HAWORTH

ARCHITECTURAL SOLUTIONS

Quick Reference for Wall Service Notifications

November 2026



QUICK REFERENCE FOR WALL SERVICE NOTIFICATIONS

The purpose of this document is to:

- Provide a simple tool to assist gathering required information needed to create Wall Product Service Notifications
- To be primarily used by Site Members and submitted to Dealership Members for Service Notification Entry
- Assist the Site Member to learn where the required information can be found
- Reduce downtime and resources needed to investigate missing or incomplete submission

Project Name: _____

Order Number: _____

Lead Install Tech: _____

Project Manager: _____

IMPORTANT:
Always review Dealer requirements and Time Fence before submitting a Haworth Service Notification

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Project Details needed to process Wall Service Notifications

Original Order # _____ Refer to: A

Forecast / Project Identifier # _____ Refer to: A

Product Code / Sales Order line # _____ Refer to: B

Supplier Part # _____ Refer to: C

Panel / Tile Tag / ID # _____ Refer to: D

Wall Type Side A or B A B Refer to: E

Product Finishes _____ Refer to: F

Top of Panel

draw the panel and shade the tile that is damaged

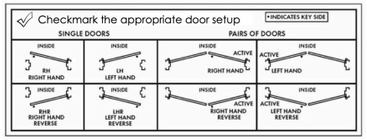
Tile Position

Photographs included? YES NO If multiple photos taken, name photos and link to description of product and panel ID #

Door and Frame Detail

Refer to: G

- Glass Slab
- Wood Slab
- Metal Slab
- Framed Slab
- LOCKING



Pictures of Lock Shipping Boxes? YES NO Refer to: H

Detailed description of what is needed

E.g. - replace door guide H-36 – see picture (picName)

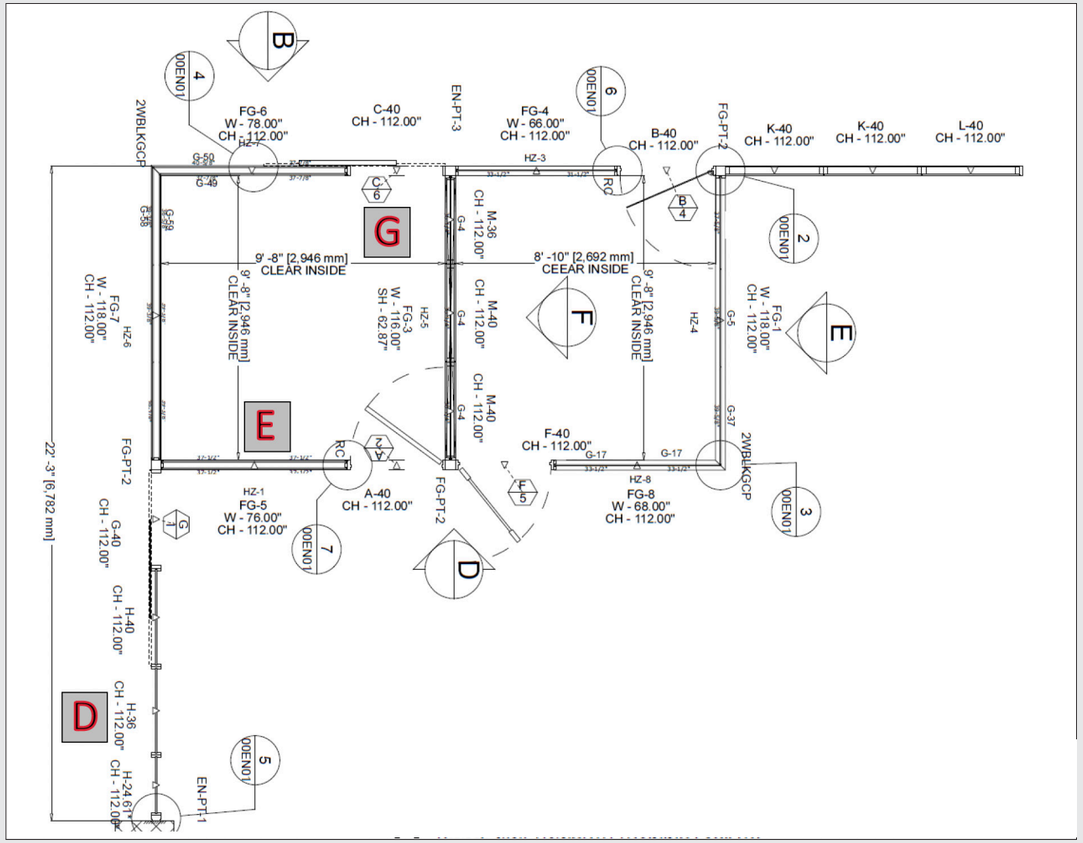
_____

_____

_____

To aid processing of the Ticket always attach Panel Type Report and Canvas file

dealerCheatSheet2024a.pub—oneDrive/Install Training Documentation/



DRAWING TITLE

INSTALLATION DRAWING

A

HAWORTH REP: FRANCISCO DELGADO	DATE: JUNE 12, 2019
FIELD TECH SUPPORT: MIKE ABEL LESTER SEWELL	SOLUTIONS CONTACT: AMY WIST
FORECAST NO: 4616	DRAWN BY: YULIA DANILOVA
HAWORTH ORDER NO: 201056552	SHEET NO: 00EN01

Panel Location

H—36

Sales Order: 201056552001

Tag: HAWORTH TRAINING ROOM #B

Item: 0Y20252H5000000

Desc: ENC GL PNL BTF RTF BLK

Catalog: 114-3833

Mfg Date: 7-Jan

Size: 0 784 0

Assembled

1 / 1

Mfg Order: MHF127301

A

B

D

Wall Type Drawing H

HAWORTH

Project: 4616_HAWORTH TRAINING FACILITY

Ceiling Height	112.00" (2,844.8 mm)
Product	ENC Glass Wall Panel, (114-3833)
Frame Finish	GRAY TONE, GRADE A ,TR-00G
Acoustical Config	Level 1 – No Insulation
Product Group	Enclose

E

Wall Type: H SIDE A

112.00" [2844.8mm]

H=112.00" [2844.8mm]

Wall Type: H SIDE B

112.00" [2844.8mm]

H=112.00" [2844.8mm]

Details

Materials

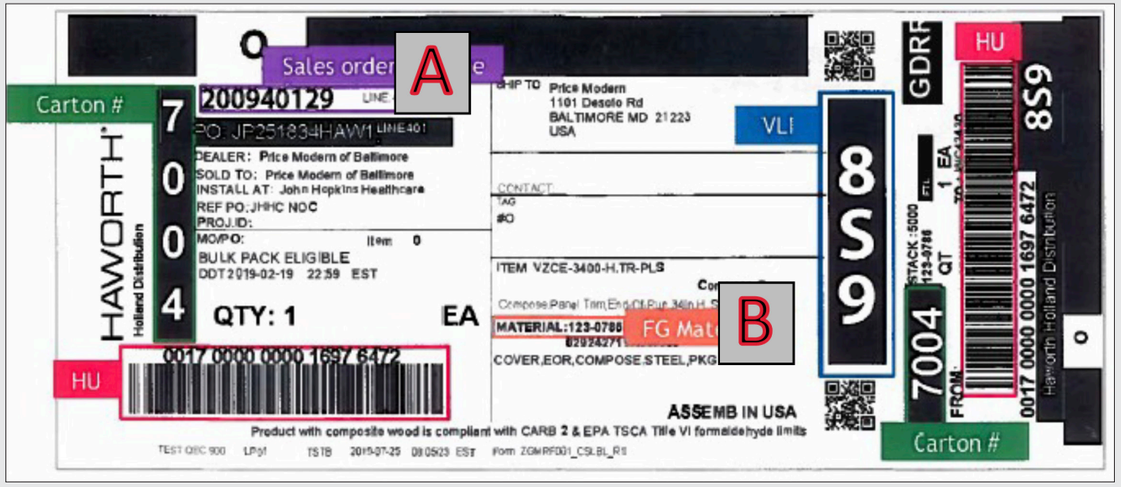
G = CLEAR TEMPERED - 6MM, GRADE A ,1G-01C

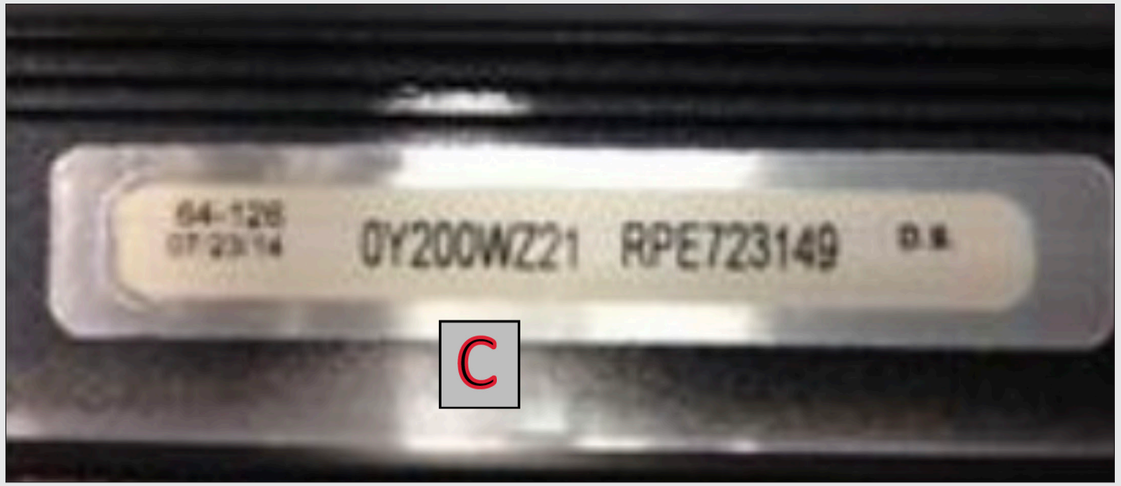
New Widths

1 pcs @ 24.61" (625 mm)
1 pcs @ 30.87" (784 mm)
1 pcs @ 36" (914.4 mm)
2 pcs @ 40" (1,016 mm)

A B D F

To aid processing of the Ticket always attach Panel Type Report and Canvas file





FINISH SUMMARY

F

WallCover	
A DUNDEE STONE BLUE	1A-D20
Glass	
B LOCAL ORDER TEMPERED - 10MM, GRADE NG	,GZ-T10
C CLEAR TEMPERED - 10 MM, GRADE B	,1G-03C
D CLEAR TEMPERED - 6 MM, GRADE A	,1G-01C
Trim / Powdercoat	
E SMOOTH - GRAY TONE, GRADE A	,TR-00G
Wood / Laminate	
F DOUBLE CUT - BEACHWOOD, GRADE B	,WL-0HL
G WHITE MARKERBOARD, GRADE B	,0H-00W
Laminate/Melamine Edge	
H WHITE MARKERBOARD, GRADE B	,HP-00W
Treated Metal	
I BRIGHT ALUMINUM, GRADE NG	,U2-0BA

LATERAL BRACING NOTES

LATERAL BRACING REQUIREMENTS FLOOR ONLY (ENCLOSE FRAMELESS GLASS)

Mechanically fasten base to floor.

Mechanically fasten wall starts to structure.

DOORS

G

DOOR TYPE	PRODUCT DESCRIPTION AND HARDWARE
T-A WIDTHS: 1 PCS @ 40"	PRODUCT DESCRIPTION: ENC BUTT HINGE DOORS ORIENTATION:RIGHT HAND BOTTOM RAIL HEIGHT:254.0 MM (10.00") PLINTH OPTIONS:PLINTH LATCHSET PREP:FACTORY PREP/SHIP HARDWARE LATCHSET:SCHLAGE AL SERIES CYLINDER ACTIVE LATCHSET FUNCTION:OFFICE/ENTRY (AL50PD) LATCHSET STYLE:SATURN LEVER LATCHSET HEIGHT:1,016.0 MM (40.00") LATCHSET CYL CORE TYPE:STANDARD CORE JAMB STRIKE OPTION:ANSI STOP:PANEL MOUNTED CLOSER:N/A
T-B WIDTHS: 1 PCS @ 40"	PRODUCT DESCRIPTION: EFG SLIDING DOORS ORIENTATION:LEFT HAND BOTTOM RAIL HEIGHT:88.9 MM (3.50") PLINTH OPTIONS:PLINTH LATCHSET PREP:FACTORY PREP/SHIP HARDWARE LATCHSET:FSB ESS SERIES MORTISE ACTIVE LATCHSET FUNCTION:EGRESS-ENTRY (RA-B) LATCHSET STYLE:1070 LEVER LATCHSET HEIGHT:1,057.0 MM (41.61") LATCHSET CYL CORE TYPE:STANDARD CORE CLOSER:N/A BYPASS SEAL:NO
T-C WIDTHS: 1 PCS @ 40"	PRODUCT DESCRIPTION: ENC SLIDING DOORS ORIENTATION:RIGHT HAND PLINTH OPTIONS:PLINTH LATCHSET PREP:FACTORY PREP/SHIP HARDWARE LATCHSET:ADAMS RITE MS1800 SERIES MORTISE ACTIVE LATCHSET FUNCTION:FLUSHBOLT-TOP LOCK (MS1877) LATCHSET HEIGHT:1,219.0 MM (47.99") LATCHSET CYL CORE TYPE:STANDARD CORE PULL PREP:ON SITE PREP/SHIP HARDWARE PULL MANUFACTURER:J&K CASTINGS PULL SERIES:RECTILINEAR SERIES PULL TYPE:RCTLR_7/8INT_12INL_12INOC PULL COLOR:SMOOTH - GRAY TONE, GRADE A (TR_G) CLOSER:N/A
T-D WIDTHS: 1 PCS @ 40"	PRODUCT DESCRIPTION: EFG PIVOT DOORS ORIENTATION:LEFT HAND PLINTH OPTIONS:NO PLINTH LATCHSET PREP:FACTORY PREP/SHIP HARDWARE LATCHSET:FSB SM SERIES MORTISE ACTIVE LATCHSET FUNCTION:OFFICE (SM-I) LATCHSET STYLE:1035 LEVER LATCHSET HEIGHT:1,057.0 MM (41.61") LATCHSET CYL CORE TYPE:STANDARD CORE JAMB STRIKE OPTION:ANSI STOP:FLOOR MOUNTED CLOSER:N/A

Door Hardware Shipping Tags



