

**SUBMITTAL COVER SHEET
MIDDLE SCHOOL RENOVATIONS
COCALICO SCHOOL DISTRICT**

Date: _____ Submittal # _____

Architect: AEM Architects, Inc. From: _____
3700 Perkiomen Avenue
Reading, PA 19606-2795

cc: _____ Sub-Contractor: _____

Specification Section*	Paragraph**	Submittal Type***	Description	Manufacturer	Action or Informational

**Use separate cover sheet for each specification section and attach to each copy of submittal.*

***Paragraph: List **Part II section** where the submitted material is referenced (Example 2.3 A 1).*

****Submittal Types (as required in the specifications): Product Data, Shop Drawing, Schedule, Delegated Design, Coordination Drawing, Sample, Color Selector, Test/Inspection Report, Qualification Data, Certification, Test Report, Administrative or Other.*

When an Acceptable Manufacturer’s product is provided in lieu of the Basis of Design product or when the work indicated in the submittal deviates from the work indicated on the Contract Documents, **the Contractor is required** to provide a Statement of Deviations itemizing all deviations contained in the submittal.

Submitted product(s) conforms to all Project Requirements: Yes / No (select one)
If No, provide an itemized list of deviations from the Contract Documents

Remarks:

We certify we have thoroughly reviewed the attached submittals for compliance with the Contract Requirements and we have identified all deviations from the Contact Documents contained within the attached submittals. **We understand that submittals provided that contain unidentified deviations from the Contract Documents or are not in compliance with the submittal requirements and are returned for resubmittal may be subject to back-charge for Architect’s costs to re-review the submittal.**

Project Manager