LARGE FORMAT Stone wall tile.</li> <li>2. Stone Type: [Granite] [Marble] [Limestone]</li> <li>3. Manufacturer: [Insert]</li> <li>4. Product: [Insert]</li> <li>5. Face Size: [x] inches by [x] inches</li> <li>6. Nominal Thickness: [x] inch</li> <li>7. Surface: Slip Resistant</li> <li>8. Finish: [Polished] [Honed]</li> <li>9. Tile Color: [Insert]</li> <li>10. Grout Color: [Insert]</li> </ol>
RWB [#] (resilient wall base, rubber)	<ol style="list-style-type: none"> <li>1. Type: Rubber (or Vinyl) wall base</li> <li>2. Manufacturer: [Insert]</li> <li>3. Product: [Insert]</li> <li>4. Style: Straight at carpet, Cove at resilient flooring.</li> <li>5. Thickness: 1/8 inch</li> <li>6. Height: [4] [6] inches.</li> <li>7. Lengths: Coils in manufacturer's standard length.</li> <li>8. Corners: Preformed.</li> <li>9. Color: [Insert]</li> <li>10. Adhesive: VOC content 50 g/L or less.</li> </ol>
WC [#]	<ol style="list-style-type: none"> <li>1. Type: [Textile] [Vinyl] wall covering</li> <li>2. Manufacturer: [Insert]</li> <li>3. Product: [Insert]</li> <li>4. Width: [27 inches] [54 inches]</li> <li>5. Stain resistance coating</li> <li>6. Color and Pattern: [Insert]</li> <li>7. Adhesive: VOC content 50 g/L or less.</li> </ol>

TAG	WALL FINISHES & COVERINGS
SFWS [#] (stretched-fabric wall systems – these are site-upholstered )	<ol style="list-style-type: none"> <li>1. Type: Site-upholstered wall system, tackable</li> <li>2. Manufacturer: [Insert]</li> <li>3. Product: [Insert]</li> <li>4. Core: Mineral fiber board – Micore</li> <li>5. Frame Construction: Manufacturer's standard, continuous, extruded plastic frame (track).</li> <li>6. Facing Material: [insert information]</li> <li>7. Applied Treatments: Stain resistance</li> <li>8. Reveals between Panels: [Recessed] [Flush] [Projecting]</li> <li>9. Acoustical Performance: Sound absorption NRC of [0.50 to 0.90] [0.60 to 0.70] [0.65 to 0.75]</li> <li>10. Installation: Concealed on back of system, recommended by stretched-fabric system manufacturer to support weight of system, fabric tension.</li> </ol>
FWP [#] (fabric-wrapped panels)	<ol style="list-style-type: none"> <li>1. Type: Shop-fabricated, fabric-wrapped wall panels, tackable</li> <li>2. Manufacturer: [Insert]</li> <li>3. Product: [Insert]</li> <li>4. Mounting: Edge mounted with splines secured to substrate</li> <li>5. Core: Mineral fiber board – Micore</li> <li>6. Edge Construction: Manufacturer's standard</li> <li>7. Facing Material: [insert information]</li> <li>8. Applied Treatments: Stain resistance</li> <li>9. Reveals between Panels: [Recessed] [Flush] [Projecting]</li> <li>10. Nominal Overall Panel Thickness: [3/4 inch] [1 inch] [1-1/2 inches] [2 inches]</li> <li>11. Panel Width: [24 inches] [30 inches] [48 inches]</li> <li>12. Panel Height: [72 inches] [96 inches] [108 inches] [120 inches]</li> <li>13. Acoustical Performance: Sound absorption NRC of [0.50 to 0.90] [0.60 to 0.70] [0.65 to 0.75]</li> <li>14. Installation: Concealed on back of panel, recommended by manufacturer to support weight of panel.</li> </ol>
IP (interior painting)	<ol style="list-style-type: none"> <li>1. The list of paints in the FINISH SCHEDULE is for specifying colors only. The schedule of paint systems by substrate, products, and manufacturers is in the specifications.</li> <li>2. List colors (color and manufacturer referenced)</li> </ol>
WSP [#] (Writing surface paint )	<ol style="list-style-type: none"> <li>1. Writable paint surfaces: [Insert] [Idea paint.]</li> <li>2. Provide accessories including markers.</li> <li>3. Color: [Match adjacent color] [White] [Color]</li> </ol> <p>NOTE: Unless directed by Owner, avoid IDEA because only the IDEA markets can be used. Other paints allow all types of markets and can be either solid colors or transparent coatings.</p>
WSP [#] (Writing surface paint )	<ol style="list-style-type: none"> <li>1. Writable paint surfaces: Dry Erase Coating by Sherwin Williams.</li> <li>2. Color: Clear</li> </ol> <p>NOTE: This product works with all markers and is clear.</p>

TAG	WALL FINISHES & COVERINGS
PP [#] (Plastic sheet paneling)	<ol style="list-style-type: none"> <li>1. Manufacturer: [Insert]</li> <li>2. Product: [Insert]</li> <li>3. Nominal Thickness: [Insert]</li> <li>4. Surface Finish: [Smooth] [Textured]</li> <li>5. Color: [Insert]</li> </ol>

TAG	CEILINGS
ACP [#] (acoustical ceiling panel) (These are acoustical SUSPENDED PANEL systems where the suspension system is exposed.)	<ol style="list-style-type: none"> <li>1. Type: Acoustical panel of mineral or glass fiber base with painted finish and exposed suspension system.</li> <li>2. Manufacturer: [Insert]</li> <li>3. Panel Product: [Insert]</li> <li>4. Modular Size: [24 by 24 inch] [26 by 48 inches]</li> <li>5. Thickness: [5/8 inches] [3/4 inches] [7/8 inches]</li> <li>6. Edge: [Insert]</li> <li>7. Suspension System Product: [Insert]</li> <li>8. Structural Classification: Heavy Duty.</li> <li>9. Edge Trim Product: [Insert]</li> </ol>
ACP [#] (acoustical ceiling panel - washable) (These are acoustical SUSPENDED PANEL systems – where the suspension system is exposed.)	<ol style="list-style-type: none"> <li>1. Type: Acoustical panel of mineral or glass fiber base with washable vinyl overlay and exposed suspension system.</li> <li>2. Manufacturer:</li> <li>3. Panel Product:</li> <li>4. Modular Size: [24 by 24 inch] [26 by 48 inches]</li> <li>5. Thickness: [5/8 inches] [3/4 inches] [7/8 inches]</li> <li>6. Edge:</li> <li>7. Suspension System Product:</li> <li>8. Structural Classification: Heavy Duty.</li> <li>9. Edge Trim Product:</li> </ol>
ACT [#] (acoustical ceiling tile) (These are acoustical TILE systems – where the suspension system is concealed.)	<ol style="list-style-type: none"> <li>1. Type: Acoustical tiles with concealed, direct-hung, suspension systems.</li> <li>2. Manufacturer:</li> <li>3. Panel Product:</li> <li>4. Modular Size: [24 by 24 inch] [26 by 48 inches]</li> <li>5. Thickness: [5/8 inches] [3/4 inches] [7/8 inches]</li> <li>6. Edge:</li> <li>7. Suspension System Product:</li> <li>8. Structural Classification: Heavy Duty.</li> <li>9. Edge Trim Product:</li> </ol>

TAG	CEILINGS
<p>ACT [#] (acoustical ceiling tile) (These are acoustical TILE systems directly attached to the substrate.)</p>	<ol style="list-style-type: none"> <li>1. Type: Acoustical tiles directly attached to substrate</li> <li>2. Manufacturer:</li> <li>3. Panel Product:</li> <li>4. Modular Size: [24 by 24 inch] [26 by 48 inches]</li> <li>5. Thickness: [5/8 inches] [3/4 inches] [7/8 inches]</li> <li>6. Color:</li> <li>7. Attachment Method: [mechanical fasteners] [adhesive]</li> <li>8. Edge Trim Product:</li> <li>9. Adhesive: VOC content 50 g/L or less.</li> </ol>
<p>AMC [#] (acoustical aluminum pan ceilings)</p>	<ol style="list-style-type: none"> <li>1. Type: Acoustical aluminum pan ceilings and suspension systems.</li> <li>2. Manufacturer:</li> <li>3. Panel Product:</li> <li>4. Backing: Manufacturer's standard acoustical backing.</li> <li>5. Pan Size: [24 by 24 inch] [26 by 48 inches]</li> <li>6. Finish: [Manufacturer's standard color finish] [Anodized] [Metallic finish]</li> <li>7. Color:</li> <li>8. Product: [Direct hung, standard grid] [Manufacturer's standard system for snap-in ceiling]</li> <li>9. Structural Classification: Heavy Duty.</li> <li>10. Edge Trim Product:</li> </ol>
<p>AMC [#] (acoustical stainless steel pan ceilings)</p>	<ol style="list-style-type: none"> <li>1. Type: Acoustical stainless steel pan ceilings and suspension systems.</li> <li>2. Manufacturer:</li> <li>3. Panel Product:</li> <li>4. Backing: Manufacturer's standard acoustical backing.</li> <li>5. Pan Size: [24 by 24 inch] [26 by 48 inches]</li> <li>6. Finish: [Directional Satin Finish: No. 4] [Dull Satin Finish: No. 6] [Mirrorlike Reflective, Non-directional Polish: No. 8]</li> <li>7. Suspension System Product: [Direct hung, standard grid] [Manufacturer's standard system for snap-in ceiling]</li> <li>8. Structural Classification: Heavy Duty.</li> <li>9. Edge Trim Product:</li> </ol>

TAG	CEILINGS
<p>AMC [#] (linear metal ceilings)</p>	<ol style="list-style-type: none"> <li>1. Type: Linear metal ceilings and suspension systems.</li> <li>2. Manufacturer:</li> <li>3. Panel Product:</li> <li>4. Backing: Manufacturer's standard acoustical backing.</li> <li>5. Pan Size: [24 by 24 inch] [26 by 48 inches]</li> <li>6. Pan Thickness: [x inches]</li> <li>7. Finish: [Directional Satin Finish: No. 4] [Dull Satin Finish: No. 6] [Mirror-like Reflective, Non-directional Polish: No. 8]</li> <li>8. Suspension System Product: [Direct hung, standard grid] [Manufacturer's standard system for snap-in ceiling]</li> <li>9. Structural Classification: Heavy Duty.</li> <li>10. Edge Trim Product:</li> </ol>

TAG	WOODWORK
<p>WT [#] (wood trim – includes base, frames, etc.,)</p>	<ol style="list-style-type: none"> <li>1. Type: Interior trim with transparent finish</li> <li>2. Surface: Smooth.</li> <li>3. Finger Jointing: Not allowed</li> <li>4. Construction: [Solid wood selected for compatible grain and color.] [MDF core, veneer to match adjacent paneling.]</li> <li>5. Transparent finish: [Clear] [Stained]</li> <li>6. Grade: AWI Premium</li> </ol>
<p>WT [#] (wood trim – includes base, frames, etc.,)</p>	<ol style="list-style-type: none"> <li>1. Type: Interior trim with opaque finish (painted)</li> <li>2. Surface: Smooth.</li> <li>3. Finger Jointing: Not allowed</li> <li>4. Species and Grade: Spruce-pine-fir, 1 Common, WCLIB, or WWPA</li> <li>5. Optional Material: Primed MDF of same dimensions indicated for lumber.</li> <li>6. Grade: AWI Custom.</li> </ol>
<p>WP [#] (plywood paneling)</p>	<ol style="list-style-type: none"> <li>1. Type: Hardwood veneer plywood paneling</li> <li>2. Plywood Product:</li> <li>3. Panel size: [x] inches by [x] inches.</li> <li>4. Thickness: [1/2 inch] [5/8 inch]</li> <li>5. Edges: Straight</li> <li>6. Reveals between panels: [none]</li> <li>7. Finish: [None] [Transparent]</li> <li>8. Grade: AWI Custom.</li> <li>9. Adhesive: VOC content 50 g/L or less.</li> </ol>
<p>WT [#] (wood trim – includes base, frames, etc.,)</p>	<ol style="list-style-type: none"> <li>1. Type: Interior trim with transparent finish</li> <li>2. Surface: Smooth.</li> <li>3. Finger Jointing: Not allowed</li> <li>4. Construction: [Solid wood selected for compatible grain and color.] [MDF core, veneer to match adjacent paneling.]</li> <li>5. Transparent finish: [Clear] [Stained]</li> <li>6. Grade: AWI Premium</li> </ol>

TAG	WOODWORK
WP [#] (wood veneer paneling)	<ol style="list-style-type: none"> <li>1. Type: Wood veneered paneling with transparent finish</li> <li>2. Wood Species and Cut:</li> <li>3. Matching between panels:</li> <li>4. Matching of Adjacent Veneer Leaves: [Book] [Slip] match</li> <li>5. Matching within Panel Face: [Running] [Balance] [Center-balance] match</li> <li>6. Vertical Panel-Matching Method: Continuous end match; veneer leaves of upper panels are continuations of veneer leaves of lower panels.</li> <li>7. Thickness: ¾ inch.</li> <li>8. Panel Reveals: [Stainless steel] [None]</li> <li>9. Core: MDF manufactured without formaldehyde.</li> <li>10. Grade: AWI Premium</li> <li>11. Adhesive: VOC content 50 g/L or less.</li> </ol>

TAG	OPENINGS (doors, windows, sidelights, glass, glazed partitions)
GL [#] (glass – single pane, safety, non-rated)	<ol style="list-style-type: none"> <li>1. Type: Single panel, clear, safety glass, non-fire-rated</li> <li>2. Fabricator: Contractor's option.</li> <li>3. Fully tempered float glass, clear</li> <li>4. Thickness at window walls, full door panels, all-glass assemblies, and sidelights: ½ inch minimum.</li> <li>5. Thickness at larger or smaller openings: As required by application.</li> <li>6. Provide film where indicated</li> </ol>
DGL [#]	<ol style="list-style-type: none"> <li>1. Type: Decorative glass, [safety rated]</li> <li>2. Fabricator: Skyline Designs.</li> <li>3. Product: [insert]</li> <li>4. Glass color:</li> <li>5. Thickness:</li> <li>6. [Provide safety glass where indicated and required by Code.]</li> </ol>

TAG	SPECIALTIES
TC [#] (Toilet compartments – stainless steel)	<ol style="list-style-type: none"> <li>1. Type: Overhead brace toilet enclosures</li> <li>2. Manufacturer:</li> <li>3. Product:</li> <li>4. Facing: Stainless, [No. 4 bright, directional polish] [Manufacturer's standard textured finish]</li> <li>5. Hardware: Manufacturer's standard</li> </ol>
TC [#] (Toilet compartments – palm)	<ol style="list-style-type: none"> <li>1. Type: Overhead brace toilet enclosures</li> <li>2. Manufacturer:</li> <li>3. Product:</li> <li>4. Facing: Stainless, [No. 4 bright, directional polish] [Manufacturer's standard textured finish]</li> <li>5. Hardware: Manufacturer's standard</li> </ol>

## FURNISHINGS

TAG	FURNISHINGS
RWS [#]	<ol style="list-style-type: none"> <li>1. Type: [Motor] [Manually] operated roller window shades</li> <li>2. Manufacturer:</li> <li>3. Product:</li> <li>4. [Single roller] [Double rollers]</li> <li>5. Shade material: [Light-filtering fabric] [Light-blocking fabric]</li> <li>6. Shade Product:</li> </ol>
CT [#] (Countertops – solid surfacing)	<ol style="list-style-type: none"> <li>1. Type: Solid surfacing countertops</li> <li>2. Manufacturer: [Insert]</li> <li>3. Product: [Insert]</li> <li>4. Color: [Insert]</li> </ol>
CT [#] (Countertops-quartz)	<ol style="list-style-type: none"> <li>1. Type: Quartz agglomerate countertops</li> <li>2. Manufacturer: [Insert]</li> <li>3. Product: [Insert]</li> <li>4. Color: [Insert]</li> </ol>
CT [#] (Countertops-stone)	<ol style="list-style-type: none"> <li>1. Type: Stone countertops</li> <li>2. Manufacturer: [Insert]</li> <li>3. Product: [Insert]</li> <li>4. Color: [Insert]</li> </ol>
CT [#] (Countertops-recycled materials)	<ol style="list-style-type: none"> <li>1. Type: Recycled materials countertops</li> <li>2. Manufacturer: [Insert]</li> <li>3. Product: [Insert]</li> <li>4. Color: [Insert]</li> </ol>
CT [#] (Countertops-butcher block)	<ol style="list-style-type: none"> <li>1. Type: Solid butcher block with transparent finish.</li> <li>2. Manufacturer: [Insert]</li> <li>3. Product: [Insert]</li> <li>4. Color: [Insert]</li> </ol>
CT [#] (Countertops wood for transparent finish)	<ol style="list-style-type: none"> <li>1. Type: Wood laminated over core with transparent finish.</li> <li>2. Species and Cut:</li> <li>3. Matching of Adjacent Veneer Leaves: [Book] [slip] [random] [and] [end] match</li> <li>4. Core: Water resistant MDF</li> </ol>
EMF [#]	<ol style="list-style-type: none"> <li>1. Type: [Recessed ] [Surface-mounted] entrance mats and frames</li> <li>2. Manufacturer: Construction Specialties</li> <li>3. Product: [Insert]</li> <li>4. Mat Color: [Insert]</li> </ol>
EFG [#]	<ol style="list-style-type: none"> <li>1. Type: Recessed floor grilles and frames</li> <li>2. Manufacturer: Construction Specialties</li> <li>3. Frames: Aluminum.</li> <li>4. Grille: Stainless steel.</li> <li>5. Lockdown: Hidden.</li> </ol>

END