Stair Takeoff

Treads, landings and railing. Field measurement record — complete every section that applies before the order is released to the mill.

READ THIS BEFORE YOU PICK UP A TAPE

1. Work through Section 1 first. If this stair is not tape-measurable, nothing else on this form is worth filling in.
2. Section 3 must be true before you measure. A tread measured before the skirt board goes on is 3/4" too long per side.
3. Number treads from the BOTTOM up — tread 1 is the first one you step on. Left and right are always taken standing at the bottom looking UP the stair (page 5), and every tread gets measured; never measure one and multiply.

1 · TRIAGE — CAN THIS STAIR BE TAKEN OFF WITH A TAPE?

Tick every condition present. The right-hand column decides how this job gets measured.

A · TAPE IS ENOUGH — USE THIS FORM

- ☐ Straight flight, walls both sides
- ☐ Straight flight, one or both ends open
- ☐ Rectangular landing
- ☐ Box / straight starting step

B · TEMPLATE IT YOURSELF — PAGES 9 AND 14

- ☐ Winder / pie-shaped treads
- ☐ Landing that is not a rectangle
- ☐ Angled or splayed wall
- ☐ Stair out of square over 1/4"
- ☐ Curved tread on one fixed radius

C · STOP — CALL UWP

- ☐ Double-circle starting step
- ☐ Volute or turnout starting step
- ☐ Stringer radius changes through the run
- ☐ Helical or spiral stair

COLUMN B YOU CAN DO YOURSELF. COLUMN C WE HAVE TO COME OUT FOR.

A template you make is accepted as the basis of a cut order — curved treads included — provided it meets the seven points on page 14. What a flat template cannot hold is a stringer whose radius changes through the run, or a start where the tread shape is driven by the rail fitting above it. Those are templated on site: $125–$175, and the fit is guaranteed by UWP. Call 713.462.5045.

2 · JOB

JOB NAME / BUILDER _____ JOB NUMBER _____ DATE MEASURED _____

JOB ADDRESS _____ CITY / ZIP _____

MEASURED BY (PRINT) _____ COMPANY _____ PHONE _____

QUOTE / ORDER NUMBER _____ STAIR / FLIGHT ID _____ REVISION NO. _____ SUPERSEDES FORM DATED _____

SCOPE OF THIS TAKEOFF — TICK ONE

- ☐ Treads and landings only — pages 2 to 9
- ☐ Railing only — pages 10 to 13
- ☐ Both — the whole stair

A RE-MEASURE SUPERSEDES, IT DOES NOT AMEND

Send a complete new form and number the revision above. Never mark up an old one — the mill cuts to the latest signed sheet.

WHEN IT IS FILLED IN, SEND IT HERE

Email the completed form and every photograph to orders@uniquewoodproducts.com, or hand it to your UWP rep. Questions while you are on the stair: 713.462.5045, Monday to Friday 7:30 AM – 4:30 PM. Keep a copy — the signed sheet is what the stair gets cut to.

Conditions

All of this must be true before a single tread is measured. Get it wrong and every dimension on page 6 is wrong with it.

3 · CONDITIONS — ALL MUST BE TRUE BEFORE YOU MEASURE

SKIRT BOARD / STRINGER

- ☐ Installed both sides
- ☐ One side only
- ☐ None installed

SKIRT THICKNESS — LEFT _____ SKIRT THICKNESS — RIGHT _____

STAIR FRAME

- ☐ Rough treads to be removed
- ☐ Rough treads stay (overlay)
- ☐ Stringers shimmed / level

FINISH FLOOR — BOTTOM OF STAIR

- ☐ Installed ☐ Not installed

TYPE _____ THICKNESS _____

FINISH FLOOR — TOP OF STAIR

Recorded in Section 3b below — what is upstairs decides the landing tread.

THE SKIRT BOARD IS THE NUMBER ONE CAUSE OF A REJECTED STAIR

If the skirt is not on yet, either wait, or record the skirt thickness above and note that the wall-to-wall figures on page 6 are to BARE WALL. UWP will not deduct for a skirt that is not written down.

3B · TOP STEP — WHAT IS UPSTAIRS DECIDES THE LANDING TREAD

UPSTAIRS FINISH — TICK ONE

- ☐ Carpet
- ☐ Engineered wood
- ☐ Tile / stone
- ☐ Solid hardwood
- ☐ LVP / SPC
- ☐ Other

FLOORING PRODUCT / TYPE _____ THICKNESS _____

- ☐ Installed
- ☐ Not yet — thickness taken from the flooring spec

LANDING TREAD — TICK ONE

- ☐ 8091 stocked · 3-1/4" face
- ☐ 8091 stocked · 5-1/4" face
- ☐ 8090 custom · depth _____
- ☐ None — carpet meets the top tread

RABBET — MATCH THE FLOORING THICKNESS

- ☐ 3/8" ☐ 1/2" ☐ 3/4"

HARD FLOORING UPSTAIRS NEEDS A RABBET. CARPET DOES NOT.

A landing tread laps the upstairs flooring with a rabbet cut to that flooring's thickness, so the nosing sits flush rather than proud. Carpet tucks against a square back and needs no rabbet. Write the thickness down even when the floor is not in yet — take it off the flooring spec, because the rabbet is milled before the floor goes down.

NOTES — ANYTHING UNUSUAL ABOUT THIS STAIR

Damage, out-of-level stringers, a nose that has been cut back, a step a different width from the rest, site access, anything the mill or the installer would want to know before the truck leaves. Sketch it if that is quicker than writing it.

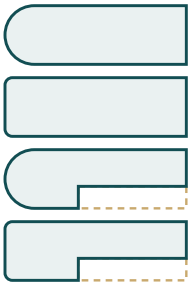
Material

What gets milled — the tread, the top step, the species, and the stair being capped.

4 · MATERIAL

TREAD TYPE — TICK ONE

SECTION · NOSE LEFT



- ☐ **8070** **Full tread · Bullnose**
  1" solid tread, 1/2" radius bullnose nose. New builds and full demolition.
- ☐ **8072** **Full tread · Square / eased edge**
  1" solid tread, 1/8" eased edge. New builds and full demolition.
- ☐ **8071** **Retro-fit overlay · Bullnose**
  5/8" body with a built-up 1" bullnose nose. Caps the existing stair — no demolition.
- ☐ **8073** **Retro-fit overlay · Square / eased edge**
  5/8" body with a built-up 1" nose, finished square. Caps the existing stair.

Retro-fit lands about 11/16" with adhesive — flush with a standard skirt. A full 1" tread sits about 1/4" proud. Gold dashes mark the existing stair being capped.

TOP STEP — FROM SECTION 3B

- ☐ **8091** **Landing tread · Bullnose, rabbeted**
  Stocked 3-1/4" or 5-1/4" face, 1" thick; 3/8", 1/2" or 3/4" rabbet laps the flooring. Custom 8090 any depth 3–6".



SPECIES

- ☐ Red Oak
- ☐ Maple
- ☐ Walnut
- ☐ White Oak
- ☐ Hickory
- ☐ Poplar

OTHER — NAME THE SPECIES

ALSO ON THIS ORDER

- ☐ Landing platform
- ☐ Risers — taken off on page 7
- ☐ Pie / winder treads (page 9)

All treads are supplied unfinished.

GRAIN / CUT

RISER MATERIAL

NO. OF TREADS

NO. OF RISERS

The Existing Stair, and the Flight Sketch

What is there now — and the drawing that tells every other page which tread is which.

4B · 8071 / 8073 RETRO-FIT ONLY — MEASURE THE STAIR THAT IS STAYING

Skip this section on a full replacement. An overlay is cut to fit the stair that is already there, so the mill needs the stair that is already there.

EXISTING TREAD THICKNESS _____ EXISTING NOSING PROJECTION _____ EXISTING TREAD DEPTH _____ EXISTING RISER MATERIAL _____

A retro-fit tread has to bury the existing nose. Leave these blank on a full replacement.

BOTTOM RISER HEIGHT NOW (IN) _____ TOP RISER HEIGHT NOW (IN) _____

FLOOR AT THE BOTTOM ☐ Also being overlaid ☐ Staying as it is

AN OVERLAY CHANGES THE BOTTOM AND TOP RISER, AND THE CODE CAPS THAT

A cap raises every walking surface about 11/16" glued: the bottom riser grows by that, the top riser shrinks by it, unless the floor below is built up to match. IRC allows 3/8" between the tallest and shortest riser in a flight. Record both risers before ordering an overlay — if it lands outside 3/8", note it and call 713.462.5045 before the order goes in.

5 · FLIGHT SKETCH — DRAW IT BEFORE YOU MEASURE IT

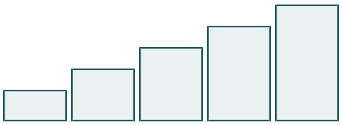
Not to scale. A row of steps numbered from the bottom is enough. Mark each end O (open) or W (wall) and mark any post, notch or turn. These numbers are the ones page 6, page 9 and your photographs all refer to.

How to Measure

Four conventions and five traps. Get these wrong and every number on page 6 is wrong with them.

A · LEFT AND RIGHT

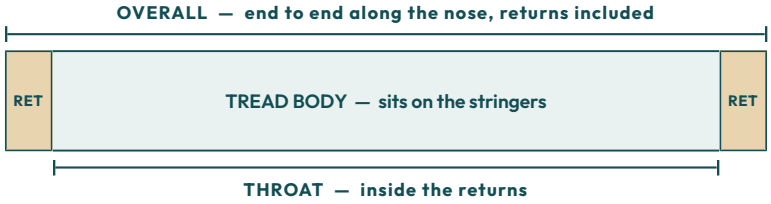
A mitered return is handed. Measure the same stair from the other end and every return comes back mirrored. There is one viewpoint and it is not negotiable.



LEFT YOU STAND HERE, FACING UP THE STAIR **RIGHT**

B · THROAT OR OVERALL

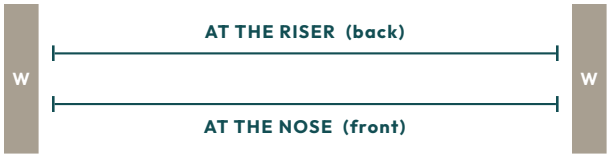
A tread with a returned end is ordered by one of two numbers, and the trade gives either. They are always 1-1/4" apart per returned end. Write down what you actually measured and circle it on page 6 — most short treads come from someone converting in their head.



Each returned end is 1-1/4". OVERALL = THROAT + 1-1/4" per returned end.

C · WALL-TO-WALL, TWICE

Take it at the back against the riser, and again out at the nose. A 1/4" difference across 11-1/2" of depth is a visible wedge of daylight at the skirt.



Walls are never parallel. Both numbers, every tread.

D · DEPTH, NOSE AND RISER

Depth runs back edge to nose tip, taken at BOTH ends — a racked stair is deeper at one end. Riser height is finished floor to finished floor.



E · THE FIVE THAT GET MISSED

1. Newel and cable-rail posts landing ON a tread. Record the distance from the open end to the post centre, and the post size. A returned end will not clear a post nobody wrote down.
2. The transition tread — a wall on one side, an open return on the other. It is a different part from everything above and below it.
3. The top tread and the landing are two different parts. Never carry a tread dimension onto the landing.
4. First and last riser height changes when finish floor goes down. If it is not in, say so in Section 3 and give its thickness.
5. Overlay jobs — record the existing tread thickness and how far its nose projects. A retro-fit tread has to bury it.

Tread Schedule

One row per tread, numbered from the bottom. Every tread gets measured.

JOB NAME _____ STAIR / FLIGHT ID _____ SHEET ___ OF ___

WIDTHS RECORDED AS ☐ Throat ☐ Overall ☐ No returns

TREAD No.	WALL-TO-WALL AT RISER (IN)	WALL-TO-WALL AT NOSE (IN)	DEPTH LEFT END (IN)	DEPTH RIGHT END (IN)	RET. L	RET. R	OUT OF SQUARE	RISER HEIGHT (IN)	POST / NOTCH / PENETRATION (distance from open end)	PHOTO No.
e.g.	36 1/2	36 7/16	11 1/2	11 7/16	yes	—	L tight 1/16	7 3/4	newel 4 1/2 from open end, 3 1/2 sq	4
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

Inches and fractions, not decimals. · RET. L / RET. R — tick if that end gets a mitered return; blank means the end dies into a wall or skirt. · OUT OF SQUARE — note which end is tight and by how much; over 1/4" across the tread and this stair needs a template, not a tape (page 14). · Round every dimension DOWN to the nearest 1/16": a tread 1/16" short gets scribed and installed, a tread 1/16" long gets sent back. · The row count here must match NO. OF TREADS on page 3 — if it does not, one of them is wrong.

Risers

The upright between one tread and the next. There is always one more of them than there are treads.

6 · RISER TYPE — TICK ONE

☐ **PRIMED · paint-grade**
1/2" x 7-1/2", primed white, by the 90" piece. The classic painted riser under a stained tread, and thin enough to cap an existing riser on an overlay without moving the nose.

☐ **HARDWOOD S4S**
3/4" x 7-1/2" solid, surfaced four sides, random lengths. Red Oak, White Oak, Maple or Hickory, unfinished — stain to match the treads.

☐ **OPEN RISER — none**
No riser board at all. Tick it rather than leaving the section blank, so nobody quotes risers you do not want.

SPECIES — HARDWOOD S4S ONLY

☐ Red Oak ☐ White Oak
☐ Maple ☐ Hickory

FINISH

☐ Painted — we supply primed
☐ Stained to match the treads

NO. OF RISES = TREADS + 1 _____

WIDEST RISER (IN) _____

TALLEST RISE (IN) _____

EXISTING RISER BEING CAPPED? _____

STOCK RISER IS 7-1/2" TALL AND GETS RIPPED DOWN. IT IS NEVER BUILT UP.
Measure the TALLEST rise and write it above. Up to 7-1/2" is cut from stock; over 7-1/2" cannot come off the stock piece at all and must be quoted as a custom rip — tell us before the order goes in, not on delivery day. A 90" primed piece yields two risers up to 44" wide and one above that, so the widest riser sets the quantity as much as the count does.

6B · RISER SCHEDULE — ONE ROW PER RISE, NUMBERED FROM THE BOTTOM

Riser 1 is the one you face standing at the bottom, below tread 1. Height is finished floor to finished floor, so the bottom and top rises change when the floor goes down — record them as they will be, not as they are. Width is taken like a tread: to the skirt if it is on, to bare wall if not (Section 3). Inches and fractions.

RISER No.	HEIGHT FF TO FF (IN)	WIDTH WALL-TO-WALL (IN)	OPEN / CLOSED	RET. L	RET. R	NOTCH / SCRIBE	NOTES
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

RET. L / RET. R — tick if that end of the riser gets a finished return on an open side. · Row count must equal NO. OF RISES above; if the flight has more rises than rows, continue on a second sheet and number it.

Landing Platform

A landing is a shape, not a width. Draw it, dimension every edge, and mark which edges get a finished nose.

JOB NAME _____ LANDING LOCATION _____ LANDING ___ OF ___

DRAW IT LOOKING DOWN, WITH THE STAIR YOU CAME UP AT THE BOTTOM OF THE SKETCH

One square = 3". Dimension every edge, mark the two diagonals, mark each wall W and each open edge O, and write NOSE on every edge that needs a finished nosed edge. Anything that is not a rectangle also needs a physical template — see page 14.

EDGE DIMENSIONS

EDGE A _____ EDGE B _____ EDGE C _____

EDGE D _____ DIAGONAL 1 _____ DIAGONAL 2 _____

NOSED EDGES — TICK EVERY EDGE THAT GETS A FINISHED NOSE

☐ Edge A ☐ Edge B ☐ Edge C ☐ Edge D

ALSO RECORD

☐ Square to 1/4"
☐ Out of square — noted on sketch
☐ Template made (page 14)

TWO NUMBERS WILL NOT BUY A LANDING

A landing with walls on three sides is a polygon with four dimensions and two diagonals, and it is almost never square. If the sketch above does not close, template it.

Curved and Pie-Shaped Treads

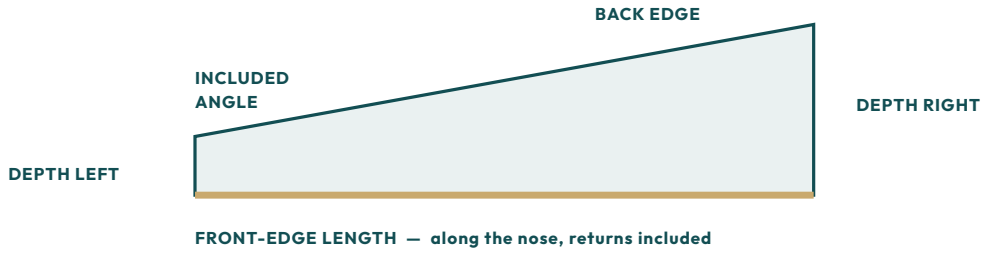
Every one of these is a one-off. Record it here so it can be quoted — the template still has to come with it.

THESE NUMBERS QUOTE THE JOB. THEY DO NOT REPLACE THE TEMPLATE.

Pie treads, winders and curved treads on one fixed radius: your template (page 14) plus the numbers below become the cut order — we do not need to come out. What we do come out for is a stringer whose radius changes through the run, and volute, turnout or double-circle starts, where the tread shape is set by the rail fitting above it. For those, these numbers quote the job and schedule the visit.

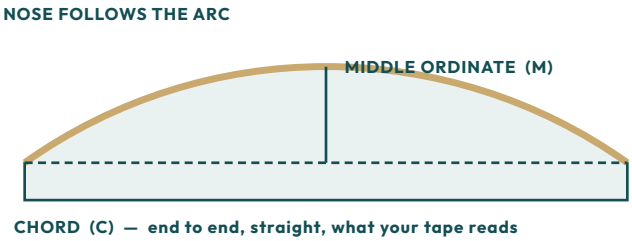
A · PIE AND WINDER TREADS

A pie tread is a quadrilateral, not a rectangle: the ends are different depths and the back edge runs off at an angle. Four numbers describe it — front-edge length along the nose, depth at each end, and the included angle. No bevel gauge? Dimension the back edge instead and say so.



B · CURVED TREADS

A tape cannot read a radius. It can read a CHORD — straight across, end to end — and a MIDDLE ORDINATE — the perpendicular from the middle of that chord out to the nose. Those two give us the radius. Take both, note which way it bends, and send the template with them: on a curved tread the chord and ordinate quote and check the work, the template cuts it.



RADIUS = CHORD² ÷ (8 × MIDDLE ORDINATE) + MIDDLE ORDINATE ÷ 2

Record C and M. Do not work the radius out yourself — write down what the tape read.

C · SCHEDULE — ONE ROW PER TREAD, NUMBERED FROM THE BOTTOM

TREAD No.	PIE / CURVED	FRONT-EDGE LENGTH (IN)	DEPTH LEFT (IN)	DEPTH RIGHT (IN)	INCL. ANGLE	CHORD (C) IN	MIDDLE ORD. (M) IN	RET. L	RET. R	TEMPLATE ID

Tread numbers match page 6. Every pie and curved tread needs its own template — page 14.

Railing — System and Handrail

Pick the system, then the rail profile. Every fitting number on page 13 is derived from the profile.

SKIP PAGES 10 TO 13 IF THE SCOPE ON PAGE 1 IS TREADS ONLY

These four pages are ordered the way the parts depend on each other: the rail profile decides the fittings, the system decides the newel heights, the run decides the baluster lengths. Work them in order.

7 · RAILING SYSTEM — TICK ONE. EVERYTHING DOWNSTREAM DEPENDS ON IT.

☐ **POST-TO-POST**
Rail runs between newels and dies into the side of each. Newels are full height. Fittings are returns, caps and rail bolts — the short list.

☐ **OVER-THE-POST**
Rail is continuous and passes over pin-top newels. Fittings are volutes, turnouts, goosenecks and easings — the long list, and the costly one to get wrong.

☐ **WALL-MOUNTED RAIL ONLY**
No newels, no balusters. Rail on brackets against the wall. Record the bracket count in Section 9.

GUARD REQUIRED

☐ Yes — open side ☐ No — walls both sides

MATCHING AN EXISTING RAILING? DESCRIBE IT

8 · HANDRAIL

PROFILE — TICK ONE

☐ 6010 · top-mount
☐ 6042 · plowed
☐ 6710
☐ 6010P · plowed
☐ 6210
☐ 6060

OTHER / MATCH EXISTING — SEND A PHOTO AND A SECTION

SPECIES

☐ Red Oak ☐ White Oak
☐ Poplar — paint grade ☐ Maple

PLOW — SQUARE BALUSTERS NEED ONE

☐ Plowed + fillet ☐ Not plowed

PLOW WIDTH (IN) | FILLET — UW-6006 OR OTHER | TOTAL RAIL LENGTH, ALL RUNS (LF)

PICK THE PROFILE BEFORE YOU LIST A SINGLE FITTING

Fittings are milled to one profile and will not mate with another: the 4" return end is UW-7009 on a 6010 rail, UW-N7209 on an N6210, UW-7709 on a 6710 — same fitting, three part numbers. Rail is stocked in 8 to 20 ft lengths; give the length of each run and let us work out the sticks.

9 · WALL-MOUNTED RAIL AND BRACKETS

BRACKET COUNT | BRACKET FINISH | BLOCKING BEHIND THE DRYWALL? WHERE

Brackets land on framing or blocking. No blocking? Say so now, not on install day.

THE THREE HEIGHTS THE INSPECTOR MEASURES

Handrail 34" minimum to 38" maximum, measured vertically from the sloped line of the tread nosings — not from the tread surface. A guard on an open side is 36" minimum above the walking surface, or 34" minimum from the nosing line on the stair; a guard at 34"–38" can double as the handrail if the profile is graspable. Wall clearance 1-1/2" minimum. One handrail is required on any flight of four or more risers. IRC R311.7.8 and R312.

Railing — Elevation and Runs

Draw the railing from the side, then measure every continuous run of rail on it.

10 · RAILING ELEVATION — DRAW THE RUN FROM THE SIDE

Not to scale. Draw each run, number every newel to match Section 12 on page 12, and mark where the rail starts, turns, goosenecks and stops. This sketch prevents more fitting errors than any list on this form.

11 · RUN SCHEDULE — ONE ROW PER CONTINUOUS RUN OF RAIL

A run ends wherever the rail stops or changes direction: at a newel, a landing, a turn, or a wall. Length is measured ALONG the rail, nosing to nosing on a rake — not along the floor.

RUN ID	RAKE / LEVEL	LENGTH ALONG RAIL (IN)	RISERS IN RUN	STARTS AT	ENDS AT	WALL / OPEN	RAIL HT. MEASURED

Railing — Newels and Balusters

The posts that carry the railing, and the infill between them.

12 · NEWEL SCHEDULE — ONE ROW PER POST

Overall height is floor to the top of the post. On a post-to-post system the rail dies into the side of a full-height newel; on an over-the-post system the rail passes over a shorter pin-top newel. Ticking the wrong system on page 10 orders every post at the wrong height.

NEWEL No.	LOCATION — START / LANDING / TURN / BALCONY	TYPE BOX · TURNED · IRON	SIZE	OVERALL HEIGHT	MOUNT	CAP / ROSETTE

NEWEL MATERIAL

- ☐ Wood — UW-40xx series
- ☐ Iron — UW-M11xx, 1-3/16" square
- ☐ Match existing

HOW EACH POST IS FIXED

- ☐ Bolted to subfloor
- ☐ Bolted through the first tread
- ☐ Through-floor to framing
- ☐ Not yet decided

13 · BALUSTERS AND INFILL

IRON

- ☐ 1/2" square rod
- ☐ 9/16" square rod

FINISH

- ☐ Satin Black SB
- ☐ Oil-Rubbed Bronze ORB
- ☐ Oil-Rubbed Copper ORC
- ☐ Powder Coat PC
- ☐ Antique Brass AB

WOOD

- ☐ Turned — UW-5015 / 5342 / 5160
- ☐ Square — UW-5060 / 5360, plowed rail only

SPECIES

- ☐ Red Oak
- ☐ White Oak
- ☐ Poplar
- ☐ Maple

PATTERN — UW-M NUMBER

SHOES / FILLET REQUIRED

BALUSTERS PER TREAD

TOTAL ON THE RAKE

TOTAL ON LEVEL RUNS

TOTAL BALUSTERS

RAKE — SHORT BALUSTER (IN)

RAKE — LONG BALUSTER (IN)

LEVEL RUN — BALUSTER (IN)

MEASURED ON TREAD NO.

Measure from the tread at the baluster hole up to the UNDERSIDE of the rail. A rake has two lengths repeating — the front baluster of each pair is shorter than the back. A level balcony run is all one length. Send those three numbers and the tread you took them on, not one length for the whole stair.

Railing — Fittings and Spacing

The part of a railing order that goes wrong most often, and the three sphere rules an inspector will check.

14 · FITTINGS — TICK AND COUNT

Tick what the stair needs and write the quantity beside it. Every line is ordered against the rail profile from Section 8.

OVER-THE-POST — CONTINUOUS RAIL

- ☐ Volute — starting
- ☐ Turnout — starting
- ☐ Starting easing
- ☐ Up-easing
- ☐ Over-easing
- ☐ Gooseneck · with cap
- ☐ Gooseneck · no cap
- ☐ Quarter-turn
- ☐ Level quarter-turn
- ☐ Opening cap

POST-TO-POST — RAIL BETWEEN NEWELS

- ☐ 4" return end — UW-7009 family
- ☐ Rail bolt kit per joint
- ☐ Rosette at each wall termination
- ☐ Newel cap
- ☐ Tread bracket

COUNT THEM

RAIL JOINTS _____

WALL ENDS _____

A FITTING IS MILLED TO ONE PROFILE. GIVE US THE PROFILE, NOT A PICTURE OFF THE INTERNET.

Name the rail profile from Section 8 on every fitting line, or send a photograph of the rail end-on against a tape. A fitting ordered against the wrong profile cannot be made to fit on site.

SPACING — THE 4" SPHERE SETS THE GAP, NOT THE CENTRES

No opening may pass a 4" sphere; on the open side of a stair the limit is 4-3/8", and the triangle of tread, riser and guard bottom rail gets 6". Maximum on-centre is 4" plus one baluster width — 4-1/2" nominal for 1/2" iron, 4-9/16" for 9/16" — both commonly set at 4-3/8" to absorb layout drift. Two balusters per tread on a 10"–11" run. Lay the run out from its centre so the end gaps match. IRC R312.

15 · BEFORE YOU LEAVE THE RAILING

RAILING PHOTOGRAPHS ATTACHED

- ☐ Full run, bottom looking up
- ☐ Each newel position
- ☐ Rail end-on against a tape
- ☐ Any existing rail being matched

CHECKED BEFORE YOU PACK UP

- ☐ System ticked and every run measured
- ☐ Newel heights taken off the FINISHED floor
- ☐ All three baluster lengths recorded
- ☐ Fittings named against the rail profile

Templates and Photographs

For winders, pie treads and any landing that is not a rectangle — what a tape cannot hold, a template can.

A template you make yourself is accepted as the basis of a cut order, exactly like one of ours — winders, pie treads, out-of-square landings and curved treads on a fixed radius alike — provided it meets all seven points below. A template that fails any of them will be returned and the job quoted for on-site field service instead.

SEVEN REQUIREMENTS

1. Rigid sheet material — 1/4" lauan, doorskin or hardboard. Not cardboard, not paper, not tape stuck together.
2. Cut to the FINISHED shape, edge to edge, scribed tight to the skirt and walls. Do not leave an allowance.
3. Mark the TOP FACE and write UP-STAIR with an arrow on it. An unmarked template gets milled upside down.
4. Write the job name, the tread number and the nosed edge or edges directly on the template in marker.
5. One template per part. Do not template one winder and assume the other three match — they never do.
6. Photograph each template in place before you pull it out, and send the photos with this form.
7. Curved treads only: record the chord and middle ordinate on page 9 as well. The template cuts the tread; those two numbers are how we check it arrived undistorted.

NOSING IS THE ONE THING A TEMPLATE CANNOT TELL US

Mark the nosed edge on every template in marker, and tick it in the log below. A pie tread with the nose milled on the wrong edge is scrap.

16 · PHOTO LOG

Number every photograph and log it here. These numbers are what the PHOTO No. column on page 6 refers back to.

PHOTO No.	WHAT IT SHOWS	TREAD No. / LOCATION

TEMPLATE LOG

TEMPLATE ID	PART — TREAD No. / LANDING	NOSED EDGE MARKED	TOP FACE MARKED	PHOTO No.	SPECIES / THICKNESS

Close-Out and Sign-Off

Work through this page standing on the stair, before you pack up. It is faster than a second trip.

17 · BEFORE YOU LEAVE THE JOB

- ☐ Every tread on page 6 has a number in every column
- ☐ Returns ticked on the correct ends, looking UP the stair
- ☐ Both wall-to-wall figures taken — at the riser and at the nose
- ☐ Depth taken at BOTH ends of every tread
- ☐ Skirt status and thickness recorded in Section 3
- ☐ Top step: upstairs finish and landing tread ticked (3b)
- ☐ Posts and penetrations dimensioned from the open end
- ☐ Landing sketched, dimensioned and diagonals taken
- ☐ Pie and curved treads recorded on page 9
- ☐ Templates labelled, photographed and logged
- ☐ Photographs taken and numbered to match page 6

18 · CUT INSTRUCTION

TICK ONE

- ☐ Cut NET to the dimensions on this form
- ☐ Leave a scribe allowance per end:

SCRIBE ALLOWANCE PER END (IN) _____

PHOTOGRAPHS ATTACHED

- ☐ Full flight, bottom looking up
- ☐ Full flight, top looking down
- ☐ Each open end and every post
- ☐ Each landing

NET MEANS NET

Tick NET and the treads arrive at exactly the sizes on page 6, ready to drop in. Tick an allowance and someone has to scribe and rip every one on site. Decide now, in writing — not on delivery day.

19 · SIGN-OFF — REQUIRED BEFORE THE ORDER IS RELEASED

Custom-milled stair treads, landings and pie treads are cut net to the dimensions recorded on this form and are non-returnable. The person signing below confirms that the conditions recorded in Section 3 are true as written, that every tread was measured individually rather than copied, that left and right were taken standing at the bottom looking up the stair, and that the dimensions have been checked. UWP mills to the figures supplied on this form and does not verify field measurements it did not take; material cut to dimensions supplied by others is the responsibility of the supplying party. Where UWP performs the on-site templating, the fit is guaranteed by UWP instead — ask your rep about field service.

SIGNATURE — PERSON WHO MEASURED _____ PRINT NAME _____ DATE _____

SIGNATURE — BUILDER / GC (IF DIFFERENT) _____ PRINT NAME _____ DATE _____

SEND IT IN — OR HAND THE WHOLE THING BACK TO US

Email this form and every photograph to orders@uniquewoodproducts.com. Would rather not measure it at all? On-site precision templating for curved, pie-shaped and double-circle starts — guaranteed fit, zero guesswork, $125–$175 depending on distance from Tanner Rd, stair complexity and time on site. Call 713.462.5045 to schedule.

INTERNAL USE ONLY

RECEIVED BY _____ DATE _____ REVIEWED / VERIFIED _____ ORDER NO. _____