

## SECTION 01 33 00 - SUBMITTAL PROCEDURES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Requirements:
  - 1. Division 01 Section "Payment Procedures" for submitting Applications for Payment and the schedule of values.
  - 2. Division 01 Section "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
  - 3. Division 01 Section "Operation and Maintenance Data" for submitting operation and maintenance manuals.
  - 4. Division 01 Section "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
  - 5. Division 01 Section "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.
- C. Stipulations: Contractor recognizes and agrees to the following:
  - 1. Contractor is responsible for accuracy of submittals.
  - 2. Submittals do not dictate means and methods.
  - 3. Submittals shall be submitted in a timely fashion as to not impact the procurement of materials to perform the Work.
  - 4. Architect's approval of a submittal does not relieve the Contractor of any responsibilities indicated in the Contract Documents.

#### 1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."
- C. Product Data: Manufacturer's standard published data indicating size, shape, material, specifications, options, and other standard information about products and materials.

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- D. Shop Drawings: Information specifically prepared indicating size, shape, materials, attachment to adjacent construction, and other project specific information about products and materials.
- E. Basis of Design: Specific product or manufacturer upon which the work of the project shall be based as the minimum standard of quality. Where Basis of Design is indicated in Part 2-Products Sections, products submitted by the Contractor from acceptable manufacturers shall meet or exceed the Basis of Design products specific attributes, as published by the manufacturer whether or not specific attributes of the basis of design product are indicated in the Specification Section.
- F. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.4 ACTION SUBMITTALS

- A. Submittal Schedule: Submit a schedule of submittals, arranged in order by specification section in form attached to this Section. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.
  - 1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
    - a. Initial Submittal: Submit within 14 days from Notice to Proceed. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
    - b. Final Submittal: Submit within 30 days from Notice to Proceed.
      - 1) Submit revised submittal schedule to reflect changes in current status and timing for submittals.
  - 2. Format: Arrange the following information in a tabular format:
    - a. Specification Section number and title.
    - b. Submittals required by section:
      - 1) Shop Drawings.
      - 2) Product Data.
      - 3) Certifications.
      - 4) Samples.
      - 5) Warranty (for review only if required in specifications).
      - 6) Other required submittals listed in specification section.
      - 7) None (if no submittal is required).
    - c. Manufacturer.
    - d. Installer.
    - e. Description of the Work covered.
    - f. Scheduled date for first submittal.
    - g. Scheduled date for Architect's final release or approval.
      - 1) Allow for review time noted in Agreement.
    - h. Special Instructions.

1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Architect's Digital Data Files: Electronic digital data files of the Contract Drawings will be available from Architect for Contractor's use in preparing submittals. Refer to requirements in the General Conditions of the Contract.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
  - 1. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay or otherwise have a negative impact upon scheduling, Owner activities or conducting of Owner operations.
  - 2. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  - 3. Submit all items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
  - 4. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
    - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
    - b. Should Architect be unsatisfied with Contractor's submission practices, Architect may require the Contractor to only transmit submittals when all required submittals are included (including Informational Submittals). Contractor's failure to comply with this requirement may cause the submittal to be returned unreviewed.
  - 5. Electronically transmit all submittals to the Architect. Electronically transmit the following submittals to the Architect's Consultants as follows:
    - a. Sitework submittals shall be electronically transmitted to the Civil Engineer.
    - b. Structural submittals shall be electronically transmitted to the Structural Engineer.
    - c. MEP submittals shall be electronically transmitted to the MEP Engineer.
    - d. The listed approved submittals shall be electronically transmitted to the Owner's Commissioning Agent by the respective Contractor:
      - 1) HVAC equipment.
      - 2) HVAC ATC system.
      - 3) Lighting controls.
- C. Contractor Review: Prior to submission to the Architect or Engineer, Contractor, with its own project management staff, shall thoroughly review submittals for compliance with project requirements and shall provide submittals that match the specified material requirements. Contractor shall identify all deviations from Contract Documents and attach a Statement of Deviations to all submittals where deviations are occur.
  - 1. Contractor may request a "preliminary" review of submittals where guidance may be required from the Architect. Contractor shall submit one copy of "preliminary" submittal for Architect's review. Contractor recognizes "preliminary" review by Architect does not guarantee approval of final submission. "Preliminary" review of submittals does not relieve Contractor of responsibilities for providing a thorough submittal review. Architect reserves the right to reject the request for a "preliminary" submittal review.
  - 2. Unless specifically noted as a "preliminary" submittal review, all submittals received by Architect are considered to be thoroughly reviewed and final submissions by the Contractor.
  - 3. Contractor is responsible for all costs associated with Architect's review of submittals that show evidence of not being thoroughly reviewed by the Contractor or are not provided in compliance with requirements.

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- D. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
1. Submittal Review: Allow 15 days for review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
  2. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 21 days for review of each submittal.
- E. Submittals: Label and identify each submittal as follows.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
  2. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
  3. Include the following information for processing and recording action taken:
    - a. Project and Owner name.
    - b. Contract No. \_\_\_\_\_ - \_\_\_\_\_.
    - c. Date.
    - d. Name and address of Architect.
    - e. Name and address of Contractor.
    - f. Name and address of subcontractor.
    - g. Name and address of supplier.
    - h. Name and address of manufacturer.
    - i. Submittal number or other unique identifier, including revision identifier.
      - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).
    - j. Number and title of appropriate Specification Section.
    - k. Drawing number and detail references, as appropriate.
    - l. Location(s) where product is to be installed, as appropriate.
    - m. Other necessary identification.
  4. Transmittal for Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a cover sheet that shall be included with each copy of the submittal. Architect will discard submittals received from sources other than Contractor.
    - a. Transmittal Form for Submittals: Use Submittal Cover Sheet included in this Section and provide the following information:
      - 1) Project name.
      - 2) Date.
      - 3) Destination (To:).
      - 4) Source (From:).
      - 5) Name and address of Architect.
      - 6) Name of Contractor.
      - 7) Name of firm or entity that prepared submittal.
      - 8) Names of subcontractor, manufacturer, and supplier.
      - 9) Category (action, informational, etc.) and type (product data, shop drawing, etc.) of submittal.
      - 10) Submittal purpose and description.

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- 11) Specification Section number and title.
  - 12) Specification paragraph number or drawing designation and generic name for each of multiple items.
  - 13) Drawing number and detail references, as appropriate.
  - 14) Indication of full or partial submittal.
  - 15) Transmittal number.
  - 16) Submittal and transmittal distribution record.
  - 17) Remarks.
  - 18) Statement certifying submittal has been thoroughly reviewed and is in compliance with the requirements except as noted on Statement of Deviations.
  - 19) Signature of transmitter.
- b. Statement of Deviations: On an attached separate sheet, prepared on Contractor's letterhead, record deviations from requirements in the Contract Documents, including minor variations and limitations. Include same information throughout submittal where deviation occurs.
- F. Options: Identify and highlight options requiring selection by Architect.
- G. Resubmittals: Make resubmittals in same form and number of copies as previous submittal.
1. Note date and content of previous submittal.
  2. Note date and content of revision in label or title block and clearly indicate extent of revision.
  3. Resubmit submittals until they are marked with an approval notation (Approved or Approved as Noted) from Architect's action stamp.
- H. Record Submittals: Provide revised, clean submittals for record when requested by the Architect and as required by Division 01 Section "Building Systems Commissioning Procedures" for the Commissioning Consultant.
- I. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, Prime Contractors, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- J. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
1. Submit electronic submittals via email as PDF electronic files. PDF electronic file shall include Contractor's Transmittal, Statement of Deviations and the Submittal.
  2. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
    - a. Provide a notarized statement on original paper copy certificates and certifications where indicated.

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- B. Product Data: Submit product data for review and approval. Collect information into a single, well organized submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
  2. Mark each copy of each submittal to show which products and options are applicable. Strike items that are not applicable.
  3. Include the following information, as applicable:
    - a. Manufacturer's catalog cuts.
    - b. Manufacturer's product specifications.
    - c. Manufacturer's installation instructions.
    - d. Manufacturer's templates.
    - e. Standard color charts.
    - f. Statement of compliance with specified referenced standards.
    - g. Statement of compliance with Basis of Design requirements where an acceptable manufacturer is provided in lieu of a specified Basis of Design.
    - h. Testing by recognized testing agency.
    - i. Application of testing agency labels and seals.
    - j. Notation of coordination requirements and dimensions verified by field measurements.
    - k. Availability and delivery time information.
  4. For equipment, include the following in addition to the above, as applicable:
    - a. Wiring diagrams showing factory-installed wiring.
    - b. Printed performance curves.
    - c. Operational range diagrams.
    - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
  5. Submit Product Data before or concurrent with Samples.
  6. Submit Product Data in the following format:
    - a. PDF Electronic File.
- C. Shop Drawings: Submit shop drawings for review and approval. Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data. Manufacturer's standard information without specific reference to the project is considered product data and does not satisfy shop drawing requirements.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
    - a. Dimensions.
    - b. Identification of products.
    - c. Schedules.
    - d. Compliance with specified standards.
    - e. Notation of coordination requirements.
    - f. Notation of dimensions established by field measurement.
    - g. Relationship and attachment to adjoining construction clearly indicated.
    - h. Seal and signature of professional engineer for all submittals requiring Delegated Design.
  2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches, but no larger than 30 by 42 inches.
  3. Submit Shop Drawings in the following format:
    - a. PDF Electronic File:

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- D. Samples: Submit Samples for review and selection of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed. Remove or identify samples not applicable in standard sample submittals.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
  2. Identification: Attach label on unexposed side of Samples that includes the following:
    - a. Generic description of Sample.
    - b. Product name and name of manufacturer.
    - c. Sample source.
    - d. Number and title of applicable Specification Section.
    - e. Specification paragraph number and generic name of each item.
  3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
    - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
    - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
  4. Submit samples as follows:
    - a. Provide physical samples and color selection documents to the Architect as noted below. Contractor shall also provide a PDF electronic file of color selection documents to the Architect.
  5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
    - a. Number of Samples: Submit two full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will transmit options selected through the Project Color Schedule.
  6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
    - a. Number of Samples: Submit two sets of Samples.
      - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
      - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.

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7. Selection: Architect will provide Contractor with documentation of the selections of kind, color, pattern, and/or texture selected. Selections will not be documented until all samples are submitted.
- E. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
  1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
  2. Manufacturer and product name, and model number if applicable.
  3. Number and name of room or space.
  4. Location within room or space.
- F. Coordination Drawing Submittals: Comply with requirements specified in Division 01 Sections "Project Management and Coordination" and "Coordination Drawings."
- G. Contractor's Construction Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation."
- H. Application for Payment and Schedule of Values: Comply with requirements specified in Division 01 Section "Payment Procedures."
- I. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Division 01 Section "Quality Requirements."
- J. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Division 01 Section "Closeout Procedures."
- K. Maintenance Data: Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."
- L. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- M. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.
- N. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- O. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- P. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- Q. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.



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- R. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
- S. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- T. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
  - 1. Name of evaluation organization.
  - 2. Date of evaluation.
  - 3. Time period when report is in effect.
  - 4. Product and manufacturers' names.
  - 5. Description of product.
  - 6. Test procedures and results.
  - 7. Limitations of use.
- U. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
- V. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- W. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- X. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

2.2 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
  - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit with each copy of the submittal, copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
  - 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

## PART 3 - EXECUTION

### 3.1 CONTRACTOR'S RESPONSIBILITIES

- A. Action and Informational Submittal Review: Review each submittal thoroughly and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Contractor shall not submit submittals for review that have not been thoroughly reviewed by the Contractor's project management staff.
1. Begin receiving and compiling submittals immediately upon receipt of the Notice to Proceed.
  2. Thoroughly review all submittals for compliance with drawings and specification requirements as follows:
    - a. Reject submittals not in conformance with project requirements.
    - b. Confirm all required submittals are provided, complete and collated in an orderly fashion.
    - c. Confirm PDF electronic files are an appropriate resolution for clarity so Architect can perform review.
    - d. Coordinate submittals with work of other subcontractors and Prime Contractors.
    - e. Check all dimensions.
      - 1) Note corrections and field dimensions.
      - 2) Identify conflicts.
    - f. Review and confirm quantities.
    - g. Highlight deviations from the Contract Documents or the "Basis of Design" product and prepare a Statement of Deviations to accompany submittal.
    - h. Sign cover sheet **certifying submittal has been thoroughly reviewed and is in compliance with requirements.** Signature shall also **confirm Contractor's acceptance of costs for review of submittals determined by the Architect to not be in compliance with the Project Requirements.**
    - i. Mark submittal with approval stamp.
  3. Do not fabricate products or begin work until approved submittals are received from Architect and until all submittals for other Work that affects the accuracy of the submittal are approved.
    - a. No payment will be made for work in place without approved submittals.
  4. Coordinate submittals into logical groupings to facilitate interrelation of the several items:
    - a. Finishes that involve Architect selection of colors, textures or patterns.
    - b. Associated items that require correlation for efficient function or for installation.
  5. No extension of time or approval of substitute product will be granted for Contractor's failure to review or transmit submittals properly or in a timely manner. Contractor shall confirm Architect's receipt of emailed PDF electronic files.
    - a. All costs for acceleration to complete work per the project schedule due to this issue will be borne by the offending Contractor.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

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- C. Coordination: Coordinate all deviations from the Contract Documents or "Basis of Design" products with Prime Contractors upon receipt of approved submittals.
- D. Unidentified Deviations: It is the Contractor's responsibility to include a list of deviations from the Contract Documents with each submittal for the Architect's evaluation. Where Contractor has not indicated deviations on submittals and in place work is affected, Contractor shall modify or replace work as required to meet project requirements, at no additional cost to the Owner. Costs realized by other Prime Contractors or the Architect due to an unidentified deviation, shall be borne by the offending Contractor.
- E. Project Closeout and Maintenance Material Submittal Review: See requirements in Division 01 Section "Closeout Procedures."
- F. Delinquent Submittals: If the completion of Submittal Milestone Date has elapsed, and the submittals are not complete, the Architect may require the Contractor to compile a Delinquent Submittal Log that includes the following:
  - 1. Itemization of all submittals that have not been returned by the Architect marked "Approved" or "Approved as Noted."
  - 2. Anticipated date for each delinquent submittal to be submitted.
  - 3. Documentation of specific correspondence between supplier and Contractor confirming the anticipated processing and review of the submittal by the Contractor prior to submission to the Architect.
  - 4. Update the log with accurate information weekly. Correspond with each supplier weekly until the submittal is sent to the Architect for review.

3.2 ARCHITECT'S ACTION

- A. Action Submittals: Architect will review each submittal, make marks to indicate corrections or revisions required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action, as follows:
  - 1. Final Unrestricted Release: Where submittals are marked "APPROVED", that part of the work covered by the submittal may proceed provided it complies with requirements of the Contract Documents; final acceptance will depend upon that compliance.
  - 2. Final-But-Restricted Release: When submittals are marked "APPROVED AS NOTED", that part of the work covered by the submittal may proceed provided it complies with both the Architect's notations or corrections on the submittal and requirements of the Contract Documents final acceptance will depend on that compliance.
  - 3. Returned for Resubmittal: When submittal is marked "NOT APPROVED", or "REVISE AND RESUBMIT", do not proceed with that part of the work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal in accordance with the Architect's notations; resubmit without delay. Repeat if necessary to obtain a different action mark.
    - a. Do not permit submittals marked "NOT APPROVED" or "REVISE AND RESUBMIT" to be used at the project site, or elsewhere construction is in progress. Work that proceeds without action on shop drawings indicating "APPROVED" or "APPROVED AS NOTED" shall be deemed to be non-compliant.
  - 4. Other Action: Where a submittal is primarily for information or record purposes, for special processing or other Contractor activity, the submittal will be returned, marked "ACTION NOT REQUIRED".

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- B. Informational Submittals: Architect will review each submittal and will return one copy of the submittal marked "ACTION NOT REQUIRED", or will return it marked "REVISE AND RESUBMIT" if it does not comply with requirements.
- C. If electronic PDF files are not clear enough for Architect's to perform review, Contractor shall provide paper submittals for review at no additional cost.
- D. Partial submittals prepared for a portion of the Work will be reviewed when approval for the use of partial submittals has received prior approval from Architect.
- E. Incomplete submittals or submittals not in accordance with requirements are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review. Contractor shall be liable for Architect's costs associated with non-responsive submittals.
- F. Architect reserves the right to be compensated by the Contractor for additional time expended reviewing submittals returned as "REVISE AND RESUBMIT" or "NOT APPROVED".
- G. Submittals not required by the Contract Documents may be returned by the Architect without action.
- H. When paper submittals are provided, Architect will return reviewed submittal as a PDF electronic file via email.
- I. Upon receipt of all color samples, Architect will create and issue a Color Schedule for the project. Contractor shall allow eight weeks after final color sample submission for distribution of Color Schedule. Contractor shall coordinate submission of color samples in a manner that does not impact the time required for the Architect to create and issue the Color Schedule.
- J. If Architect requires the Contractor to create a Delinquent Submittal Log and the Contractor fails to provide a Delinquent Submittal Log in accordance with the requirements or update the log weekly, the Architect may contact the offending suppliers regarding submission of outstanding submittals. Contractor shall be liable for Architect's costs for time spent to contact the Contractor's suppliers.

END OF SECTION 01 33 00