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FIELD CHECK / TAKE-OFF SHEET GUIDE

This guide is to help you quickly determine what information is required from you in order for ACI to create a submittal package, fabrication package, and installation package. Ceiling suspended basketball unit structures are custom built for each project. It is very important that the Take-off / Field Check pages are accurate and detailed. With take-off / field check sheets please provide a copy of your quote and or purchase order. This way ACI can create a detailed package based on your building and the equipment to be installed in your building. Any questions can be directed to ACI at 623.939.8126.

TAKE-OFF:

Is when the building is not built yet, but there are plans available to obtain measurements. Use the correct take-off / field check sheets for your building type as listed below. It is important to provide all dimensions and information requested on each take-off / field check sheet. Failure to provide all information may delay your project. Once take-off sheets are complete they should be sent (fax or mail) to ACI. Take-off pages are used by ACI to create a detailed submittal package (within four weeks). A submittal package is used by customers, dealers, contractors, and or architects to approve product design, measurements, and to verify that ACI's design conforms to project requirements and conditions. Once a submittal package is approved the customer, dealer, or installer can use this package for the final field checks (of actual building, once constructed). Once the field checks are completed they should be sent (fax or mail) to ACI for final design and release for manufacturing (typically four to six weeks). Any changes made after field check / release for manufacturing will be at your cost. Products will ship as soon as completed or within date range agreed upon.

FIELD CHECK:

Is when the building is built and available to obtain measurements. If a submittal package was sent to you by ACI it is required that you use that submittal package for field checks instead of the standard field check pages. If no submittal package was done by ACI then use the correct field check sheets for your building type as listed below. It is important to provide all dimensions and information requested on each field check sheet. Failure to provide all information may delay your project. Once the field checks are completed they should be sent (fax or mail) to ACI for final design and release for manufacturing (typically four to six weeks). Any changes made after field check / release for manufacturing will be at your cost. Products will ship as soon as completed or within date range agreed upon.

Sheets Required → Building Type ↓	FC-1.1	FC-1.2	FC-1.3	FC-1.4	FC-2.1	FC-2.2
Standard building without sloped joist	X	X	X			
Standard building with sloped joist	X	X		X		
Metal building (Pre-fabricated)	X				X	X