

1.01 Submittals

- A. The following submittals are required by the Contract Documents and are briefly explained herein:
 - 1. Construction Schedule
 - 2. Schedule of Values
 - 3. Product Data
- B. Information regarding submittal administration is also included herein.

1.02 Construction Schedule

- A. The Contractor shall submit to the Owner and the Architect/Engineer two (2) copies of his Construction Schedule.
- B. Upon acceptance by the Owner and ARCHITECT/ENGINEER, the Contractor shall post a copy of the Schedule within the Field Office where it can be readily referenced.

1.03 Schedule of Values

- A. The Contractor shall submit to the Owner and the Architect/Engineer, two (2) copies of his Schedule of Values within ten (10) days of the Notice to Proceed.
- B. The Schedule shall be in an outline format divided into major categories of construction as established by the Table of Contents. A value (amount) for each category shall be assigned thereto.
- C. Submit on AIA Form G703, Continuation Sheet for the Application and Certificate for Payment, AIA Form G702.

1.04 Product Data

- A. Product Data includes:
 - 1. Shop drawings
 - 2. Descriptive data

3. Samples
4. Schedules
5. Certificates
6. Guarantees
7. Warranties
8. Maintenance manuals

B. Submittal requirements for Product Data are listed in the technical sections of the Project Manual. The ARCHITECT/ENGINEER may, at his option, request additional Product Data.

1.05 Submittal Routing

A. Submittals shall be routed in the following manner:

1. Subcontractors, suppliers and others shall route to the Contractor.
2. The Contractor shall route to the ARCHITECT/ENGINEER.
3. The ARCHITECT/ENGINEER shall route to the Owner (certain approved Product Data only).

B. Return shall be in the reverse order.

C. The Contractor shall furnish copies of approved Submittals to governmental agencies as may be required or requested.

1.06 Review Procedures

A. Contractor's Review: The Contractor shall thoroughly review data submitted for compliance with the Contract Documents.

1. Data found not to be in accordance with the CD's shall be returned for compliance.
2. Data found to be acceptable shall be:
 - a. Noted as required.
 - b. Stamped indicating action taken.
 - c. Forwarded to ARCHITECT/ENGINEER.

B. ARCHITECT/ENGINEER Review: The ARCHITECT/ENGINEER will review submittals and advise of his findings.

1. ARCHITECT/ENGINEER will not accept material for review that has not been reviewed and approved by

- the Contractor, and he will return data immediately.
2. The ARCHITECT/ENGINEER will review data which has been properly approved by the Contractor and will either mark it "Approved", "Disapproved" or "Approved as Noted".
 3. Items marked "Disapproved" shall be resubmitted by the Contractor after making any required corrections or additions.
 4. Items marked "Approved as Noted" may be resubmitted for further clarification.
 5. ARCHITECT/ENGINEER approval does not relieve the Contractor of his responsibility for deviations from the Construction Documents unless he has notified the ARCHITECT/ENGINEER in writing of these deviations at the time of submittal.
- C. ARCHITECT/ENGINEER Review Time Limit: Submittals shall be processed by the ARCHITECT/ENGINEER and returned to the Contractor within fourteen (14) days of receipt. The ARCHITECT/ENGINEER will make every effort to expedite review. The Owner shall not be liable to the Contractor for any delay in processing the submittals.
- D. No work for which submittals are required (with the exception of test certificates for completed work, final guarantees and maintenance manuals) shall be performed until submittals are approved by the ARCHITECT/ENGINEER except at the Contractor's risk.

1.07 Definitions

- A. Shop Drawings:
1. Fabrication drawings for custom products.
 2. Modified catalog data annotated for a specific condition of service.
 3. Installation drawings for product assemblies or systems.
- B. Description Data: Manufacturer's catalog data, literature, etc., on product or system.
- C. Samples: Physical examples of products proposed for use.
- D. Schedules: Itemized listing of products and proposed locations.

- E. Certificates: Notarized statements made and signed by authorized company representatives attesting to their product having met CD requirements
- F. Guarantee or Warranty: Specific guarantees required in Project Manual in addition to the completed work guarantee required of Contractor. See Section 01700, Contract Closeout.
- G. Maintenance Manuals:
 - 1. Three-ring (minimum) 8-1/2" x 11" hardback, vinyl-covered binder for Owner's permanent record.
 - 2. Contents to include reproductions of shop drawings, descriptive data, schedules, etc., corrected through final approval, plus operation, maintenance, parts listing, service availability, cleaning instructions, etc.
 - 3. Permanently mark edge of binder to indicate contents and project title.

1.08 Required Information to be Included with all Submittals

- A. Date of Submittal
- B. Name of Project
- C. Name of Contractor
- D. Reference to a specific section, drawing or detail
- E. Manufacturer's or fabricator's name
- F. Owner's name
- G. Installer's name

1.09 Required Information to be Included with Shop Drawings and Descriptive Data

- A. Factory or shop applied finish or protective coating.
- B. Installation requirements and recommendations.
- C. Product protection requirements.

- D. Cleaning precautions and/or requirements.
- E. Applicable activation requirements or procedures.

1.10 Quantities (Minimum)

- A. Shop Drawings
 - 1. Custom Fabrications or Assemblies: Either six copies of each sheet, etc., or one reproducible transparency of each drawing.
 - 2. Modified Catalog Data: Six copies.
- B. Descriptive Data and Schedules: Six copies
- C. Physical Samples/Examples: Two copies
- D. Mockups: One site constructed example
- E. Certificates: Four copies
- F. Guarantees or Warranties
 - 1. Examples for initial review and approval: Two copies.
 - 2. After approval, actual construction completion documents: Two copies
- G. Maintenance Manual: Two copies

1.11 Off-Site Shop Fabrication Facilities

The Contractor shall provide the Architect/Engineer and the Owner a list of all off-site shop fabricated items so that the Architect/Engineer and/or the Owner may visit the Shop Fabrication facilities to inspect the work if so desired. The list shall include the item or product being fabricated, the name, street address, telephone number and person to contact to arrange a visit.

END OF SECTION