

# RMW CA forms request for "EXTRA MATERIALS" (attic stock)

## HOW AND WHEN TO USE IT

- SEND THIS form to the Owner and ask the Owner to record the amount and type of "attic stock" wanted. The Owner's facility manager is the person who will probably process this form.
- SEND IT before the Construction Documents are issued. Otherwise, issue it to the Contractor in a Bulletin.

## WHERE IS THE FORM?

The form is published in the Specifications in Division 1. The form is in Rspace in Word and PDF formats.

## WHY IS IT IMPORTANT

The RMW Request for Extra Materials is the form used to record for which products used in the construction of the project the Owner wants "attic stock"



"Extra Materials" are materials and products identical to the ones installed bought by the Contractor at the same time as the Contractor buys the materials which will be installed in the building. The Contractor delivers the "Extra Materials" to the Owner in their original unopened containers, intended to be stored and later used by the Owner for maintenance or any other reason.

- The extra materials needed as well as the instructions directing the contractor what to do with them are described in the specification section that described those materials, for example: carpet, porcelain tile, door hardware, etc.

IT IS IMPORTANT TO SEND THIS FORM TO THE OWNER's Representative when construction documents are issued so that the Contractor knows how much product has to be purchased for extra materials at the time the construction products are bought.

Some examples products for which the Owner may request extra materials are: Carpet tiles, door hardware, ceiling panels, fabrics, window coverings, and such.

## COORDINATION WITH OWNER

Recording the exact "attic stock" that the Owner wants is important for these reasons:

- The products will be purchased at the same time as those installed, and therefore will they will be identical to the products installed and less expensive.
- The cost of the extra materials is charged to the project.
- The storing and management of the extra materials needs to be planned by the Facility Managers.



## RISK MANAGEMENT

The List of Extra Materials should always be approved by the Owner.

## EXTRA MATERIALS FOR PAINTS

Paint extra materials are typically not requested by Owners any more because paints have a relatively short shelf-live and with the new technologies the colors can be matched exactly from one paint manufacturer to another.

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REQUEST FOR EXTRA MATERIALS  
(ATTIC STOCK)

project no.	[Project Number]	date	[Date]
project	[Project Name] [Project Address - Street] [City, State, Zip]	to	[Name] [Contractor's organization name] [Address - Street] [City, State, Zip]

Please confirm the materials and quantities to be added to the Project as "attic stock". Contractor will furnish these items to Owner at project closeout as described in the Specifications.

product	extra materials
TILE	1. Tile and Trim Units: 3 percent of amount installed for each type, composition, color, pattern, and size indicated. 2. Grout: 3 percent of amount installed for each type, composition, and color indicated.
ACOUSTICAL PANEL CEILINGS	1. Acoustical Ceiling Panels: Full-size panels equal to 2 percent of quantity installed. 2. Suspension-System Components: Quantity of each exposed component equal to 2 percent of quantity installed. 3. Hold-Down Clips: Equal to 2 percent of quantity installed. 4. Impact Clips: Equal to 2 percent of quantity installed.
RESILIENT BASE	5. Not less than 10 linear feet for every 500 linear feet of wall, of each type, color, pattern, and size of resilient product indicated.
RESILIENT SHEET FLOORING	6. Resilient Sheet Flooring: Not less than 10 linear feet of each type, color, and pattern of flooring installed. Insert dimension or fraction thereof, in roll form at time of installation.
CARPET TILE	7. Carpet Tile: Full-size units equal to 5 percent of amount installed, but not less than 10 sq. yd.
SHEET CARPETING	8. Carpet: Full-width rolls equal to 5 percent of amount installed, but not less than 10 sq. yd.
ACCESS FLOORING	9. Flooring Panels: <Insert number>. 10. Pedestals: <Insert number>. 11. Stringers: <Insert number>.

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[date]  
[Project Name]  
RMW No. [number]

REQUEST FOR EXTRA MATERIALS  
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product	extra materials
WALL COVERINGS	12. Wall-Covering Materials: For each type, full-size units equal to 5 percent of amount installed.
STRETCHED- FABRIC WALL SYSTEMS	13. Fabric: For each fabric, color, and pattern installed, furnish length equal to 10 percent of amount installed, but no fewer than 10 yards. Insert quantity. 14. Framing and Related Installation Items: Manufacturer's full-length units equal to 5 percent of amount installed, but no fewer than 5 units, including unopened adhesives.
FABRIC-WRAPPED PANELS	15. Fabric: For each fabric, color, and pattern installed, length equal to 10 percent of amount installed, but no fewer than 10 yards. 16. Mounting Devices: Full-size units equal to 5 percent of amount installed, but no fewer than five devices, including unopened adhesives.

**NOTE** Extra materials for paint are not offered anymore because of short shelf-life of the products. However, make sure the Contractor submits a list of the colors (manufacturer and name) applied in the project.

END OF REQUEST FOR EXTRA MATERIALS