

SECTION 01300

SUBMITTALS

PART 1. GENERAL

1.01 SECTION INCLUDES

- A. Submittal Procedures
- B. Construction Progress Schedules
- C. Proposed Products List
- D. Shop Drawings
- E. Product Data
- F. Samples
- G. Manufacturers' Instructions
- H. Manufacturers' Certificates
- I. Construction Photographs

1.02 RELATED SECTIONS

- A. Section 01400 - Quality Control: Manufacturers' field services and reports.
- B. Section 01700 - Contract Closeout: Contract warranty and manufacturers' certificates closeout submittals.

1.03 SUBMITTAL PROCEDURES

- A. Transmit each submittal with Authority/Approval Delegate accepted form.
- B. Sequentially number the transmittal forms. Re-submittals need to have an original number with an alphabetic suffix.
- C. Identify Project, Contractor, Subcontractor or supplier; pertinent Drawing sheet and detail number(s), and specification Section number, as appropriate.
- D. Apply Contractor's stamp, signed or initialed certifying that review, verification of Products required, field dimensions, adjacent construction Work, and coordination of information, is in accordance with the requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite the Project, and deliver to appropriate Approval Delegate as determined at pre-construction conference. Coordinate submission of related items.
- F. Identify variations from Contract Documents and Product or system limitations, which may be detrimental to successful performance of the completed Work.
- G. Provide space for Contractor and Approval Delegate review stamps.
- H. Revise and resubmit submittals as required, identify all changes made since previous submittal.
- I. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.

1.04 ACTION ON SUBMITTALS

- A. APPROVAL DELEGATE'S Action: Where action and return is required or requested, DELEGATE will review each submittal, mark with the action taken, and return within a reasonable time period. Where submittal must be held for coordination, CONTRACTOR will be so advised by DELEGATE.
- B. Submittals returned with "APPROVED" action, indicates that the information submitted was found to be in conformance with the design concept and in compliance with the requirements of the Contract Documents. CONTRACTOR may proceed with performance of the work covered by the submittal.
- C. Submittals returned with "APPROVED AS CORRECTED" action indicates that the information submitted was found to be in conformance with the design concept and in compliance with the requirements of the Contract Documents, provided the noted clarifications or corrections are completed. Submission of a corrected submittal indicating the changes noted by DELEGATE is not required. CONTRACTOR may proceed with performance of the work covered by the submittal.
- D. Submittals returned with "REVISE AND RESUBMIT" action indicate that: (1) information submitted is at least partially not in conformance with the design concept, (2) information submitted is at least partially not in compliance with the requirements of the Contract Documents, (3) submittal is incomplete and does not include all items required by the individual specification Sections, or (4) certifications or computations required by the individual specification Sections have not been included in the submittal. Submittal will be returned to CONTRACTOR noting the reasons for noncompliance. CONTRACTOR shall not proceed with the performance of the work covered by submittal until corrected information is submitted and approved.
- E. Submittals returned with "NOT APPROVED" action indicate that the DELEGATE interprets the information submitted to be not in conformance with the design concept or not in compliance with the Contract Documents. Performance of the work shall not proceed until submittal is revised, resubmitted and approved.

1.05 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit initial progress schedule in duplicate within 10 days after date of Authority-Contractor agreement.
- B. Revise and resubmit as required.
- C. Submit revised schedules with each Application for Payment, identifying changes since previous version.
- D. Submit a horizontal bar chart with separate line for each major section of Work or operation, identifying the first workday of each week.
- E. Show complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Indicate the early and late start, early and late finish, float dates, and duration.
- F. Indicate estimated percentage of completion for each item of Work at each submission.
- G. Indicate submittal dates required for shop drawings, product data, samples, and product delivery dates, including those furnished by the Authority and under Allowances.

1.06 PROPOSED PRODUCTS LIST

- A. Within 10 days after date of Authority-Contractor Agreement, submit complete list of major products proposed for use, with name of manufacturer, trade name, and model number for each product. This will complement manufacturer/product names when required with bid forms.
- B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.

1.07 SHOP DRAWINGS

- A. Submit the number of opaque reproductions that Contractor requires, plus 3 copies, which will be retained by Authority/Approval Delegate.
- B. After review, distribute in accordance with Article on Procedures above and for Record Documents described in Section 01700 - Contract Closeout.

1.08 PRODUCT DATA

- A. Submit the number of copies that the Contractor requires, plus 3 copies that will be retained by the Authority/Approval Delegate.
- B. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information unique to this Project.
- C. After review, distribute in accordance with Article on Procedures above and provide copies for Record Documents described in Section 01700 - Contract Closeout.

1.10 SAMPLES

- A. Submit samples to illustrate functional and aesthetic characteristics of the Product with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- B. Submit samples of finishes in custom colors selected, textures, and patterns for Authority/Approval Delegate's selection.
- C. Include identification on each sample with full Project information.
- D. Submit the number of samples specified in individual specification Sections; 1 of which will be retained by Authority/Approval Delegate.
- E. Reviewed samples which may be used in the Work are indicated in individual specification Sections.

1.11 MANUFACTURERS' INSTRUCTIONS

- A. When specified in individual specification Sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for Product Data.
- B. Identify conflicts between manufacturers' instructions and Contract Documents.

1.12 MANUFACTURERS' CERTIFICATES

- A. When specified in individual specification Sections, submit manufacturers' certificate to Authority/Approval Delegate for review in quantities specified for Product Data.
- B. Indicate material or Product conforms to or exceeds specified requirements. Submit

supporting reference date, affidavits, and certifications as appropriate.

- C. Certificates may be recent or previous test results on material or Product but must be acceptable to Authority/Approval Delegate.

END OF SECTION