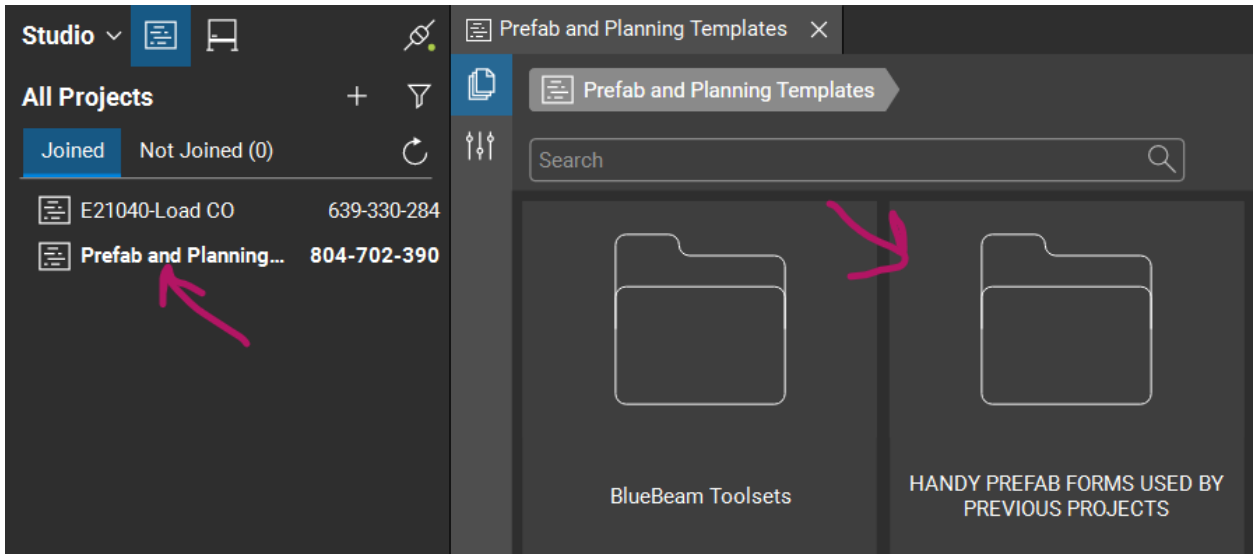
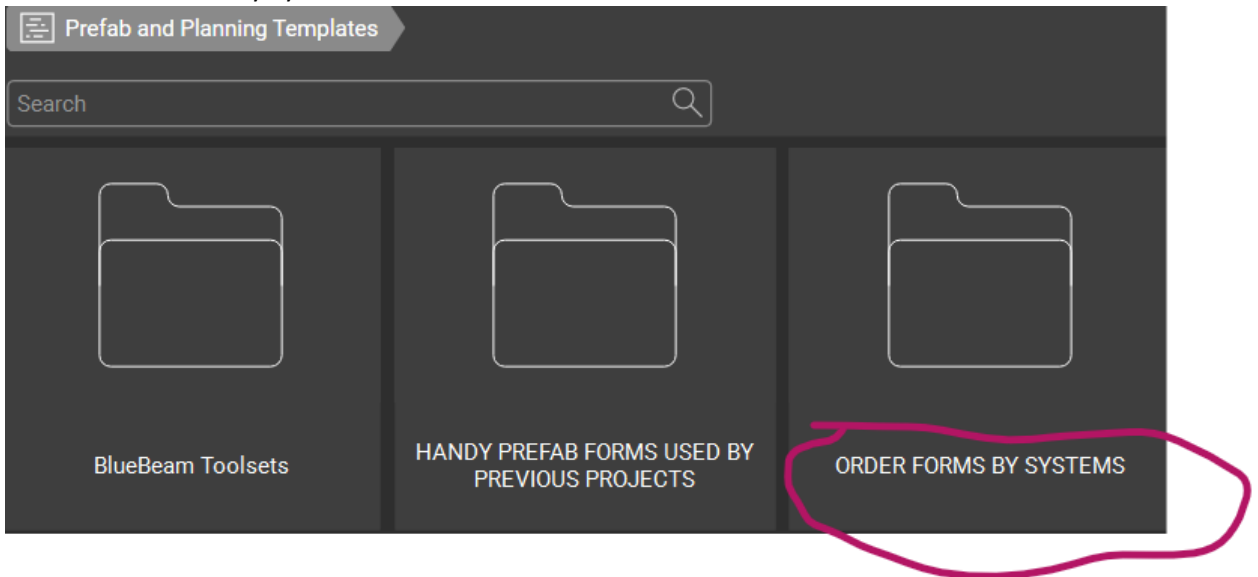


HOW TO FILL OUT A PREFAB ORDER FORM FOR 90 BEND ORDER FORM

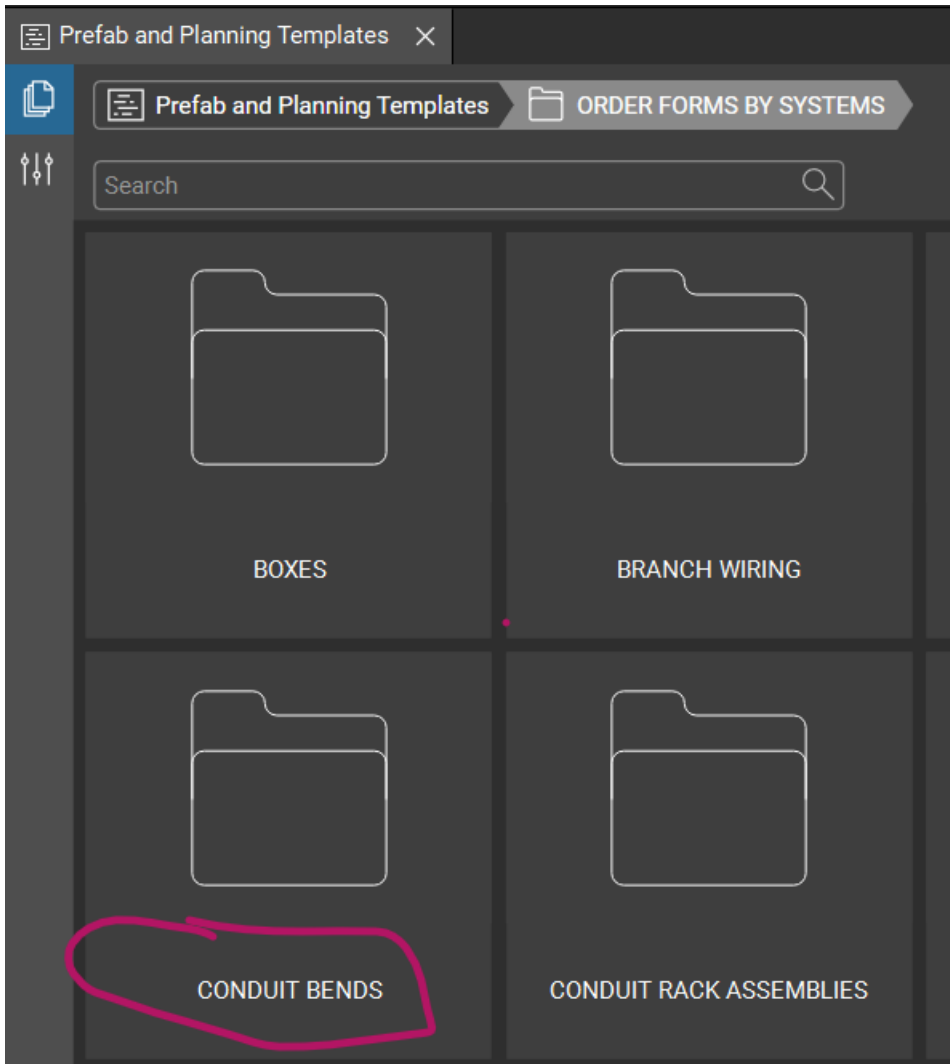
1. Be sure to check the HANDY PREFAB FORMS from previous projects on Bluebeam to see if there are already filled out forms that fit your needs.



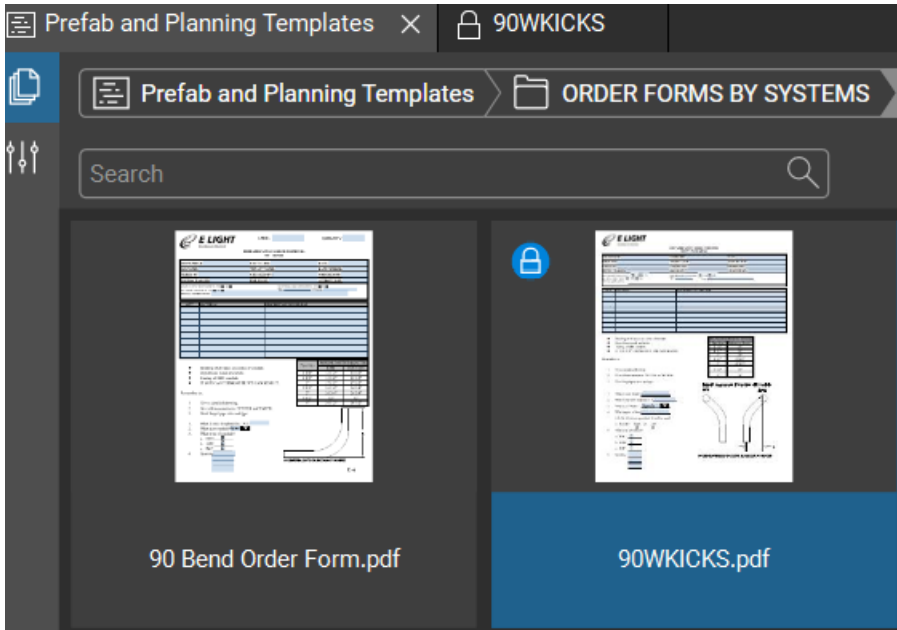
2. Go to Order Forms by Systems



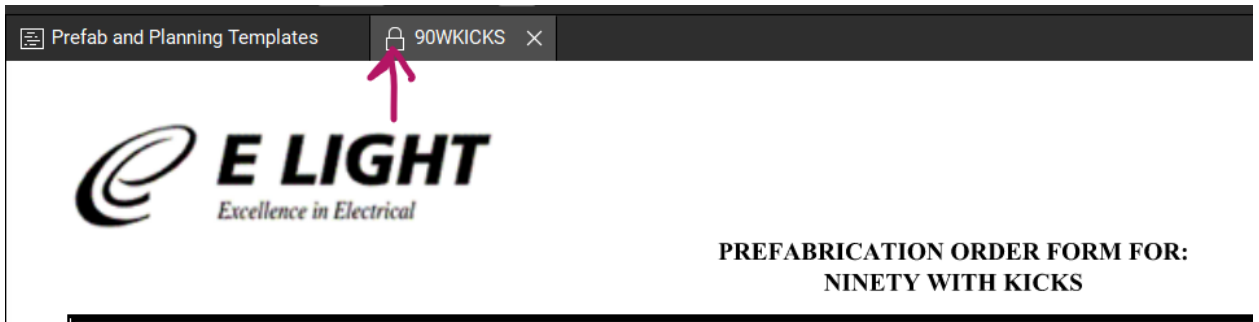
3. Open Conduit Bends.



4. Open the file you wish to use. We are going to use 90W Kicks as our example.



- Open the document and select the lock sign on the upper left hand corner in order to check it out.



- Once checked out, fill out job number, job name, cost code, and hours charged.

JOB NUMBER: 310807	COST CODE: 999	DATE: 5/16/2022
JOB NAME: Wilmington	TENANT NAME:	DATE NEEDED:
FILLED BY:	CHECKED BY:	ORDERED BY:
HOURS CHARGED: 5	PRICED BY:	APPROVED BY:

SAMPLE SENT WITH ORDER: YES NO MATERIAL LIST ATTACHED: YES NO

- Put today's date and under "Date Needed" write a specific date. DO NOT WRITE ASAP.



PREFABRICATION ORDER FORM FOR:
NINETY WITH KICKS

JOB NUMBER: 310807	COST CODE: 999	DATE: 5/16/2022
JOB NAME: Wilmington	TENANT NAME:	DATE NEEDED: 5/21/2022
FILLED BY:	CHECKED BY:	ORDERED BY:
HOURS CHARGED: 5	PRICED BY:	APPROVED BY:
SAMPLE SENT WITH ORDER: <input type="checkbox"/> YES <input type="checkbox"/> NO		MATERIAL LIST ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO

8. Fill in Ordered By box.
9. Enter name of the material being requested along with the quantity needed. Under "Description of Pre-Fab" list the specifications of how you need the material to be prefabricated (for example, does a box need a 3 1/4" pipe).
10. Fill out the bottom portion step by step using the "Minimum Stub Length" as a guide. If a question doesn't apply to you, put N/A. Draw a picture if that is easier to explain.

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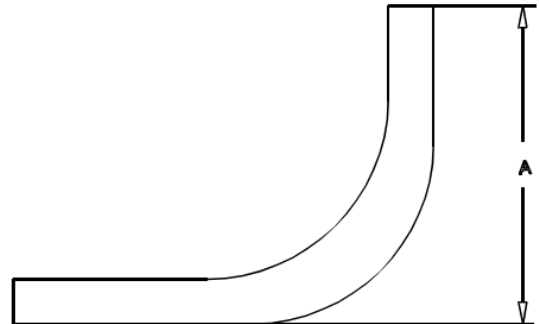
- Bending of all types and sizes of conduit.
- Repetitious bends and stubs.
- Tarring of GRC conduit.
- IF YOU CAN THINK OF IT, WE CAN BEND IT.

Remember to:

1. Give a detailed drawing.
2. Give all measurements CENTER to CENTER.
3. Don't forget pipe size and type.

1. What is stub length (Dim. "A")? _____
2. What size conduit? Specify _____
3. What type of conduit?
 - a. EMT _____
 - b. GRC _____
 - c. IMC _____
4. Quantity _____

Pipe Size	MINIMUM STUB LENGTH	
	EMT	IMC/GRC
1 1/4"	14 1/2"	14 1/2"
1 1/2"	15 1/2"	15 1/2"
2"	17 1/2"	17 1/2"
2 1/2"	24 1/4"	24 1/4"
3"	26 3/4"	26 3/4"
3 1/2"	32"	32"
4"	36 1/2"	36 1/2"



NOTE: STUB LENGTH TO BOTTOM OF CONDUIT

C-6

11. Fill in Special Instructions if needed.
12. Completed forms will need to be sent to Ted Smith.