

SECTION 01 33 00 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Procedures for preparation and submittal of Shop Drawings, Product Data, and Samples.
- B. Contractor review and approval, and distribution of copies.

1.2 RELATED REQUIREMENTS

- A. GENERAL CONDITIONS of the CONTRACT: Definitions and basic responsibilities of entities.
- B. Section 01 32 00 - CONSTRUCTION PROGRESS DOCUMENTATION: Schedule for submittals.
- D. Section 01 78 39 - PROJECT RECORD DOCUMENTS
- E. Section 01 82 30 - OPERATION AND MAINTENANCE DATA

1.3 SHOP DRAWINGS

- A. Present in a clear and thorough manner in CADD (not hand drawn). Title each drawing with Project name and number.
- B. Identify field dimensions; show relation to adjacent or critical feature of work or products.
 - 1. Elements of drawings shall be identified by reference to sheet number and detail, schedule or room numbers shown on Contract Drawings.
- C. Minimum sheet size: Manufacturer's standard; adequate to clearly illustrate.

1.4 PRODUCT DATA

- A. Submit only pages which are pertinent.
 - 1. Clearly mark each copy of printed data to identify applicable Products, models, options, and other data, referenced to Specification Section and Article number.
 - 2. Show reference standards, performance characteristics and capacities.
 - 3. Show dimensions and clearances required.
 - 4. Show wiring or piping diagrams and controls.
 - 5. Show component parts, and finishes.

- B. Manufacturer's standard schematic drawings and diagrams:
 - 1. Modify drawings and diagrams to delete information which is not applicable to the Work.
 - 2. Supplement standard information to provide information specifically applicable to the Work.
 - 3. Delete information not applicable.
 - 4. Provide manufacturer's preparation, assembly, and installation instructions when required by the Specification Section.
- C. Electronic Digital Distribution of Submittals:
 - 1. Provide electronic media versions of submittals including but not limited to shop drawings, diagrams and relevant product data. Information shall be provided by the Contractor in the format specified by the Architect through the use of construction management software for information exchange known as Submittal Exchange, Expedition or Constructware (which ever specific product is selected by the Architect for this particular project.) The decision of which software is to be used will be revealed at the Kick-off meeting for Construction.

1.5 SAMPLES

- A. Office Samples: Limit to items requiring color, pattern and similar selections and shall be sufficient size and quantity to clearly illustrate:
 - 1. Full range of color, texture and pattern, for Architect/Engineer selection.
 - 2. Submit samples for selection of finishes within 20 days after date of Contract.
 - 3. Submit a minimum of two items.
- B. Label each sample with identification required for transmittal letter.
- C. Approved samples which may be used in the Work are indicated in the respective Specification Section.

1.6 COLOR SELECTIONS

- A. The Contractor, as soon as possible, shall assemble from appropriate subcontractors and material suppliers, the manufacturer's names of all material requiring color selection by the Architect including those already defined on the drawings. After all of the required information has been supplied, the Architect will prepare a complete color schedule based on the approved samples of materials submitted. The Architect will not prepare a color schedule or approve colors of any items until complete information on all items requiring color selection has been supplied by all Contractors.

1.7 MANUFACTURER'S CERTIFICATES

- A. Submit Certificates, in accordance with requirements of each Specification Section.

1.8 CONTRACTOR RESPONSIBILITIES

- A. Review and approve Shop Drawings, Product Data, and Samples PRIOR to submission to Construction Manager, Architect and Engineer.
- B. Determine and verify:
 - 1. Field measurements.
 - 2. Field construction criteria.
 - 3. Manufacturer's catalog numbers and similar data.
 - 4. Conformance of submittal with requirements of Contract Documents.
- C. Coordinate each submittal with requirements of the Work and of the Contract Documents.
- D. Sign or initial each sheet of shop drawings and product data and each sample label to certify approval and compliance with requirements of Contract Documents.
- E. Notify the Architect in writing, at time of submission, of ANY AND ALL DEVIATIONS in the submittals from requirements of the Contract Documents.
- F. DO NOT FABRICATE PRODUCTS or begin work which requires submittals until return of submittals with Architect/Engineer review stamp.

1.9 SUBMITTAL REQUIREMENTS

- A. Transmit submittals promptly in accordance with approved Progress Schedule, and in such sequence as to cause NO DELAY in the work or in the work of any other Contractor.
 - 1. The Contractor shall transmit submittals directly to the Architect.
 - 2. All submittals shall be made within 60 calendar days of the date of the Notice to Proceed, or earlier as required to maintain the project schedule.
- B. Contractor shall prepare for his use on this project a shop drawing stamp or a permanent stick on label as required in Division 1 and shall contain the following:

Contractor approves and submits these shop drawings and samples and thereby represents that he has determined and verified all field measurements, field construction criteria, materials, catalog numbers and similar data and that he has checked and coordinated each shop drawing and sample with the requirements of the work and of the Contract Documents and with work of other Contractors.

Date Contractor
Specification Section _____ Contract No.
Submittal No.

The above stamp or permanent stick on label shall be affixed by the Contractor to all shop drawings and data submitted by the Contractor thus indicating that the Contractor has thoroughly reviewed same and approves of their content. Drawings not stamped in this manner will be returned to Contractor as "not reviewed" for resubmission and no action shall be taken.

C. Submittals shall contain:

1. The date of submission and the dates of any previous submissions.
2. The Project title and number.
3. Contract identification.
4. The name of:
 - a. Contractor
 - b. Supplier
 - c. Manufacturer
5. Identification of the project, with the specification section number.
6. Field dimensions, clearly identified as such.
7. Relation to adjacent or critical features of the Work or materials.
8. Applicable standards, such as ASTM or Federal Specification numbers.
9. Identification of deviations from Contract Documents.
10. Identification of revisions on re-submittals.
11. An 8 in. x 3 in. blank space for Contractor and Architect/Engineer stamps.

1.10 RESUBMISSION REQUIREMENTS

- A. Make any corrections or changes in the submittals required by the Architect/Engineer and resubmit under procedures specified for initial submittals.
- B. Indicate any changes which have been made other than those requested by the Architect/Engineer or Construction Manager.

1.11 ARCHITECT/ENGINEER REVIEW

- A. Architect's/Engineer's review of submittals is for GENERAL CONFORMANCE ONLY AND IS NOT IMPLIED OR EXPRESSED AS ACCEPTANCE OR APPROVAL of the submission.
- B. Submittals will be reviewed and returned to the Contractor within fourteen (14) days following the date of receipt from the Contractor.

1.12 DISTRIBUTION

- A. Distribute reproductions of the Shop Drawings and copies of Product Data which carry the Architect/Engineer stamp of review to:
 1. Job site file.

2. Record Documents file.
3. Other affected contractors.
4. Subcontractors.
5. Supplier or Fabricator.

- B. Distribute samples which carry the Architect/Engineer stamp of review as directed by the Architect/Engineer.

PART 2 - PRODUCTS (Not Applicable).

PART 3 - EXECUTION (Not Applicable).

END OF SECTION