

PART 1 - GENERAL**1.01 DESCRIPTION****A. Definitions:**

1. Samples: Physical examples prepared to illustrate materials, equipment or workmanship and to establish standards by which work will be judged as complying with contract requirements.
2. Shop Drawings: Drawings, diagrams, illustrations, schedules and performance charts, prepared to illustrate a portion of work in detail.
3. Product Data: Dated, printed literature of a product manufacturer that describes product and installation procedures. Product data may include test and performance data, illustrations, standard brochures and special details.
4. Submittals: General term including samples, shop drawings and product data, as applicable.

B. General Provisions:

1. Provisions in this section are mandatory procedures for preparing and submitting samples, shop drawings and product data.
2. As a minimum the Contractor shall submit product data, reports and shop drawings for review per the Shop Drawing / Submittal Logs at the end of this section.
3. Submittals shall be in orderly sequence and timed to cause no delay in the Work.
4. The Architect of Record or Civil Engineer shall receive all submittals required by these Specifications within thirty (30) days of awarding the contract unless otherwise noted.
5. Job delays occasioned by requirement of resubmission of samples, shop drawings and product data not in accord with Contract Documents are Contractor's responsibility and will not be considered valid justification for extension of contract time.
6. Commence no portion of work requiring submittals until submittal has been reviewed by the Architect of Record or Civil Engineer.

C. Materials Requiring Submission for Information Only:

1. Products that require selection of color or texture by the Architect of Record or Civil Engineer are excluded under this article.
2. Product data matching manufacturer, model, accessories and finish specified in the Contract Documents are not requiring shop drawings shall require the submission of one (1) copy of manufacturer's literature for the Architect of Record or Civil Engineer's information only.
3. Manufacturer's literature shall substantiate compliance with requirements stated in contract documents.
 - a. Cover sheet identify name of project, the Architect of Record or Civil Engineer, Contractor and Subcontractor.
 - b. Product identification, including manufacturer's name and address.
 - c. Manufacturer's literature shall highlight specific items.
 - i. Product Description
 - ii. Reference Standard
 - iii. Performance and Test Data

D. Architect of Record or Civil Engineer Duties:

1. Architect of Record or Civil Engineer will review submission for compliance with specification.
2. If exception is noted, submission will be returned to contractor for full submittal.
3. If no exception is noted, information will be filed at the Architect of Record or Civil Engineer's office.

1.02 SAMPLE PREPARATION**A. Prepare samples in sizes, shape and finish in accord with the provisions of individual specification sections.****B. Samples furnished under this section are not to be confused with full size, on-the-site "Mock-Ups" called for in some specification sections.****C. The number of samples submitted shall be the number required by Contractor, plus one (1) which will be retained by the Architect of Record or Civil Engineer, unless otherwise indicated.****1.03 SHOP DRAWING PREPARATION****A. Drawings shall conform to the following requirements:**

1. Number drawings consecutively.
2. Indicate working and erection dimensions and relationships to adjacent work.
3. Show arrangements and section views, where applicable.
4. Indicate material, gauges, thicknesses, finishes and characteristics.
5. Indicate anchoring and fastening details, including information for making connections to adjacent work.
6. A written certification from the manufacturers that the material supplied to the project conforms to these specifications.

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- B. Forms: Submit one (1) sepia transparency and two (2) blueline prints of shop drawings.

1.04 **PRODUCT DATA PREPARATION**

- A. Include product manufacturer's standard printed material, dated, with product description and installation instructions indicated. Product data may also contain test and performance data, illustrations and special details.
- B. Form: Number of copies submitted shall be the number required by Contractor plus two (2) which will be retained by the Architect of Record or Civil Engineer,
- C. Data not related to this project shall be deleted from manufacturer's standard data.

1.05 **CONTRACTOR'S REVIEW**

- A. Review submittals and stamp with approval. Stamped approval must be done prior to any required submission to Architect of Record or Civil Engineer.
- B. Schedule submittals with promptness and sequence as to cause no delay in the Work or in the work of the Owner or separate Contractors.
- C. By approving submittals, Contractor represents that he has determined and verified all materials, field measurements, quantities and field construction criteria related thereto, or will do so, and that he has checked and coordinated with information contained within such submittals with the requirements of the Work and of the Contract Documents. Contractor is responsible for selecting fabrication processes and techniques of construction.
- D. Where work is indicated "By others", Contractor shall indicate responsibility for providing and coordinating such work, whether by Subcontractors or under separate contracts.
- E. Contractor agrees that submittals processed by the Architect of Record or Civil Engineer are not Change Orders; that purpose of submittals by Contractor is to demonstrate that Contractor understands design concept; that he demonstrates his understanding by indicating which equipment and material he intends to furnish and install and by detailing fabrication and installation methods he intends to use.
- F. Contractor represents by submitting samples, shop drawings and product data that he has complied with provisions specified above. Submission made without Contractor's approval indicated thereon will be returned without being reviewed for compliance with this requirement.

Shop drawing submissions including data sheets, etc., shall have a reserved 6" x 6" space for Architect of Record or Civil Engineer shop drawing review stamp and comments. Where such space is not available on printed documents/data sheet, General Contractor shall provide a separate 8-1/2 x 11 sheet with pertinent project data, including itemized list of products being submitted. In addition, two (2) 5-1/2" x 6" blocks shall be reserved for Architect of Record or Civil Engineer and General Contractor review stamp and comments.

- G. Date each submittal and indicate name of Project, Architect of Record or Civil Engineer, Contractor, Subcontractor, as applicable, description or name of equipment material or product and identify location at which it is to be used in the Work.
- H. Accompany submittal with transmittal letter containing project name and project location, Contractor's name, number of samples or drawings, titles and other pertinent data. Transmittal shall outline deviations, if any, in submittals from requirements of Contract Documents.
- I. No portion of the Work requiring submission of a shop drawing, product data or sample shall be commenced until the submittal has been approved by the Architect of Record or Civil Engineer as specified herein. All such portions of the Work shall be executed in accord with approved submittals.

1.06 **ARCHITECT OF RECORD'S REVIEW**

- A. An Architect of Record review is only for general conformance with the design concept of project and with information given in the Contract Document. Architect's of Record review of a specific item shall not indicate approval of an assembly in which item is a component.
- B. Architect of Record review of submittals shall not relieve Contractor of responsibility for deviation from requirements of Contract Documents unless Contractor has informed Architect of Record in writing of such deviation at time of submission and Architect of Record have given written approval to the specific deviation. Architect of Record review shall not relieve Contractor from responsibility for errors or omissions in submittals.
- C. Architect of Record will review each submittal, mark it with appropriate action, and return it to Contractor within one (1) week of receipt, except where it must be held for coordination, and the Contractor is so advised. Submittals will be marked by The Architect of Record as follows:

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1. "FURNISH AS SUBMITTED/NO EXCEPTIONS TAKEN" indicates the submittals have been reviewed for general conformance with the design concept and no exceptions are taken.
2. "FURNISH AS CORRECTED/MAKE CORRECTIONS NOTED" indicates contractor shall make corrections as noted on submittal.
3. "REVISE AND RESUBMIT" indicates the submittals to be revised and resubmitted for review prior to proceeding with the work or that submittal does not comply with Contract Documents.
4. "REJECTED" indicate the submittals do not comply with Contract Documents and are rejected.
5. "SUBMIT SPECIFIED ITEM" indicates that samples of specified item shall be submitted in sizes, shapes and finish in accord with provisions of individual specification sections.

D. Architect of Record will return one (1) sepia copy of reviewed shop drawings for printing and distribution by Contractor.

1.07 CIVIL ENGINEER'S REVIEW

A. A complete submittal package shall be sent to the Civil Engineer for his review. In addition, the Architect of Record shall be sent (1) copy of each submittal for his records. The submission to the Architect of Record shall be labeled "FILE COPY - NOT FOR REVIEW".

B. Civil Engineer's review is only for general conformance with the design concept of project and with information given in the Contract Document. Architect's of Record review of a specific item shall not indicate approval of an assembly in which item is a component.

C. Civil Engineer's review of submittals shall not relieve Contractor of responsibility for deviation from requirements of Contract Documents unless Contractor has informed Architect of Record and Civil Engineer in writing of such deviation at time of submission and Civil Engineer have given written approval to the specific deviation. Civil Engineer's review shall not relieve Contractor from responsibility for errors or omissions in submittals.

D. Civil Engineer will review each submittal, mark it with appropriate action, and return it to Contractor within one (1) week of receipt, except where it must be held for coordination, and the Contractor is so advised. Submittals will be marked by The Architect of Record or Civil Engineer as follows:

1. "FURNISH AS SUBMITTED/NO EXCEPTIONS TAKEN" indicates the submittals have been reviewed for general conformance with the design concept and no exceptions are taken.
2. "FURNISH AS CORRECTED/MAKE CORRECTIONS NOTED" indicates contractor shall make corrections as noted on submittal.
3. "REVISE AND RESUBMIT" indicates the submittals to be revised and resubmitted for review prior to proceeding with the work or that submittal does not comply with Contract Documents.
4. "REJECTED" indicate the submittals do not comply with Contract Documents and are rejected.
5. "SUBMIT SPECIFIED ITEM" indicates that samples of specified item shall be submitted in sizes, shapes and finish in accord with provisions of individual specification sections.

E. Civil Engineer will return one (1) copy of marked review documentation to the General Contractor and one (1) copy of marked review documentation to the Architect of Record for his records.

1.08 RESUBMISSION

A. Make corrections and changes indicated for submissions marked "Rejected" or "Revise and Resubmit" and resubmit in same manner as specified above, until submittals comply with Contract Documents.

1.09 DISTRIBUTION

A. Contractor is responsible for obtaining and distributing copies of submittals to his subcontractors and material suppliers after as well as before final approval. Prints of reviewed shop drawings shall be made from reproducibles that carry the Architect of Record or Civil Engineer's appropriate stamp.

B. Contractor shall maintain a file of reviewed submittals for duration of project, which shall be delivered to Owner as a part of project closeout documents.

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1.09 SUBMITTAL LOG FOR CIVIL ENGINEER

SHOP DRAWING / SUBMITTAL LOG					DATE RECEIVED and REVIEW COMMENTS					
Spec. Section	REQUIRED ITEMS	Shop Drawing	Product Data/Report	Samples	Date Received	Furnish as Submitted	Furnish as Corrected	Revise and Resubmit	Rejected	Submit Specified Item
02260	Modular Retaining Wall	X	X	X						
02920	Soil Preparation		X							
02960	Landscape Irrigation	X	X							

1.10 SUBMITTAL LOG FOR ARCHITECT OF RECORD

SHOP DRAWING / SUBMITTAL LOG					DATE RECEIVED and REVIEW COMMENTS					
Spec. Section	REQUIRED ITEMS	Shop Drawing	Product Data/Report	Samples	Date Received	Furnish as Submitted	Furnish as Corrected	Revise and Resubmit	Rejected	Submit Specified Item
02383	Drilled Piers (if applicable)	X	X							
03300	Cast In Place Concrete	X	X							
03390	Slab On Ground		X							
03410	Prestressed Precast Concrete Hollow Core Wall (if applicable)	X	X							
03470	Tilt Up Panels (if applicable)	X	X							
04200	Brick Masonry (if applicable)		X	X						
04230	Reinforced Unit Masonry (if applicable)		X	X						
05120	Structural Steel	X	X							
05210	Steel Joist Girders	X	X							
05220	Steel Joists	X	X							
05300	Steel Deck	X	X							
05300	Mechanical Fastener Layout and Design Data for Steel Deck (By General Contractor, if used)	X	X							
07240	Exterior Finish Insulation System (if applicable)		X	X						
07406	Metal Roof and Wall Panels	X	X	X						
07511	Built Up Roofing (if applicable)	X	X							
07901	Joint Sealers/Fillers		X	X						
08331	Overhead Coiling Doors	X	X							
08412	Aluminum Entrances and Storefronts	X	X							
09836	Textured Surface Coating (if applicable) (for non-standard colors only)			X						
09900	Painting (for non-standard colors only)			X						
15960	Energy Management Controls and Commissioning		X							
15990	Test, Adjust and Balance		X							

END OF SECTION