

Cabinet Inspection

Purpose

To make sure all imperfection are caught and the cabinet, including any additional parts are properly wrapped and labeled for safe shipping

Part Identification

[Image 1.jpg](#)

1. Scan product identification label

Do not scan any labels unless you're going to finish the inspection

Image 2.jpg

2. Using the part number on the label to verify the right part was scanned

Image 3.jpg

3. Click the "Product" icon located on the lower right side of the screen

This step will print a finished product label to be applied to the part when inspection is completed

Part Verification

Image 4.jpg

1. Click the "Green Clipboard" icon

This will bring up a list of all the parts for the room on the left side of the screen

Image 5.jpg

2. On the left side of the screen select the part your inspecting

This will bring up the parts spec sheet

3. Use the spec sheet to verify measurements and any special instructions for the part. If there are any addons or shelves, make sure they are all accounted for

If your not sure if all addons are accounted for, stop your process and ask your supervisor

4. Measure the width, height, and depth of the part being inspected

5. Verify all special instructions are complete and correct.

Part Inspection

1. Inspect all finished surfaces for any imperfections

If imperfections are found inform your supervisor before continuing

2. Inspect all drawers, drawer banks, and drawer fronts for imperfections

If imperfections are found inform your supervisor before continuing

3. Inspect edge band for imperfections and remove any remaining glue left by the edge bander.

4. If the special instructions call out for fixed shelves, adjustable shelves, and/or addons make sure they are inspected for any imperfections as well.

If imperfections are found inform your supervisor before continuing

5. If tall adjustable shelves are needed for the cabinet, make sure they are wrapped separately according to the proper color and labeled correctly

Part Shipping Prep

[Image 7.jpg](#)

1. Use both cardboard and foam

[Image 8.jpg](#)

2. Cover all finished services that will be seen after installation

Image 9.jpg

3. Refer to the white board to verify color the part will be wrapped in

Image 10.jpg

4. Wrap part in coordinated color

5. Scan finished label

This will change the status of the part to wrapped

Revision #3

Created 4 January 2023 22:32:24 by Jacob Leon

Updated 25 August 2023 15:14:55 by Trevor Smith