Engineering Procedures

1. Everyone Slow Down ☺
2. New Folders Barb will receive. Major systems will be ordered immediately to make the requested date. Other materials will be indicated to be shown on the sales order and then given to the Engineers. Engineers will indicate plenums, brackets, stands, fire dampers etc with correspond with the drawings on the PO Worksheet
3. Sales order changes or add on by customer/ salesman. Must have **written** confirmation by customer or **revised PO** for any changes after customer has signed off on the drawing. Limit quoted cannot exceed what is on sales order to keep in percentages
4. Salesman have been provided the “Lead Time” Chart. It is their responsibility to respond to the customer with this information
5. Work orders ( yellow) give to Barb to issue and follow up on. If duct will return form to Engineer to confirm. Signed and dated sheet to be returned . Details on form as much as possible to eliminate confusion. Sales order has to be attached. **Copy put in folder and copy to Don for follow-up**
6. Packing Slips (green) Barb will issue and follow up with shipping with tracking and confirmation. Details on form as specific as possible. Sales order has to be attached. . **Copy put in folder and copy to Don for follow-up**
7. No less than 2 weeks from established installation date, project folder needs to be reviewed and confirm all elements have been ordered.
8. Engineering meeting weekly to review all projects and drop ships. More often if needed for special circumstances
9. Containers and Ports Barb confirms all PO’s and determination of destination.