RESPONSIBILITY MATRIX WE / GC

	WEST ELM WE VENDOR FURNISH	WEST ELM WE VENDOR INSTALL	GENERAL CONTRACTOR FURNISH	GENERAL CONTRACTOR INSTALL	REMARK
GENERAL					
LOCK KEYS AND NEW STORE CORES	●			●	BEST CORES; PERMANENT CORES INSTALLED AT TURNOVER- SEE SHEET A-003, CONST CORES BY GC
~~ALUMINUM STOREFRONT SYSTEM AND GLAZING~~			●	●	
~~CUSTOM ENTRY DOOR PULLS~~	●			●	~~FURNISHED BY 3D STUDIOS (2 PER DOOR LEAF)~~
~~EXTERIOR CANOPY~~			●	●	
~~MARKET PATIO PLANTERS~~	●	●			
THRESHOLDS					
HVAC TESTING AND BALANCING / REPORT	●	●			GC TO F&I, IF NEEDED FOR INSPECTION
INTERIOR/ SALES					
CASEWORK/ STORE FIXTURES	●	●			BY FIXTURE INSTALLER
CASH WRAP/ BACK WRAP ~~/ COFFEE BAR~~	●	●			BY FIXTURE INSTALLER
LOOSE FIXTURES/ ACCESSORIES	●	●			FIXTURE INSTALLER TO RECEIVE, UNWRAP, INVENTORY & ASSEMBLE
LOFT CEILING FINISH	●			●	
STAIR/ HANDRAIL/ GUARDRAIL			●	●	
LOFT FIXTURES/ LOFT GLASS/ LOFT ACCESSORIES	●	●			BY FIXTURE INSTALLER
~~WOOD FLOORING~~	●			●	
~~WALL/ FLOOR TILE AT COFFEE BAR~~			●	●	
~~STONE FLOORING~~			●	●	
~~RECLAIMED WOOD CLADDING AT BACKWRAP/ LOFT WALL~~	●			●	
ADA LIFT			●	●	
CORNER GUARDS (SALES)	●	●			FURNISHED BY 3D STUDIOS, INSTALLED BY FIXTURE INSTALLER
WALL BASE			●	●	
LIGHTING BAY TRACK & PLUGMOLD INSTALL	●			●	SEE FIXTURE DWGS FOR LIGHTING BAY LOCATIONS
FIRE EXTINGUISHERS			●	●	
DESIGN LAB LIGHTING	●			●	PENDANT FIXTURES
CEILING DISPLAY GRIDS	●	●			GC TO PROVIDE UNISTRUT FOR ATTACHMENT
CUSTOMER TOILET ROOMS					
ADA SIGNAGE	●	●			(SEE SIGN PACKAGE)
TOILET ACCESSORIES			●	●	
TILE FLOORING/ TILE WAINSCOT AND COVE			●	●	
LIGHT FIXTURES	●			●	
MIRROR			●	●	
UNISEX EMPLOYEE TOILET ROOM					
~~ADA SIGNAGE~~	●	●			~~(SEE SIGN PACKAGE)~~
~~TOILET ACCESSORIES~~			●	●	
~~LIGHT FIXTURES~~	●			●	
~~MIRROR~~			●	●	
STOCKROOM					
MOP SHELF	●	●			BY FIXTURE INSTALLER
EMPLOYEE BREAK COUNTER/ SHELVING/ TABLE	●	●			BY FIXTURE INSTALLER
STOCK SHELVING/ PALLET RACKING	●	●			
PILLOW BINS	●	●			FURNISHED & INSTALLED BY SHELVING VENDOR
SHIPPING/ RECEIVING DESK	●	●			BLOCKING BY GC, INSTALLED BY FIXTURE INSTALLER
CUSTOMER SERVICE DESK	●	●			BLOCKING BY GC, INSTALLED BY FIXTURE INSTALLER
COAT RACK	●	●			BLOCKING BY GC, INSTALLED BY FIXTURE INSTALLER
EMPLOYEE LOCKERS (SIX TIER)	●	●			BLOCKING BY GC, INSTALLED BY FIXTURE INSTALLER
CORNER GUARDS (STOCKROOM)			●	●	
~~VRC/ VRC CEILING DOOR/ VRC SERVICE LADDER~~			●	●	
MANAGER'S OFFICE					
MANAGER'S DESK/ SHELVING	●	●			BLOCKING BY GC, INSTALLED BY FIXTURE INSTALLER
SAFE	●			●	BOLT TO FLOOR AT TURNOVER
SINGLE LOCKER (SIX TIER)	●			●	BLOCKING AND INSTALLATION BY GC
FABRIC PIN BOARDS	●	●			BY FIXTURE INSTALLER
CARPET/ BASE			●	●	
ELECTRICAL/ LOW VOLTAGE					
SECURITY SYSTEM	●	●			CONDUIT/PULL WIRE BY GC/ OUTLET BY GC
SECURITY PHONE JACK	●	●			CONDUIT/PULL WIRE BY GC
PHONE CONDUIT TO SPACE FROM BLDG DEMARK	●	●			CONDUIT/PULL WIRE BY GC
PHONE EQUIPMENT AND WIRING	●	●			
STEREO SYSTEM, SPEAKERS AND CABINET	●			●	SEE E-005 FOR SCOPE OF WORK
STEREO SYSTEM, COMPONENTS	●	●			
LIGHTING CONTROLS	●			●	SHIPS WITH LIGHT PACKAGE
LIGHT FIXTURES AND LAMPS	●			●	GC TO TAKE DELIVERY
FINAL 120V CONNECTION ON EXTERIOR SIGNAGE LIGHTING			●	●	
POS CONDUITS/ PULL STRINGS			●	●	
POS EQUIPMENT SETUP AND WIRING	●	●			NO DEVIATIONS FROM ELEC DWG
"SHOPPER TRAK" SYSTEM	●	●			GC PROVIDES CONDUIT AND WIRE
LIGHTING (B-LINE)			●	●	THREADED ROD SUPPORTS BY GC
SIGNS AND GRAPHICS					
~~EXTERIOR AWNINGS~~			●	●	
TEMPORARY WINDOW GRAPHICS	●	●			
STORE HOURS GRAPHICS	●	●			
EXTERIOR ILLUMINATED SIGNS	●	●			BLOCKING AND FINAL ELEC CONNECTION BY GC
INTERIOR CUT VINYL LETTERS	●	●			
STRUCTURAL			●	●	
ELECTRICAL			●	●	
HVAC			●	●	
PLUMBING			●	●	

REFLECTED CEILING PLAN SYMBOLS

- FLUORESCENT LIGHT FIXTURE – SURFACE MOUNTED
- 4' FLUORESCENT STRIP LIGHT – SURFACE MOUNTED (UON)
- 8' FLUORESCENT STRIP LIGHT – SURFACE MOUNTED (UON)
- FLUORESCENT STRIP FIXTURE
- STRUT SYSTEM WITH BLANK ON BOTTOM
- STRUT SYSTEM WITH LIGHT TRACK ON BOTTOM
- TRACK LIGHT HEADS – FLOOD
- TRACK LIGHT HEADS – SPOT
- EMERGENCY LIGHT – WALL MOUNTED
- EMERGENCY LIGHT – CEILING SUSPENDED
- GWB CEILING MOUNTED EMERGENCY LIGHT
- SCONCE
- PENDANT LIGHT
- EXIT SIGN
- EXIT SIGN – CEILIGN MOUNTED
- FIRE SPRINKLER HEAD, SEE FIRE PROTECTION DRAWINGS AND REFLECTED CEILING PLAN
- DISPLAY GRID FOIC
- CEILING SUPPLY AIR REGISTER
- RETURN AIR REGISTER
- SPEAKER IN GWB CEILING, COORDINATE WITH SOUND SYSTEM CONTRACTOR
- SPEAKER IN OPEN TO STRUCTURE AREA AND LOFT SPEAKER, COORDINATE WITH SOUND SYSTEM CONTRACTOR
- SUB — SUBWOOFER, COORDINATE WITH SOUND SYSTEM CONTRACTOR
- CEILING RECEPTACLE
- GWB CEILING
- WAP — WIRELESS ACCESS POINTS
- ACCESS PANEL

PLAN SYMBOLS

- (NON-RATED)
- (1 HOUR ASSEMBLY)
- (2 HOUR ASSEMBLY)
- (3 HOUR ASSEMBLY)

FIRE-RATED WALLS OR PARTITIONS

- EXISTING CONSTRUCTION
- CONSTRUCTION TO BE DEMOLISHED
- FD — FLOOR DRAIN
- FCO — FLOOR CLEAN OUT
- J — J BOX
- WALL RECEPTACLE
- RECESSED DUPLEX FLOOR OUTLET
- F — FIRE EXTINGUISHER- INSTALL TOP OF EXTINGUISER AT 5'-0" AFF

- CORNER GUARD
- FOR BACK-OF-HOUSE LOCATIONS, SEE C5 / A-803
- FOR SALES FLOOR LOCATIONS, SEE C3 / A-803
- RAISED PLATFORM AREA
- COAT RACK WITH FRT BACKING

STOCK SHELVING BY SHELVING CONTRACTOR

- 24X48X96 / SHF022_5900 — STOCK SHELVING
- 3X8X12_BULK — BULK STOCK

DISPLAY FIXTURES BY CASEWORK CONTRACTOR

- DISPLAY BAYS

ABBREVIATIONS

ACC	ACCESSIBLE
ACOUS	ACOUSTICAL
ACP	ACOUSTICAL CEILING PANEL
AD	AREA DRAIN
ADJ	ADJUSTABLE
AFF	ABOVE FINISHED FLOOR
AGGR	AGGREGATE
ALT	ALTERNATE
ALUM	ALUMINUM
APPROX	APPROXIMATE
ARCH	ARCHITECT, ARCHITECTURAL
ASB	ASBESTOS
AUTO	AUTOMATIC
AV	AUDIO VISUAL
BB	BULLETIN BOARD
BD	BOARD
BITUM	BITUMINOUS
BLDG	BUILDING
BLKG	BLOCKING
BM	BEAM
BO	BOTTOM OF
BOT	BOTTOM
BRZ	BRONZE
BSMT	BASEMENT
CAB	CABINET
CB	CATCH BASIN
CEM	CEMENT; CEMENTITIOUS
CER	CERAMIC
CG	CORNER GUARD
CH	COAT HOOK
CI	CAST IRON
CIP	CAST-IN-PLACE
CL	CENTERLINE
CLG	CEILING
CLKG	CAULKING
CLO	CLOSET
CLR	CLEAR
CMU	CONCRETE MASONRY UNIT
CNTR	COUNTER
CO	CLEAN OUT, CASED OPENING
COL	COLUMN
COMM	COMMUNICATION
CONC	CONCRETE
CONN	CONNECTION, CONNECT
CONSTR	CONSTRUCTION
CONT	CONTINUOUS, CONTINUE
CORR	CORRIDOR
CPT	CARPET
CSWK	CASEWORK
CT	CERAMIC TILE
CTR	CENTER
CTSK	COUNTERSUNK
DBL	DOUBLE
DEMO	DEMOLISH, DEMOLITION
DEPT	DEPARTMENT
DET	DETAIL
DF	DRINKING FOUNTAIN
DIA	DIAMETER
DIAG	DIAGONAL, DIAGRAM
DIM	DIMENSION
DISP	DISPENSER
DIV	DIVIDE, DIVISION
DN	DOWN
DO	DOOR OPENING
DR	DOOR, DRESSING ROOM
DS	DOWNSPOUT
DWG	DRAWING
DWR	DRAWER
E	EAST
EA	EACH
EIFS	EXTERIOR INSULATION AND FINISH SYSTEM
EJ	EXPANSION JOINT
EL	ELEVATION
ELEC	ELECTRIC, ELECTRICAL
ELEV	ELEVATOR
EMER	EMERGENCY
ENCL	ENCLOSE, ENCLOSURE
EP	ELECTRIC PANEL
EQ	EQUAL
EQUIP	EQUIPMENT
EXP	EXPANSION, EXPOSED
EXIST	EXISTING
EXT	EXTERIOR
FA	FIRE ALARM
FCO	FLOOR CLEAN OUT
FD	FLOOR DRAIN
FDC	FIRE DEPARTMENT CONNECTION
FDTN	FOUNDATION
FE	FIRE EXTINGUISHER
FEC	FIRE EXTINGUISHER CABINET
FHC	FIRE HOSE CABINET
FIN	FINISH, FINISHED
FLASH	FLASHING
FLEX	FLEXIBLE
FLR	FLOOR
FLUOR	FLUORESCENT
FO	FACE OF, FINISHED OPENING
FOIC	FURNISHED BY OWNER/ INSTALLED BY CONTRACTOR
FP	FIRE PROTECTION
FR	FRAME, FIRE RATED
FRPF	FIREPROOF, FIREPROOFING
FRT	FIRE RETARDANT TREATED
FS	FLOOR SINK
FT	FOOT, FEET
FTG	FOOTING
FURR	FURRING
FUT	FUTURE
GA	GAUGE
GALV	GALVANIZED
GB	GRAB BAR
GEN	GENERAL, GENERATOR
GFRC	GLASS-FIBER REINFORCED CONCRETE
GFRG	GLASS-FIBER REINFORCED GYPSUM
GFRP	GLASS-FIBER REINFORCED PLASTIC
GL	GLASS
GND	GROUND
GR	GRADE
GYP	GYPSUM
GWB	GYPSUM WALL BOARD
HB	HOSE BIBB
HC	HOLLOW CORE
HDBD	HARDBOARD
HDW	HARDWARE
HDWD	HARDWOOD
HM	HOLLOW METAL
HORIZ	HORIZONTAL
HR	HOUR
HT	HEIGHT
HVAC	HEATING, VENTILATING AND AIR CONDITIONING
ID	INSIDE DIAMETER
INCL	INCLUDE, INCLUDING
INFO	INFORMATION
INSUL	INSULATE, INSULATION
INT	INTERIOR
JAN	JANITOR
JT	JOINT
KIT	KITCHEN
LAB	LABORATORY
LAM	LAMINATE, LAMINATED
LAV	LAVATORY
LKR	LOCKER
LT	LIGHT
MATL	MATERIAL
MAX	MAXIMUM
MC	MEDICINE CABINET
MECH	MECHANICAL
MED	MEDIUM
MEMB	MEMBRANE
MEZZ	MEZZANINE
MGT	MANAGEMENT
MFR	MANUFACTURE, MANUFACTURE
MIN	MINIMUM, MINUTE
MIR	MIRROR
MISC	MISCELLANEOUS
MO	MASONRY OPENING
MS	MOP SINK
MTD	MOUNTED
MTL	METAL
MUL	MULLION
N	NORTH
NIC	NOT IN CONTRACT
NO	NUMBER
NOM	NOMINAL
NTS	NOT TO SCALE
OA	OVER ALL
OBS	OBSCURE
OC	ON CENTER
OFF	OFFICE
OH	OVERHEAD
OD	OUTSIDE DIAMETER
OPNG	OPENING
OPP	OPPOSITE
OTS	OPEN TO STRUCTURE ABOVE
PBD	PARTICLEBOARD
PC	PRECAST
PERP	PERPENDICULAR
PLAM	PLASTIC LAMINATE
PLAS	PLASTER
PLYWD	PLYWOOD
PNL	PANEL
PL	PROPERTY LINE
PR	PAIR
PROP	PROPERTY
PT	PAINT, POINT, PRESSURE TREATED
PTD	PAPER TOWEL DISPENSER
PTN	PARTITION
PTR	PAPER TOWEL RECEPTACLE
QT	QUARRY TILE
R	RADIUS, RISER
RCP	REFLECTED CEILING PLAN
RD	ROOF DRAIN, ROAD
REF	REFER TO, REFERENCE
REFR	REFRIGERATOR
REINF	REINFORCED, REINFORCING
REQD	REQUIRED
RESIL	RESILIENT
REV	REVISED, REVISION
RGTR	REGISTER
RM	ROOM
RO	ROUGH OPENING
RWD	REDWOOD
S	SOUTH
SC	SOLID CORE
SCD	SEAT COVER DISPENSER
SCHED	SCHEDULE
SCW	SOLID CORE WOOD
SD	SOAP DISPENSER
SECT	SECTION
SGL	SINGLE
SH	SHELF
SHR	SHOWER
SHT	SHEET
SIM	SIMILAR
SND	SANITARY NAPKIN DISPENSER
SNR	SANITARY NAPKIN RECEPTACLE
SPEC	SPECIFICATION
SPKLR	SPRINKLER
SPKR	SPEAKER
SQ	SQUARE
SS	SERVICE SINK
SST	STAINLESS STEEL
STA	STANDARD
STD	STATION
STL	STEEL
STOR	STORAGE
STRUCT	STRUCTURAL
SUSP	SUSPENDED
SYM	SYMMETRICAL
T	TREAD
T&G	TONGUE AND GROOVE
TB	TOWEL BAR
TEL	TELEPHONE
TEMP	TEMPERATURE, TEMPORARY
TER	TERRAZZO
THK	THICK, THICKNESS
TO	TOP OF
TPD	TOILET PAPER DISPENSER
TV	TELEVISION
TYP	TYPICAL
UGND	UNDERGROUND
UNFIN	UNFINISHED
UON	UNLESS OTHERWISE NOTED
UR	URINAL
VERT	VERTICAL
VEST	VESTIBULE
VIF	VERIFY IN FIELD
VNR	VENEER
VWC	VINYL WALLCOVERING
W	WEST, WIDE
W/	WITH
W/O	WITHOUT
WC	WATER CLOSET, WALLCOVERING
WD	WOOD
WP	WEATHERPROOF, WATERPROOF, WATERPROOFING, WORK POINT
WR	WATER RESISTANT
WSCT	WAINSCOT
WT	WEIGHT
YD	YARD

SYMBOLS

SYMBOL AND DESCRIPTION

- BUILDING SECTION INDICATOR (XX / A-XXX)
- WALL SECTION INDICATOR (XX / A-XXX)
- SECTION DETAIL INDICATOR (XX / A-XXX)
- SMALL CONDITION DETAIL INDICATOR (XX / X-XXX)
- MATCHLINE INDICATOR (MATCH LINE XX/A-XXX)
- REVISION INDICATOR (X)
- DATUM INDICATOR
- KEYNOTE (X.X)
- RECTANGULAR DETAIL INDICATOR (XX / A-XXX)
- CIRCULAR DETAIL INDICATOR (XX / A-XXX)
- EXTERIOR ELEVATION INDICATOR (XX / X-XXX)
- INTERIOR ELEVATION INDICATOR (XX / X-XXX) OR (XX / X-XXX)
- COLUMN GRID INDICATOR AND GRID LINES (X.X)
- DOOR NUMBER (XXXXX)
- FINISH INDICATOR SEE SHEET A-002 (XX-X)
- WALL/PARTITION TYPE INDICATOR SEE SHEET A-801 (XX XX)
- SPOT ELEVATION (EL X'-XX")

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Date: 04/26/17

LICENSED ARCHITECT — TODD K. LENOKI — STATE OF MAINE

west elm
Downtown Portland
164 Middle Street
Portland, ME 04101
PROJECT #006-160335.00

ISSUED / REVISED	DATE
PRELIMINARY SET	09/08/16
LL COORDINATION SET	11/08/16
LL/PERMIT SET	11/21/16

SYMBOLS & ABBREVIATIONS

A-001

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