



Portfolio Submission for Kitchen

Direct Supervisors

Instructions to the CKBD and CMKBD applicant:

As part of the certification process you are required to submit a Portfolio of work examples. Below are listed the **minimum standards** required for information and plan documentation. In your professional practice you may have additional information, documentation, and details on your contract drawings. You are not required to modify or edit that additional information, but all applicants, regardless of type of practice, are required to submit their work formatted to the drawing and presentation standards established by the NKBA.

Required kitchen project for CKBD applicants:

- One (1) Kitchen project of 150 SF (13.94 m²) or greater, or
- Two (2) Kitchen projects, less than 150 SF (13.94 m²)

Checklist

Sheet size and general requirements for all plans:

- 11" x 17" landscaped
- All dimensions are in inches and fractions of inches – placed within in the dimension string
- All plans and elevations are at 1/2" scale or metric equivalent

All sheets must have a title block that includes;

- The contact information of the architect, engineer, contractor, or designer producing the drawings, the client or project name and site address, the date the drawings were started, revision dates, the initials of the draftsman, sheet or page numbers, the scale of the drawings

Title/Cover Sheet

- Client, project, and designer information
- Project information, legal description, and zoning
- List of abbreviations used
- General project requirements
- Drawing index of sheets in the set



Portfolio Submission for Kitchen

Floor Plan (Proposed)

- 1/2" (1:25) scale, noted on plan
- Dimensions are sequenced as follows;
 - First dimension string: Available wall space. Doors and windows are dimensioned outside of trim to outside of trim
 - Second or center dimension string: Centerline to fixtures and equipment
 - Third dimension string: Overall interior wall space
- The floor plan shows cabinets, countertops, fixtures, equipment (including hinged openings), hint of flooring and ceiling height noted
- The floor plan includes a cabinet, fixture, fittings and equipment schedule
 - The schedule may be located on a second sheet due to the size of the project

The Cabinet Schedule includes the following information;

- Key, Room, Description, Code, Quantity, Width/Depth/Height, Swing, Finished Side, Door Style, Door Handle, Drawer Style, Drawer Handle, Notes

The Fixture, Fittings and Equipment Schedule includes the following information

- Key, Description, Manufacturer, Product Number, Color/Finish, Notes, Quantity, Supplied By, Installed By

As Built Plan (Renovations only)

- The plan identifies where all the existing walls, windows, doors, ceiling heights, and mechanical systems are currently located
- Exterior and interior walls are clearly noted and identified
 - This may be a hand sketched drawing or a digital file

Demolition Plan

- Identifies wall and openings, cabinets, counters and finishes to be removed
- May be combined with a Construction Plan



Portfolio Submission for Kitchen

Construction Plan

- Identifies the walls, openings, and alterations to be added if needed. May be combined with a demolition plan to become a Demolition and Construction Plan (most typical)

Mechanical/Electrical/Plumbing (MEP) Plan

MEP is a combination of;

- Mechanical: HVAC, data and communication
- Electrical: switching, general and special purpose outlets, lighting
- Plumbing: requiring equipment rough-in locations
- Any item located within the space and not on a wall requires dimensioning from two directions – from FOW
- All dimensions are to the centerline of the object
- Objects located on a vertical surface (wall, cabinetry or other) need a mounting height called out. (+ AFF)
- The MEP schedule may be located on a second sheet due to the size of the project and includes the following information;
 - Key, Description, Manufacturer, Product Number, Color/Finish, Notes, Quantity, Supplied By, Installed By
 - In the NOTES section; List volts, amps and installation mounting height.
 - For venting equipment, CFMs must be listed. BTUs must be listed for gas appliances

Interior Elevations (all walls)

- Black and white – no color
- Dimensioned with centerline locations
- 1/2" scale or metric equivalent
- All wall elevations referenced to the Floor Plan
- Organized on the sheets as they are reference on the Floor Plan



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Detail Drawings and/or Sections

Minimum four (4) detail/section drawings per project

Typical details or sections include;

- Dimensioned cabinet sections
- Moulding installation details
- Cabinet hardware location and installation details
- In-cabinet or undercabinet lighting details
- Cabinet modification details
- Tile or special finish installation details
- Architectural features including lighting
- Floating shelves
- Custom hood installation
- Appliance panels

3-D Rendered Views/Elevations/Sketches

- Proposed designed solution with a drawing disclaimer noted
 - These may include fully rendered elevations (no dimensions) and may require multiple sheets of rendered views to communicate the finished project

Countertop Plan

- Edge profile, details, and sizes, as required to communicate the finished installation

Finish Schedule

Depending on the complexity of the project this may require multiple sheets.

The schedule includes the following information;

- 2D Symbol, Room, Description Of The Material Application, Manufacturer, Product Number, Quantity, Color/Finish, Supplied By, Installed By, Notes



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Before Photos

- Four (4) before photos, labeled and identified (north wall, south wall, etc.)
- Organized onto an 11"x17" sheet size, labeled as "Existing" or "New Construction" and includes the project title block
- For a new construction project, the before photos should include framing, plumbing and electrical rough-ins

After Photos

- Six (6) after photos, labeled and identified (north wall, south wall, etc.)
- Organized onto an 11"x17" sheet size, labeled as "After", and includes the project title block

Design Statement

- The statement is a 500-word minimum narrative of the project
- You can use a combination of long form and bullet points
- The design statement must align to the outcome
- Word, Excel or other type files will not be accepted – PDF only