

**QUESTIONNAIRE FOR  
BOOKCASE, WOOD, OFFICE**

Duplicate a blank (or partially completed) questionnaire as necessary if you are submitting multiple models. Use a separate form for each model. References herein to type, size, class, and the NC specification refer to latest revision of NC Standard Specification #7195-7.

1. Person completing questionnaire: \_\_\_\_\_
2. Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_
3. Name of firm: \_\_\_\_\_  
Address: \_\_\_\_\_

FOR ALL CLASSES OF BOOKCASES:

4. Manufacturer: \_\_\_\_\_
5. Model: \_\_\_\_\_
6. Type (I, II): \_\_\_\_\_ Style (A, B) \_\_\_\_\_ Class (1, 2, or 3): \_\_\_\_\_
7. Does unit meet all requirements of NEMA LD-3? \_\_\_\_\_ (yes/no)  
How was this determined (explain)? \_\_\_\_\_  
\_\_\_\_\_
8. Materials are defect free, exposed parts free of machine marks and smoothly finished exhibiting good workmanship? \_\_\_\_\_ (yes/no)
9. All offerings are new and the latest production model as represented in the current published literature intended for the general public with specific configuration, construction and materials represented? \_\_\_\_\_ (yes/no)
10. Generally, components are well glued, without excess overflow and/or assembled with mechanical fasteners where applicable? \_\_\_\_\_ (yes/no)
11. Particleboard mechanical fasteners are those specifically designed for use with particleboard and wood screws are not used as a fastener? \_\_\_\_\_ (yes/no)
12. Fiberboard components are not nailed or stapled and mechanical fasteners are not the primary means of securing solid joints? (Yes/No) \_\_\_\_\_
13. Knockdown cases utilize durable mechanical fasteners, securely attached to matching parts, that offer easy assembly and resistance to being pulled or knocked apart?(Yes/No) \_\_\_\_\_
14. "Buttons" are not used to conceal screws or fasteners? (Yes/No) \_\_\_\_\_

15. Solid wood parts shall be of selected oak, birch, maple or as specified in the Invitation for Bids and free from defects with a moisture content between 5% to 7%. At assembly, wood shall be selected for uniformity of grain and color? (Yes/No)\_\_\_\_\_
16. Unexposed solid wood parts are of suitable hardwoods and wood panels, used for core stock, are made up of random widths between 1" and 4"? (Yes/No) \_\_\_\_\_
17. Hardwood veneer species, as specified in the Invitation for Bids, are plain sliced and carefully selected for uniformity of grain and color. When utilized, there is no wide variation of patterns in companion parts and no detectable telegraphing of substrate, sand through or adhesive bleed through? (Yes/No)\_\_\_\_\_
18. Lumber cores are of good grade hardwood core stock (discoloration, sound knots and properly patched/filled defects acceptable) is comprised of random widths between 1" and 4", straight, flat, and square edged prior to gluing? (Yes/No)\_\_\_\_\_
19. Particleboard cores, comprised of bonded wood chips, are bonded with a moisture resistant adhesive and have a minimum density of 45 lbs/cu ft? (Yes/No)\_\_\_\_\_
20. Fiberboard cores, comprised of pressed wood fibers, have a minimum density of 45 lbs/cu ft and comply with ASTM C208 standard? (Yes/No)\_\_\_\_\_
21. Plywood cores are balanced and cross banded multiple hardwood veneer construction free of structural defects and assembled with a moisture-resistant resin adhesive? (Yes/No)\_\_\_\_\_
22. Shelving core material is either solid wood, plywood (veneer core) and particleboard or fiberboard (45 lbs/cu ft density, 60 psi internal bond and a Modulus of Elasticity stiffness of 300 ksi)? (Yes/No) \_\_\_\_\_
23. High-pressure plastic laminates comply with NEMA LD-3, grade GP-28 minimum and backers grade BK-20 minimum? (Yes/No)\_\_\_\_\_
24. Low pressure plastic laminate panels (decorative face) meet the minimum criteria set forth in the American Laminators Association Performance Standard for Thermoset Decorative Panels (ALA 1985) and are typically bonded to particleboard and fiberboard substrates with multiple parts applications matched for grain and color? (Yes/No)\_\_\_\_\_
25. All solid wood and veneers are sanded smooth prior to assembly, all excess glue is removed after assembly and proper surface finishing is performed, prior to applying top quality standard colors, that's resistant to abrasion, scuffing, sunlight, boiling water, alcohol, nail polish remover, mustard, ketchup, tea, ink soft drinks and juices? (Yes/No) \_\_\_\_\_
26. All visible metal hardware is brass, stainless steel, chrome plated or coated with epoxy/acrylic enamel that provides a positive locking design remaining tight until intentionally released? (Yes/No)\_\_\_\_\_
27. Adhesives are of good commercial quality and suited to the application? (Yes/No)\_\_\_\_\_
28. List all deviations to the NC specification (any deviation may be grounds for rejection of the model):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of person completing form \_\_\_\_\_

Date \_\_\_\_\_